



**2024**

**NAPA COUNTY**

**EMERGENCY OPERATIONS PLAN**

**BASIC PLAN**

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## QUICK REFERENCE GUIDE

The [Cal OES' State Emergency Plan Coordinating Draft \(2023\)](#) has identified a standardized approach to structuring jurisdictional Emergency Operations Plans. As part of this update, Napa County's Emergency Operations Plan is comprised of multiple documents, which are identified and described below:

DOCUMENT	DESCRIPTION <sup>1</sup>
<b>EMERGENCY OPERATIONS PLAN</b>	
<b>Basic Plan</b>	This document describes a comprehensive emergency management concept of operations that outlines the relationships and responsibilities of state government, its political subdivisions, and other participating organizations.
<b>ATTACHMENTS</b>	
<b>Acronyms and Authorities</b>	Supporting documents to the basic plan describing supplemental information.
<b>APPENDICES</b>	
<b>EOC Standard Operating Procedures</b>	Targeted information and procedures to activate, operate, and deactivate the EOC, including forms to support EOC activities and EOC staff. Procedures designed to be stand-alone documents usable by staff in the EOC.
<b>EOC Position Checklists</b>	Position descriptions and checklists designed to be stand-alone documents usable by staff in the EOC.
<b>ANNEXES</b>	
<b>Annex Preamble</b>	Provides general information and content applicable to Napa County's Annexes to the Emergency Operations Plan (EOP).
<b>Functional Annexes</b> <ol style="list-style-type: none"> <li>1. Agriculture</li> <li>2. Debris Management</li> <li>3. Evacuation</li> </ol>	Describes policies, situations, concept of operations, and agency-specific responsibilities for functions anticipated by the jurisdiction.

<sup>1</sup> "California's State Emergency Plan – Coordinating Draft", California Governor's Office of Emergency Services, 2023. <https://www.CalOES.ca.gov/wp-content/uploads/Preparedness/Documents/2023-SEP-Draft-Public-Review.pdf>

DOCUMENT	DESCRIPTION <sup>1</sup>
<b>4. Mass Care</b> <b>5. Volunteer and Donations Management</b>	
<b>Hazard/Threat Specific Annexes</b> <b>6. Dam Failure</b> <b>7. Drought</b> <b>8. Earthquake</b> <b>9. Extreme Temperature</b> <b>10. Flood</b> <b>11. Hazardous Materials</b> <b>12. Mass Fatality</b> <b>13. Pandemic</b> <b>14. Power Outage</b> <b>15. Terrorism</b> <b>16. Wildfire</b>	Describes policies, situations, concept of operations, and agency-specific responsibilities for hazards, threats, or incidents anticipated by the jurisdiction.
<b>Local Jurisdiction Annexes</b> <b>A. City of Calistoga</b> <b>B. City of Napa</b> <b>C. Town of Yountville</b>	Provides local jurisdictional information related to an emergency or disaster where emergency management and response may be activated or required. For the remaining local jurisdictions within Napa County that are not listed, reference their data directly from the Cities of American Canyon and St. Helena.

## How To Use This Plan?

Napa County personnel who are assigned a responsibility in this plan should have a working knowledge of the concepts, functions, and actions described throughout the Emergency Operations Basic Plan (EOP) and corresponding documents such as the Emergency Operations Center (EOC) Standard Operating Procedures (SOP's) and EOC Position Checklists.

Napa County's EOC staff should refer to this document as guidance for Napa County's EOC activation, response, and deactivation procedures. When Napa County staff arrive at the EOC during an emergency, staff should immediately locate this EOP, the EOC SOP's, and position checklists.

## What To Do With This Plan?

Napa County's Director of Emergency Services will provide a current copy of the EOP, the corresponding EOC SOP's, and position checklists to EOC staff. All EOC staff are responsible for familiarizing themselves with the contents of these documents. During an emergency, EOC staff should know where the EOC SOP's, and position checklists are

located and how to use them. It is important to familiarize staff with the location of these documents and the content through review, training, and exercises.

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## **WHAT IS AN EOC?**

An EOC is a central command and control facility responsible for carrying out the principles of emergency preparedness and emergency management or disaster management functions at a strategic level. When activated, Napa County's EOC maintains responsibility for assessing countywide conditions and status of emerging situations. Additionally, Napa County's EOC will collect and analyze damage assessments, obtain resource requests from the field, and procure resources that are needed by field personnel in order to respond and recover from the event.

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## **WHEN WILL I NEED TO REPORT TO THE EOC?**

Napa County's EOC can be activated during an emerging situation resulting from natural and man-made incidents. Not every incident will activate the EOC. The magnitude and scale of an incident determines EOC activation. Napa County's EOC will be activated when an organization's daily operating procedures or resources are insufficient to cope with an emergency. Positions may be determined as they are required for a specific type of response and when the EOC is activated. Certain positions may be automatically activated. For specific criteria on activation and when to report to the EOC, see the EOC Activation Levels section in this EOP.

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## EXECUTIVE SUMMARY

This Executive Summary provides an overview of Napa County’s emergency operations and procedures for preparing, responding, and recovering from emergencies associated with natural or human-caused disasters within the geographic boundary of Napa County’s Operational Area<sup>2</sup>.

This Emergency Operations Base Plan (EOP) has been updated to include concepts from [Cal OES’ State Emergency Plan Coordinating Draft \(2023\)](#), guidance from the [Cal OES Emergency Plan Review Crosswalk for Local Government Agencies](#), as well as information from Napa County’s previous two emergency operations plans, completed in 2017 and 2019/2020.

This update also incorporates areas of improvement and lessons learned during the 2017 and 2020 wildfire disasters affecting Napa County and neighboring jurisdictions, as well as the COVID-19 global pandemic. The COVID-19 pandemic resulted in Napa County’s EOC sustaining a long-term activation (from February 2020 until February 2022), which illustrated multi-layers of complexity sustaining emergency operations for such a long period of time.

Further, this EOP was developed using elements from [Napa County’s Multi-Jurisdictional Hazard Mitigation Plan \(MJHMP\) \(2021\)](#), [FEMA’s Comprehensive Preparedness Guide Version 3.0 \(September 2021\)](#), and guidance from the [Presidential Policy Directive – 8: National Preparedness](#).

This document is intended to be read, understood, and exercised prior to an emergency or disaster, and the corresponding EOC Standard Operating Procedures (SOP’s) should be implemented during EOC activation. This EOP incorporates concepts and principles from the Incident Command System (ICS), California’s Standard Emergency Management System (SEMS), and the National Incident Management System (NIMS) into Napa County’s emergency operations. The plan is flexible enough to be used in all emergencies and will facilitate response and recovery activities.

Napa County comprises five jurisdictions that appreciate an extremely close working relationship. The cities of American Canyon, City of Napa, St. Helena, Calistoga, and the Town of Yountville are incorporated jurisdictions located within the area of Napa County. The majority of Napa County’s population are Caucasian and Hispanic origin as shown in the chart on the following page.

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<sup>2</sup> The County functions as the Operational Area and is the focal point for information transfer and support requests by cities and Special Districts within the County.

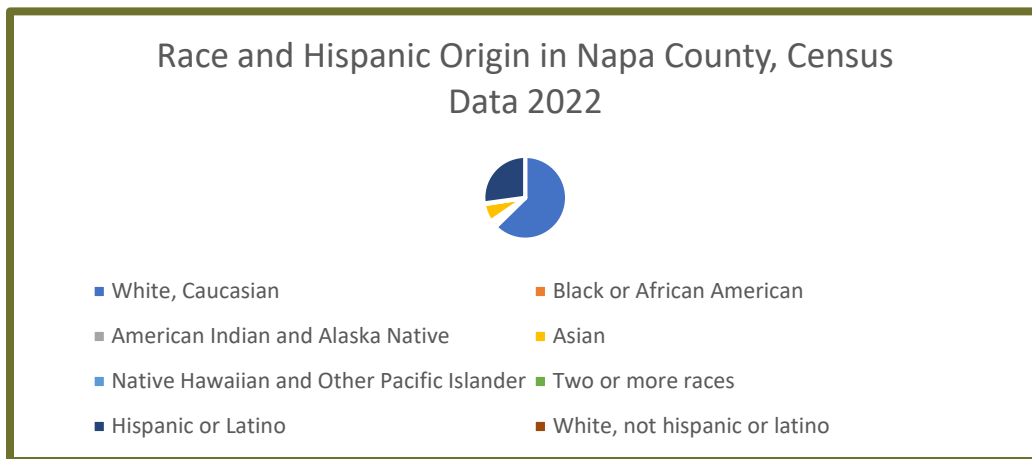


Figure 1: [Race and Hispanic Origin in Napa County, Census Data 2022](#)

Whereas English and Spanish are the threshold languages<sup>3</sup> in the county:

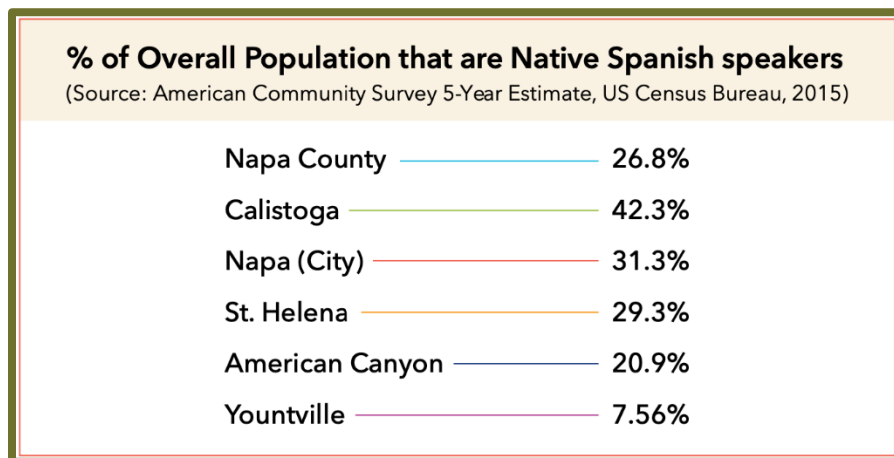


Figure 2: [Communicating with Spanish Speakers During Times of Disaster](#)

Napa County government is responsible for all non-incorporated areas in the County. Together, the County, with participation from stakeholders, has created this document to have the above forementioned jurisdictions operating in concert when responding to major incidents or disasters within the Napa County Operational Area.

In June 2023, the County Executive Officer designated the Sheriff as the Director of Emergency Services. This allows the Sheriff's Office to implement a whole community approach and collaborate closely with Office of Emergency Services (OES) stakeholders other than fire and emergency medical services, such as hospitals, schools, and public and private entities. The Sheriff's Office will support preparedness programs, the

<sup>3</sup> [COAD Strategic Plan](#), 2023-2024



development of emergency response plans, and the administration of training and exercises.

The following Napa County stakeholders<sup>4</sup> who played a role in supporting activities described in this EOP concur with how this plan describes their tasks:

- |                                     |   |
|-------------------------------------|---|
| ▪ County Executive Office           | ▪ Napa County Fire                            |
| ▪ Emergency Medical Services Agency | ▪ Napa County Sheriff's Office                |
| ▪ Health & Human Services Agency    | ▪ Office of Emergency Services                |
| ▪ Housing & Homeless Services       | ▪ Planning, Building & Environmental Services |
| ▪ Information Technology Services   | ▪ Public Works                                |
| ▪ Napa County Counsel               |   |

Napa County OES also worked with non-governmental stakeholders who play a role in supporting the activities within this EOP and subsequent annexes, such as [Napa Valley's Community Organizations Active in Disaster \(COAD\)](#), Napa Valley's Transportation Authority (NVTA), and Napa Valley's Center for Volunteers and Nonprofit Leadership (CVNL).

COAD has strong multi-sectoral membership and support with over 45 partner organizations and 17 local county and city government departments actively involved in the coordination for building relationships during all phases of a disaster. For example, during recent wildland fire events, COAD formed a Latino Outreach Subcommittee (LOS) that supported and coordinated message translation, reviewed information to ensure it was culturally sensitive and appropriate, and organized information distribution to the Latino community. In collaboration with the COAD Public Information & Outreach Subcommittees, the LOS worked through COAD agencies and coordinated with Napa County's EOC to get correct and culturally appropriate information out in Spanish.

By working with COAD, Napa County can engage in geographically diverse locations with culturally diverse communities within the County.

While no plan can prevent loss of life and infrastructure damage, establishing a framework including a concept of operations carried out by knowledgeable and well-trained personnel and outlining roles and responsibilities can minimize loss. This EOP provides guidance to promote effective preparedness, response, and recovery operations when an emergency impacts Napa County.

It is important to note that this document is a draft and will undergo additional updates based on feedback received from stakeholders and partners.

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<sup>4</sup> This list of stakeholders is limited to Napa County departments/agencies.

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# LETTER OF PROMULGATION

July 22, 2025

Napa County Executive Office  
1195 Third Street, Suite 310  
Napa, CA 94559  
www.countyofnapa.org

The preservation of life and property is an inherent responsibility of all levels of government. As disasters can occur in devastating form at any time, Napa County must provide safeguards, which may save lives, while minimizing property damage. This will be accomplished through planning, preparedness measures, and training. Sound emergency plans carried out by knowledgeable and well-trained personnel can and will minimize losses.

While no plan can prevent death and destruction, good plans carried out by knowledgeable and well-trained personnel can and will minimize losses. This plan establishes the emergency organization, assigns tasks, specifies policies and general procedures, and provides for the coordination of planning efforts of the various emergency staff and service elements utilizing the Standardized Emergency Management System and the National Incident Management System.

This plan was developed for each Napa County department, local special districts with emergency services responsibilities, and the cities within Napa County. The intent of the EOP is to provide direction on how to respond to an emergency from the outset through an extended response, and into the recovery process.

Once adopted, this plan is an extension of the State of California Emergency Plan. It will be reviewed and tested periodically and revised as necessary to meet changing conditions.

The Napa County Board of Supervisors gives its full support to this Emergency Operations Plan (EOP) and urges all public employees and individuals to prepare for times of emergency before they occur.

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**Anne Cottrell**  
**County Board of Supervisors Chairperson**

<b>APPROVED AS TO FORM</b> <b>Office of County Counsel</b>  <b>By:</b> <b>County Counsel</b>  <b>Date:</b>	<b>APPROVED BY THE NAPA COUNTY</b> <b>BOARD OF SUPERVISORS</b>  <b>Date:</b> <b>Processed By:</b>  <b>Deputy Clerk of the Board</b>	<b>ATTEST: NEHA HOSKINS</b> <b>Clerk of the Board of Supervisors</b>  <b>By:</b>
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## APPROVAL AND IMPLEMENTATION

Napa County has a commitment to the safety of its residents. Their safety and security depend upon the continuation of public services before, during, and after an emergency/disaster.

Napa County OES is mandated by federal, state, and local laws to ensure that mitigation efforts are enhanced, preparedness is encouraged, responsiveness is assured, and recovery is achieved efficiently and effectively, before, during, and after man-made or natural disasters (e.g., wildland fires, earthquakes, terrorism, tsunamis, chemical spills, floods, etc.) which may occur within the County.

One of the primary responsibilities of OES is to develop, update and maintain a record of changes to an emergency management plan. This plan addresses, to the extent possible, all emergency response functions of local governmental departments, agencies, public officials, and other public and private organizations during emergencies/disasters.

This plan was developed with the cooperation of [Napa County's Emergency Services Council](#)<sup>5</sup>, County, Municipal, and Special District departments and agencies such as law enforcement (including the Community Emergency Response Team – CERT), fire, healthcare facilities, and public works; and non-governmental organizations such as the Center for Volunteer and Nonprofit Leadership (CVNL), the Napa Community Animal Response Team (NCART), Napa Valley Community Organizations Active in Disaster (COAD), including those advocating for Access and Functional Needs (AFN). These organizations play a pivotal and functional role in responding to emergencies/disasters.

This EOP was developed using elements from [Napa County's Multi-Jurisdictional Hazard Mitigation Plan \(MJHMP\) \(2021\)](#), [FEMA's Comprehensive Preparedness Guide Version 3.0 \(September 2021\)](#), and guidance from the [Presidential Policy Directive – 8: National Preparedness](#).

On behalf of the emergency operations planning committee:

Napa County Executive Officer	American Canyon City Manager
Napa County Sheriff	Napa City Manager
Chair, Napa County Emergency Services Council	St. Helena City Manager
Calistoga City Manager	Yountville Town Manager

<sup>5</sup> Also known in other jurisdictions as a “disaster council” within the State of California, under the [California Emergency Services Act, Article 10, Local Disaster Councils 8610](#).

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# RECORD OF CHANGES AND DISTRIBUTION

Napa County OES will be responsible for ensuring this plan is kept up to date. Each update and version of the EOP will be tracked by Napa County OES. When any modifications are made, it is important to document the document version, a summary description of the changes, the date of the revision, and the name of the person who approved the revisions. The following authorities must approve specific modifications related to policy, laws, regulations, process, and procedures:

- County Executive Officer, or
- designated Director of Emergency Services

All other minor content modifications may be solely approved by the Napa County OES Director of Emergency Services.

This plan will be physically printed and located within a 3-ring binder at the primary EOC location, it will be added to a share site for county employees on the EOC roster and will be available online at the County of Napa and Ready Napa County websites. Reference the Plan Administration Section of the EOP for more detailed information on the process for overall plan maintenance.

RECORD OF CHANGES AND APPROVAL			
Version No.	Revision Description	Revision Date	Approved By

RECORD OF DISTRIBUTION			
Quantity	Distributed To	Date	Approved By

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# 1. INTRODUCTION

## 1.1 PURPOSE

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This EOP addresses Napa County's coordinated and planned response to extraordinary emergency situations associated with any hazard, natural or human-caused, which may affect any area within Napa County's geographic boundaries. This plan is the principal guide for Napa County's response to, management of, and recovery from real or potential emergencies and disasters occurring within its designated geographic boundaries. Specifically, this plan is intended to:

- Facilitate multi-jurisdictional and interagency coordination in emergency situations, particularly between local government, the Operational Area (the geographic boundary of Napa County), and appropriate state and federal agencies and entities.
- Set forth lines of authority and organizational relationships and shows how actions will be coordinated.
- Interface with applicable local, state, and federal plans.
- Describe Napa County's approach to the emergency management phases of prevention, preparedness, response, recovery, and mitigation.
- Identify the components of Napa County's Emergency Management Organization and describes the processes that will be activated to effectively prepare for, respond to, and recover from major emergencies and disasters.
- Establish the operational concepts associated with the coordination of resources and support to field responders in an emergency; the proclamation process; the management of the Emergency Operations Center (EOC) activities; systems used to coordinate the request for and integration of resources during an emergency; and the processes toward short-term and long-term recovery.
- Establish the organizational framework for implementation of the California Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS) within Napa County.
- This EOP takes an all hazards-based approach to planning while identifying functions that a jurisdiction must perform during emergencies. This approach defines functions to be performed and some combination of government agencies and departments responsible for its performance as a course of action.

- As such, the plan is supported by hazard-specific and functional annexes. These annexes describe the operational actions, roles, and responsibilities of departments, agencies, and supporting organizations of a particular function.

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## **1.2 SCOPE**

This EOP applies to any extraordinary emergency associated with any hazard, natural or human-caused, which may affect any area within Napa County's geographic boundaries and result in situations that require planned, coordinated responses by multiple agencies or jurisdictions. Municipal jurisdictions within Napa County are listed below:

- City of American Canyon
- City of Napa
- City of Calistoga
- City of St. Helena
- Town of Yountville

This EOP establishes an emergency organization and defines responsibilities for all agencies and individuals, public and private, having roles in emergency preparedness, response, recovery and/or mitigation in the County. This EOP is designed to be compliant with SEMS and NIMS and will be used in coordination with the State Emergency Plan and National Response Framework. More information on how the scope of the plan aligns within the SEMS response levels can be found in the Concept of Operations section.

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## **1.3 PLANNING ASSUMPTIONS**

Certain assumptions were established during the development of this plan. These assumptions translate into basic principles associated with conducting emergency management operations in preparation for, response to, and recovery from major emergencies.

- The Napa County EOC will be activated when an event is significant enough to require countywide coordination and resource management to support response activities.
- Emergencies or disasters may occur at any time, day or night, in populated as well as remote areas of Napa County.
- Major emergencies and disasters will require a multi-agency, multi-jurisdictional response. For this reason, it is essential that SEMS/NIMS standards for incident command and, in many cases, unified command, be implemented immediately by responding agencies, and expanded as the situation dictates.
- Napa County is primarily responsible for emergency actions in the County's unincorporated area and will commit all available resources to save lives, minimize

injury to persons, minimize property damage, protect the environment, and support local economies.

- Local municipal government is responsible for emergency actions in its incorporated area. Napa County will provide support as needed and requested by cities in the operational area or as designated in agreements with the incorporated area.
- Large-scale emergencies and disasters may overburden local resources and necessitate mutual aid from neighboring jurisdictions.
- Large-scale emergencies and disasters and the complex organizational structure required to respond to them pose significant challenges in terms of warning and notification, logistics, and agency coordination.
- Major emergencies and disasters may generate widespread media and public interest. The media is an ally in large-scale emergencies and disasters; they can provide considerable assistance in emergency public information and warning.
- Large-scale emergencies and disasters may pose serious long-term threats to public health, property, the environment, and the local economy. While responding to significant disasters and emergencies, all strategic decisions must consider each of these threats.
- Disasters and emergencies may require an extended commitment of personnel and other resources from involved agencies and jurisdictions. Mutual aid and other forms of emergency assistance will be provided when impacted jurisdictions deplete or anticipate depleting their resources.
- Response and recovery activities will be managed by incident objectives.
- **A whole community approach to emergency management and response must be implemented before, during, and after a disaster.** This includes engagement of private businesses, NGOs, including faith-based and AFN coalitions, and the general public, with active participation of local, tribal, territorial, state, and federal governmental partners to ensure needs are met with all facets of the population.
- Integrated planning is critical to ensure the needs of underserved populations are considered in aligning resources or assets.
- Individuals with disabilities and access and functional needs (DAFN) may require resources or assets such as durable medical equipment or assistive technology and accessible transportation that are limited in number and difficult to procure

without integrated planning. Every reasonable effort should be made by emergency managers and shelter providers to ensure these efforts.

- The DAFN population will need additional assistance and support for alert and warning, transportation and evacuation, and care and sheltering. For example:
  - An exception for service/companion animals in an emergency shelter where there is a no-pets policy.
  - The provision of way-finding assistance to someone who is blind to orient to new surroundings.
  - The transferring and provision of toileting assistance to individuals with a mobility disability.
  - The provision of an interpreter to someone who is deaf and seeks to fill out paperwork for public benefits.
  - Provisions for interpreters and translators, as well as signage, to support and ensure effective communication with individuals with limited English proficiency.

## **1.4**

## **1.5**

## **1.6 WHOLE COMMUNITY APPROACH**

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The vulnerability of people and groups within Napa County varies in physical location as well as different economic, social, geographic, demographic, cultural, and institutional backgrounds. Following the State of California's Draft State Emergency Plan, Napa County integrates a whole community concept into its' all-hazards preparedness and response planning<sup>6</sup> for the following individuals with DAFN:

- who have developmental, intellectual, or physical disabilities;
- with chronic conditions or injuries;
- with limited English proficiency;
- who are older adults, children, or pregnant;
- living in institutionalized settings;

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<sup>6</sup> Note: All-hazards preparedness and response planning includes at-risk individuals (often used interchangeably with vulnerable populations and are defined federally as "children, pregnant women, senior citizens, and other individuals who have access or functional needs in the event of a public health emergency" - 42 U.S.C. § 2802(b)(4)(B) (2019)).



- who are low-income and/or transportation disadvantaged; and
- experiencing housing cost burdens or homelessness.

The *whole community concept*<sup>7</sup> is a process by which residents, emergency management representatives, organizational and community leaders, and government officials can understand and assess the needs of their respective communities and determine the best ways to organize and strengthen their resources, capacities, and interests. Engaging in whole-community emergency management planning builds a more effective path to societal security and resilience.

In keeping with the whole community approach, Napa County has identified, considered, and addressed whole community needs before, during, and after a disaster. Napa County's emergency management preparedness and planning activities operate with the guidance and active involvement of representatives from a wide array of County departments/agencies, City departments, special districts, law enforcement (including the Community Emergency Response Team – CERT), fire services, emergency management, public health, and non-governmental organizations such as CVNL, NCART, Napa Valley COAD, access and functional needs communities, tribal communities, business and industry, and various other public and private stakeholders. Each of these stakeholders provides data in alignment with the planning process through one-on-one interviews, participation in planning meetings, formal reviews, and approval and implementation processes.

The effectiveness of emergency response is also largely predicated on the preparedness and resiliency of the collective community. In Napa County, COAD provides a link as a coordinating entity between the non-profit sector and local government in all phases of a disaster. In the event of an EOC activation, COAD may send a representative to expedite communication and coordination of the delivery of services to support the emergency response effort. Further, Napa County's COAD provides a critical role in supporting services for those in the DAFN community, organizations that organize volunteer activities, and in-kind donations management.

*DISCLAIMER: There is no guarantee that public agencies will be able to respond to all needs for everyone. Effective action during a disaster implies the preparedness efforts on the part of every individual to the best of their ability, their caretaker, and/or their responsible facility.*

## 1.7 SITUATION OVERVIEW

Napa County is located just to the north of the San Francisco Bay. It is also located in the Governor's Office of Emergency Services Coastal Region and Mutual Aid Region II. Napa County extends from the Napa River Delta on the south and west to the Mayacamas

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<sup>7</sup> <https://www.CalOES.ca.gov/wp-content/uploads/Preparedness/Documents/2023-SEP-Draft-Public-Review.pdf>

mountain range. It contains extensive agricultural lands in its valley, hillsides, and south county areas. Napa County is adjacent to Sonoma, Lake, Yolo, and Solano counties.

Further, Napa County plays a large part in building Northern California as a center for agriculture, tourism, and light industry. Napa County consists of approximately 788 square miles of land and water and a population of 138,019 ([Census, 2020](#)).

Napa County faces a broad host of hazards and threats that could warrant a countywide emergency response with little or no notice. These include but are not limited to agriculture threats, dam failure, power outages, drought, earthquakes, floods, landslides, levee failures, pandemics, severe weather, terrorism, tsunamis, slope failure, soil liquefaction, and wildfires.

From 2018 through September 2022, Napa County has experienced 24 or more declared disasters. - [California State Hazard Mitigation Plan, 2023](#).

### **1.5.1 Capability Assessment**

Napa County has the capability to respond to a wide range of hazards, incidents and disasters with the ability to commit all available resources to save lives, minimize injury to persons, minimize property damage, protect the environment, and support local economies. Napa County will provide support as needed and requested by cities in the operational area or as designated in agreements with the incorporated area.

### **1.5.2 Mitigation Overview**

As a participant in the multi-jurisdictional planning process, Napa County worked with the City of Napa, the City of Calistoga, the City of St. Helena, Town of Yountville, City of American Canyon, the American Canyon Fire Protection District, Napa County Office of Education, Napa Valley College, the American Red Cross, and the County Office of Emergency Services to develop and review the comprehensive list of mitigation strategies developed under [Napa County's Multi-Jurisdictional Hazard Mitigation Plan](#) (MJHMP) in 2021. The mitigation strategy was also reviewed by the City of Napa.

The decision to implement hazard mitigation activities was made based on various criteria, not simply on an economic cost-benefit analysis. The criteria included technical and administrative feasibility, politically acceptable, socially appropriate, legal, economically sound, and not harmful to the environment or our heritage. Existing programs, responsible offices, and other pertinent information were also provided in MJHMP. Additionally, Napa County's recent [Safety Element](#), updated in August 2023 (under the General Plan), aligns with the hazards addressed in the MJHMP.

Vulnerable populations such as the elderly, low-income or linguistically isolated populations, the unsheltered, people with life-threatening illnesses, and residents of areas isolated from major roads have the potential to suffer to a greater extent during hazardous

events. Napa County is committed to planning and preparing for the following risks and hazards. The County is not trying to create a disaster-proof region but a disaster-resistant one.

### 1.5.3 Hazard Analysis

Since 2018, California has experienced 37 State Emergency Declarations and 72 federally declared disasters. As the climate continues to change, science indicates that the scale, pace, and intensity of disasters will continue to increase, resulting in increased human suffering, loss of infrastructure, damage to the environment, longer disaster recoveries, and escalating disaster costs. The seven largest wildfires in California history have occurred since the 2018 SHMP update. Half of the most destructive wildfires, by number of structures destroyed, have also occurred since the 2018 update - [California State Hazard Mitigation Plan, 2023](#).

The 2021 MJHMP includes a detailed risk assessment and hazard analysis measuring the potential impact on life, property, and the economy from ten identified natural hazards (Figure 3). The MJHMP Planning Committee's hazard prioritization process combined historical data, local knowledge, and consensus opinions to produce the below risk assessment matrix that illustrates whether each profiled hazard is an extreme, high, or medium priority. The criteria below have been further used to evaluate hazards and identify the highest-risk hazards in Napa County. The 2021 MJHMP does not include a detailed analysis of human-caused threats.

For the purpose of this EOP, the planning team considered a broader set of hazards threatening Napa County. This hazard analysis section includes additional hazard profiles, where **sixteen different natural and human-caused hazards** were identified, including:

- |                                |                                       |
|--------------------------------|---------------------------------------|
| ■ <i>Agricultural Threats*</i> | ■ <i>Pandemic Disease*</i>            |
| ■ <i>Climate Change*</i>       | ■ <i>Severe Weather/Winter Storm*</i> |
| ■ <i>Dam Failure*</i>          | ■ Terrorism and technological hazards |
| ■ De-energization              | ■ Tsunami                             |
| ■ <i>Drought*</i>              | ■ <i>Slope Failure*</i>               |
| ■ <i>Earthquake*</i>           | ■ Soil Liquefaction                   |
| ■ <i>Flood*</i>                | ■ <i>Wildfire*</i>                    |
| ■ Landslide                    |                                       |
| ■ Levee Failure                |                                       |

*\*The ten natural hazards identified in the 2021 MJHMP.*



## Risk Assessment Matrix Definitions

### PROBABILITY RATING

The likelihood of a hazard event occurring within a time period?

PROBABILITY	Highly Likely	<b>Highly likely</b> - 100% annual probability. Or Likely to occur every year in your lifetime.
	Likely	<b>Likely</b> - between 10 & 100% annual probability. Or will occur several times in your lifetime.
	Possible	<b>Possible</b> - between 1 & 10% annual probability. Or Likely to occur some time in your lifetime.
	Unlikely	<b>Unlikely</b> - less than 1% annual probability. Or unlikely but possible to occur in your lifetime.

To concentrate resources, the jurisdictional planning team primarily focus on "High" and "Extreme" risk hazards, but may also focus on other hazards with medium impact. These hazards have the higher probability and greater impact as it relates to the jurisdictions planning area.

Hazard definitions are included in Vol. 1 of this plan. Some hazards are discussed as subset hazards— e.g., "Sea Level Rise" within the "Climate Change" hazard profile. If a hazard is not present on the risk matrix or are grey in color, the jurisdictional planning team felt the hazard had a minimal footprint within their planning area and was not ranked.

### Hazard Information / Legend:



Climate change may change the frequency, duration and intensity of hazards within each planning area. If applicable Climate Change impacts are described at the end of each section.



If hazard symbol is grey or not present, the jurisdictional planning team did not develop hazard vulnerability information related to the planning areas due to perceived probability and impact described above.

### IMPACT RATING

In terms of injuries, damage, or death, would you anticipate impacts to be minor, limited, critical, or catastrophic when a significant hazard event occurs? The impact could be in terms of one hazard event (flooding from a culvert failure) or a large-scale event (multiple rivers flooding) in the same jurisdictional boundary.

IMPACT			
Minor	Limited	Critical	Catastrophic
<b>Minor</b> - very few injuries, if any. Only minor property damage & minimal disruption on quality of life. Temporary shutdown of critical facilities.	<b>Limited</b> - minor injuries only. Approx. 10% or less of property in disaster footprint damaged or destroyed. Complete shutdown of critical facilities for more than one day.	<b>Critical</b> - multiple deaths/injuries possible. Between 25% and 50% of property in disaster footprint is damaged or destroyed. Complete shutdown of critical facilities for more than one week.	<b>Catastrophic</b> - high number of deaths/injuries possible. More than 50% of property in affected area damaged or destroyed. Complete shutdown of critical facilities for 30 days or more.

### Napa County Risk Matrix

		IMPACT			
		Minor	Limited	Critical	Catastrophic
PROBABILITY	Highly Likely	Medium	FLOOD	CULVERT FAILURE WILDFIRE	Extreme
	Likely	Medium	CLIMATE CHANGE LANDSLIDE	SEVERE WEATHER	Extreme
	Possible	Low	AIR QUALITY PANDEMIC	DROUGHT	High
	Unlikely	Low	Low	Medium	DAM FAILURE

Figure 3: Identified Ten Hazards and Risk Assessment for Napa County<sup>8</sup>

<sup>8</sup> <https://mitigatehazards.com/napa-county-mjhmp/documents/>

### **Agricultural Threats**

Napa County land is predominately agricultural, famous for its grape vineyards and wine production. Farmlands across Napa County are sensitive to natural and human-induced events, including climate change, which pose threats to the quantity, quality, and production timing of agricultural goods. “Agricultural disaster” specifically refers to impacts from natural disasters or human-induced events on agricultural lands. Most impacts on agriculture come from changes in climate conditions resulting in extreme heat, drought, or changing precipitation patterns. Other impacts can come from contaminated waterbodies, land use changes, flooding, pandemics, pests, and wildfires. As climate change exacerbates environmental conditions, the severity and frequency of these threats will increase both on agricultural lands and in human populations. - [Napa County's Safety Element, General Plan, August 2023](#)

[Napa County's Agricultural Commissioner's Office](#) manages programs that oversee food production and sales, pests and diseases, pesticide safety, etc.

### **Climate Change**

Climate change refers to any distinct change in measures of climate lasting for a long period of time, more specifically, major changes in temperature, rainfall, snow, or wind patterns. Climate change may be limited to a specific region or may occur across the whole Earth.

Due to its geographic location and environmental conditions, Napa County is expected to experience worsening impacts from air pollution, extreme weather, flooding, sea level rise, and wildfires. In general, populations in unincorporated Napa County experiencing vulnerable conditions are the most at risk from climate change. Among the factors that influence a population's vulnerability to climate change are income, race, linguistic isolation, access to health care, shelter, transportation, and access to preparedness information. Napa County has a large Hispanic population, much of which consists of low-income agricultural workers and non-English speakers. These workers' low incomes and linguistic isolation place them at higher risk of experiencing climate change impacts and experiencing long-term effects of hazards. - [Napa County's Safety Element, General Plan, August 2023](#)

### **Dam Failure**

According to the California Department of Water Resources Division of Dam Safety, there are *57 dams across Napa County*. Dams in Napa County are owned by a mixture of public utility districts, public agencies, water agencies, and private entities. The primary danger associated with dam failure is high-velocity flooding downstream of the dams and limited warning times for evacuation. Other potential secondary hazards of dam failure are landslides around the reservoir perimeter, bank erosion on the rivers, and destruction of downstream habitat.



Areas of the county most threatened by dam inundation are those along the Napa River corridor, including the cities of St. Helena, Yountville, and Napa. However, no dam failures have occurred in Napa County to date. Vulnerability varies by community and depends on the particular dam profile and the nature and extent of the failure. Per the MJHMP, the chances of a dam failure in Napa County are low, but the consequences if dam failure were to occur are quite severe. - [Napa County's Safety Element, General Plan, August 2023](#)

It is important to note that most dam failures are secondary results of other disasters, such as earthquakes, landslides, extreme storms, massive snowmelt, equipment malfunction, structural damage, foundation failures, and sabotage. Poor construction, lack of maintenance and repair, and deficient operational procedures are preventable or correctable by a program of regular inspections. Terrorism and vandalism are serious concerns that all operators of public facilities must plan for; these threats are under continuous review by public safety agencies.

### **De-energization (Power Shutoff)**

In California, there has been an increase in red flag warning conditions occurring more frequently in recent years. Napa County has experienced one of the [top twenty largest wildfires](#) in the history of the state (LNU Lightning Complex in August 2020), and the risk for wildfires continues to increase in the greater Napa County area.

The risk of wildfire increases when several factors combine—these include high temperatures, high sustained and peak winds, as well as critically low humidity, and the built environment located in areas at high risk for wildfire interface. During these conditions, electrical transmission and distribution lines may ignite fires if they are downed by winds and/or trees. To reduce the chance of accidental fire ignition in certain areas, Pacific Gas & Electric (PG&E) has implemented two overarching systems:

The [Public Safety Power Shutoffs \(PSPS\)](#) and the [Enhanced Powerline Safety Settings \(EPSS\)](#), across its service areas in California, to conduct de-energizing electrical grids or blocks of an area(s) in advance of or during periods of heightened risk conditions.

De-energization of electrical systems in affected areas significantly decreases the risk of a potential wildfire; however, it may pose a life-safety risk to residents and impact other infrastructure systems, specifically those reliant on power-dependent durable medical equipment. De-energization may also impact the capabilities of local agencies to respond to wildfires due to loss of alert & warning and public information communications systems, including internet and cellular towers' inability to monitor or maintain water supplies, and a loss of traffic control systems that could support evacuation.

## **Drought**

In recent years, California's water resources have been stressed by periodic drought cycles and, in some places, overuse, creating the need for unprecedented restrictions in water diversions from the Sacramento-San Joaquin Delta. 2021 was the driest on record in California since 1977. Climate change is expected to increase drought and extreme weather. - [Drought Contingency Plan, State Water Project and Central Valley Project, 2021](#)

While the duration of drought is always in question, it is certain that Napa County will continue to be impacted by drought. In Napa County, drought conditions have the potential to require water restrictions, reduce water quality, restrict recreational opportunities, worsen air quality, and create health and economic impacts. Water restrictions would affect Napa County's agricultural and farm industry as water demands will not be met. - [Napa County's Safety Element, General Plan, August 2023](#)

## **Earthquake**

Earthquakes are identified as a priority hazard in Napa County, as five faults could affect the County. In addition, depending on the severity of the earthquake event, there could be collateral emergencies such as fires, hazardous materials spills, utility disruptions, landslides, transportation emergencies, and potential failure of dams within Napa County. All people, property, and environments in Napa County would be exposed to direct and indirect impacts from earthquakes. Approximately 100 percent of the population is either in Very Strong, Severe, or Violent probabilistic shake intensity zones. - [Napa County's Safety Element, General Plan, August 2023](#)

The most recent and largest earthquake to hit the San Francisco Bay Area in over twenty years was in 2014, with the epicenter located in South Napa County. The magnitude 6.0 earthquake occurred on the West Napa fault and caused extensive damage through both ground shaking and surface cracking (*rupture*).

## **Flood**

Flooding has been identified as a priority hazard for Napa County as well. In terms of recent disasters and the probability of future destruction at increasing magnitudes, floods represent one of California's most destructive sources of hazard, vulnerability, and risk. - [California State Hazard Mitigation Plan, 2023](#)

In Napa County, a flood occurs when the existing channel of a stream, river, canyon, or other watercourse cannot contain excess runoff from rainfall or snowmelt, resulting in overflow onto adjacent lands. Flooding may also occur due to high tides and wind.

Flood reduction, prevention, and mitigation are a major challenge to Napa County residents and floodplain managers alike. Napa County is almost entirely contained within the Napa River Watershed. Many areas of Napa County are at risk of flooding, especially



low-lying properties near the Napa River and its feeder streams, as this section explores in further depth.

### **Landslide**

During the 2023 winter storms, Napa County experienced a series of atmospheric river storms and had a significant amount of flooding and landslides.

Landslides are usually the result of rain-saturated soils. Landslides generated by storms may illustrate hazards to life and property posed by debris flows and landslides. Additionally, landslides are potential secondary hazards from dam failure, geologic and seismic hazards, slope failure, and/or a tsunami.

Since the 2023 winter storms, Napa County has made substantial investments in road infrastructure to enhance the local road network and address the aftermath of the storms by repairing [10 major landslides](#).

### **Levee Failure**

As stated, Napa County is expected to experience worsening impacts from air pollution, extreme weather, flooding, rising sea levels, and wildfires. This will likely worsen natural hazards, including levee failure.

Napa County's levee infrastructure is likely to suffer considerable damage in the event of a catastrophic earthquake because levee systems may be exposed to varying degrees of breakage and failure. Dam and levee maintenance is considered by Napa County to be the responsibility of the owner/operator of each dam and/or levee. - [Napa County's Safety Element, General Plan, August 2023](#)

All private dam Emergency Action Plans must be submitted to Napa County's OES for review and record keeping. According to the MJHMP, levee system infrastructures are difficult to analyze properly without further investigating individual system components.

### **Pandemic Disease**

The U.S. Center for Disease Control defines an outbreak as the occurrence of more cases of disease than normally expected within a specific place or group of people over a given period of time. An **epidemic** is a localized outbreak that spreads rapidly and affects many people or animals in a community. A **pandemic is an epidemic** that occurs worldwide or over a very large geographical area and affects a large number of people or animals.

A **novel virus pandemic** is a worldwide outbreak of disease that occurs when a new virus appears or "emerges" in the human population, causes serious illness, and spreads easily from person to person worldwide. Pandemic outbreaks are caused by entirely new subtypes to which the population has no immunity and claims millions of lives, disrupts societies, and devastates economies.

### Coronavirus Covid-19 Pandemic (2020-2023)

*In March 2020, the World Health Organization (WHO) declared COVID-19 a global novel pandemic. Mass vaccination in the United States began in December 2020, and in Napa County, mass vaccination clinics were established and running within the first couple weeks of January 2021. By May 5<sup>th</sup>, 2023, more than three years since COVID-19 was designated as a pandemic, the WHO declared an end to the global Public Health Emergency (PHE) for COVID-19. The US Department of Health and Human Services (HHS) declared the same from for the United States, effective on May 11<sup>th</sup>, 2023. While COVID-19 remains a public health threat, COVID-19 vaccines and treatments have saved millions of lives and reduced hospitalizations. Napa County continues to provide COVID-19 the following [updates](#) to the community.*

The following are the most common types of pandemic diseases for the purposes of Napa County's emergency planning assumptions:

*Pandemic Influenza*— Pandemic Influenza is defined as an outbreak of a new influenza virus in the human population. It can cause serious illness and spread easily from person to person by either close contact or airborne transmission. Anyone can get sick, but high-risk populations such as the elderly, those with certain chronic medical conditions, and very young children, have higher risk of severe complications.

*Coronaviruses*— A large family of emerging infectious viruses that can cause mild to severe upper-respiratory tract illnesses. Three previous coronavirus outbreaks include Middle East Respiratory Syndrome (MERS), Severe Acute Respiratory Syndrome (SARS), and most recently SARS-CoV-2 aka COVID-19. Coronaviruses are commonly spread airborne from person-to-person.

*Viral Vector-borne Diseases*— Vector-borne diseases are human illnesses caused by close contact or bites from animals carrying a particular disease, such as mosquitoes, ticks, and rodents. Public Health concerns for vector-borne diseases include Zika virus, Dengue fever virus, and West Nile virus.

*Polio*— Polio is a disabling life-threatening disease that can cause severe symptoms including meningitis and/or infection of the spinal cord causing paralysis. Poliovirus is highly contagious and spread from person-to-person with close contact with feces of an infected person. There is no specific treatment, but prevention includes a vaccine typically administered to children.

*Poxviruses*— Poxviruses cause diseases in humans and many other types of animals. Infectious typically result in formation of lesions, skin nodules, or disseminated rash. Public Health Emergencies of International Concern (PHEIC) include Smallpox and Monkeypox. Smallpox is a serious infection easily spread from person-to-person through droplets; there have been no cases in the last 10 years, but there is an approved vaccine available. Because Smallpox has been essentially eradicated since the establishment of

the vaccine, introduction into the community would likely be as a result of bio-terrorism. Monkeypox virus can be spread person-to-person through close personal contact and also has an approved vaccine available.

**Viral Hemorrhagic Fever**— Viral hemorrhagic fevers (VHFs) are a group of diseases that affect multiple organ systems in the body and symptoms may include fever, bleeding, or hemorrhaging. VHFs include Ebola, Crimean-Congo hemorrhagic fever, Lassa fever, and Marburg virus. These viruses are highly contagious and commonly spread through direct contact with bodily fluids of an infected person and treatments are limited with some drug and vaccine treatments available for particular VHFs.

**Fungal Diseases**— Fungal diseases can affect anyone and commonly appear like a rash on the skin and other fungal diseases can infect the lungs and bloodstream. Fungal conditions of concern in California include *Candida auris*, an infection of the mouth, throat, and esophagus caused by yeast and Valley fever caused by a fungus known to live in the soil. Most people who breathe in spores causing Valley fever do not get sick, but certain high-risk populations can develop severe infections typically treated with an antifungal.

### **Severe Weather/Winter Storm**

Napa County experiences impacts from severe weather conditions such as thunderstorms, powerful heavy rains, hail, and heat waves. All people, property, and environments in the Napa County planning area are exposed to some degree to the impacts of severe weather events. - [Napa County's Safety Element, General Plan, August 2023](#)

#### **Winter Storms (2022 and 2023)**

*During the month of December 2022, a series of winter storms produced significant amounts of rainfall throughout the Bay Area. The accumulating rainfall throughout the month created a buildup of wet weather-related issues such as flooding and along numerous streams, rivers, and low-lying areas, as well as landslides in many areas.*

*On December 31, 2022, a large atmospheric river event occurred, where rainfall amounts were record-breaking. In 2023 Napa County experienced a series of atmospheric river storms and had a significant amount of flooding and landslides, including a rare weather event with historic levels of snow.*

The most common problems associated with severe storms are immobility and loss of utilities. Thunderstorms are not highlighted as a severe weather hazard on their own, but it is important to note they are often the primary impact of the potential spread of wildfire.

Severe weather refers to any dangerous meteorological phenomena with the potential to cause damage, serious social disruption, or loss of human life. It includes thunderstorms, downbursts, tornadoes, waterspouts, snowstorms, extreme temperatures, and dust storms.

### **Soil Liquefaction**

Napa County has various zones susceptible to liquefaction. Liquefaction occurs when land comprised of loose sand and silt shakes and behaves like a viscous liquid.

Although most commonly caused by strong earthquakes, soil liquefaction can also result from construction practices such as blasting. When liquefaction occurs, buildings may sink into the ground or become surrounded by liquefied soil. Liquefaction hazard reduction practices include ground stabilization to drain soil and increase soil density and strengthening of building foundations. - [Napa County's Safety Element, General Plan, August 2023](#)

### **Terrorism and Technological Hazards**

Cyberattacks and terrorism remain a serious threat to California's government operations, its people, and its critical infrastructure. To combat these threats, California has risen to the challenge as a national and global leader in its approach to cyber and extremist threats through the creation of the [California State Threat Assessment System](#) (STAS) in 2004, followed by the establishment of the [California Cybersecurity Integration Center](#) (Cal CSIC) in 2015.

Napa County hosts several high-profile public and private facilities, which could be the target of terrorist individuals or groups. Attacks against these or critical infrastructure facilities with a high number of soft targets (people) – such as a Fairground or winery event, etc. – have the potential to cause mass casualties. In addition, these types of attacks may cause hazardous materials clean-up problems and/or the damage or destruction of critical utility, communications, and technology (cybersecurity), and transportation systems.

Napa County will prepare for and respond to emergencies related to terrorism and civil unrest in the same way as a natural and man-made disaster.

### **Tsunami**

Although the Napa County boundary resides inland from the coast, tsunami waves can travel much farther inland than normal waves. Tsunami waves from the Pacific Ocean can reach the county in areas that border parts of the San Pablo Bay. The tsunami hazard zones in Napa County are adjacent to the San Pablo Bay in the southern part of the county surrounding the Napa-Sonoma Marshes Wildlife Area. - [Napa County's Safety Element, General Plan, August 2023](#)

Napa County inundation zones are specifically located in the Southern part of the County.

### **Slope Failure**

In Napa County, landslides and slope failure hazards pose a considerable threat to everyday services, including emergency response capabilities and transportation facilities. There is low, moderate, and high landslide susceptibility and vulnerable facilities in the county's unincorporated areas. Most of the high-susceptibility areas are in the hilly

regions bordering the Napa Valley. Landslides are most frequently triggered during periods of high rainfall, which typically occur between November and April in Napa County.

Seismic waves from earthquakes can also cause slope failure, triggering landslides. Landslides caused by earthquakes are usually located on steeper and longer slopes than those triggered by heavy rainfall (American Geosciences Institute, 2023). Hazards are greatest in steeply sloped areas, although slides may occur on slopes of 15 percent or less if the conditions are right. - [Napa County's Safety Element, General Plan, August 2023](#)

### **Wildfire**

Napa County has experienced among the top 20 most destructive wildfires in California since 2020. Most past wildfire events in Napa County occurred during the summer months (typically June through August). As the local climate becomes warmer and drier and weather patterns become more volatile as a result, wildfire will remain a significant threat to the Napa County community. Climate change is projected to increase this current risk. - [Napa County's Safety Element, General Plan, August 2023](#)

Historically, wildland fire risk in Napa County can be attributed to four factors: extreme vegetation diversity and density, volatile fire weather and fire behavior, dynamic fire history, and development in wildland urban interface (WUI) areas. Ignition sources, such as dry leaves, wood, and shrubs, and fuel loading are two ongoing factors of concern for Napa County residents. Ignition sources, or fuels, in the county include grass/oak woodland, 15- to 50-year-old chaparral, redwood forests, and timber more than 50 years old. Critical concerns arise when the dead-to-live ratio of chaparral exceeds 50 percent, and live fuel moisture approaches 60 percent in late summer and early fall (CAL FIRE, 2020).

In California, federal, state, local, and tribal organizations all have legal and financial responsibility for wildfire protection. The County currently maintains agreements with all the fire agencies in Napa, Solano, and Sonoma counties, as well as the City of Napa, American Canyon Fire Protection District, City of St. Helena Fire Department, Calistoga Fire Department, Schell-Vista Fire Protection District, and Fairfield Fire Protection District for assistance for all emergency incidents. - [Napa County's Safety Element, General Plan, August 2023](#)

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## **1.8 PUBLIC TERMS**

The following terms: **incidents**, **disasters**, and **catastrophes**, are often used somewhat interchangeably and, in some cases, are used to both define a situation and to describe a level of response to a situation.

### 1.6.1 Incident

An incident is an occurrence or event, natural or human-caused, which requires an emergency response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, wildland and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

Incidents may result in extreme peril to the safety of persons and property and may lead to or create conditions of disaster. Incidents may also be rapidly mitigated without loss or damage. Larger incidents, while not yet meeting disaster level definition, may call for local governments to proclaim a “Local Emergency.”

Incidents call for a field on-scene response of an Incident Commander and tactical and support resources organized within an Incident Command System structure. Examples of incidents could be wide-ranging:

- Protest demonstration
- Broken gas line
- Hostage situation
- Multi-casualty accident
- Downed utility lines
- Structure fire

### 1.6.2 Disaster

A disaster is a calamitous emergency event bringing great damage, destruction, or loss of life. Disasters may occur with little or no advance warning, e.g., an earthquake or a flash flood, or they may develop from one or more incidents, e.g., a minor brush fire caused by a traffic accident that results in a major wildland fire.

*“The word disaster literally means the loss of a star, or the loss of your guiding light. Whether the disaster is large or small, intimate, or collective, you don’t see it coming. It is, by definition, a shock, a surprise. A disaster knocks you off your axis, jolts you out of your normal orbit (Clark, 2005).”<sup>9</sup>*

### 1.6.3 Catastrophe

A catastrophe references a specific type of disaster – one that is extremely large and is ‘outside the coping ability of a community.’ The same hazard (a fire) could be an incident, disaster, or catastrophe, depending upon the scale of impact. For example, the outcome

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<sup>9</sup> [https://www.jstor.org/stable/3451212?seq=1#page\\_scan\\_tab\\_contents](https://www.jstor.org/stable/3451212?seq=1#page_scan_tab_contents)

of the fire may require evacuating a house vs. a wildfire that demolishes several communities, requiring mass evacuation and reconstruction.<sup>10</sup>

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<sup>10</sup> <https://disasterphilanthropy.org/blog/disasters-versus-catastrophes-the-difference-matters/>



Example characteristics of incidents, disasters, and catastrophes are listed in Table 1 below:

CHARACTERISTICS OF INCIDENTS, DISASTERS AND CATASTROPHES		
Incident	Disaster	Catastrophe
<ul style="list-style-type: none"> <li>▪ Usually a single event – may be small or large.</li> <li>▪ Has a defined geographical area.</li> <li>▪ Will use local resources and mutual aid may be applied.</li> <li>▪ Usually only one or a few agencies involved.</li> <li>▪ Ordinary threat to life and/or property – limited population and geographic area.</li> <li>▪ Usually, a local emergency will not be declared and jurisdictional EOC will not be activated for a single or multiple small incidents.</li> <li>▪ Usually, a short duration measured in hours or a few days.</li> <li>▪ Primary command decisions are made at the scene Incident Command Post(s).</li> <li>▪ Strategy, tactics, and resource assignments are determined on scene.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Single or multiple events (can have many separate, associated incidents)</li> <li>▪ Resource demand is beyond local capabilities and extensive mutual aid and support needed.</li> <li>▪ Many agencies and jurisdictions involved (multiple layers of government).</li> <li>▪ Extraordinary threat to life and/or property.</li> <li>▪ Generally, a widespread population and geographic area are affected.</li> <li>▪ Will last over a substantial period of time (days to weeks) and local government will proclaim a Local Emergency.</li> <li>▪ Emergency Operations Centers are activated to provide centralized overall coordination of jurisdiction assets, department and incident support functions, and initial recovery operations.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Most or all the community-built structures are heavily impacted.</li> <li>▪ In catastrophes, the facilities and operational bases of most emergency organizations are themselves usually hit.</li> <li>▪ Local officials are unable to undertake their usual work role, and this often extends into the recovery period.</li> <li>▪ Help from nearby communities cannot be provided. In many catastrophes, not only are all or most of the residents in a particular community affected, but often those in nearby localities are also impacted.</li> <li>▪ Most, if not all, of the everyday community functions are sharply and concurrently interrupted.</li> <li>▪ The mass media system especially in recent times socially constructs catastrophes even more than they do disasters.</li> <li>▪ Catastrophes are highly politicized at a national level.</li> </ul>

Table 1: Incidents, Disasters and Catastrophes



## 1.9 EMERGENCY PROCLAMATION AUTHORITIES

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### 1.7.1 State of CA Authorities

The California Emergency Services Act describes three states of Emergency:

#### **State of War Emergency**

"State of war emergency" means the condition which exists immediately, with or without a proclamation thereof by the Governor, whenever this state or 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.

#### **State of Emergency**

"State of Emergency" means 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, drought, sudden and severe energy shortage, plant or animal infestation or disease, the Governor's warning of an earthquake or volcanic prediction, or an earthquake, or other conditions, other than conditions resulting from a labor controversy or conditions causing a "state of war emergency," which, by reason of their magnitude, are or are likely to be beyond the control of the services, personnel, equipment, and facilities of any single county, city and county, or city and require the combined forces of a mutual aid region or regions to combat, or with respect to regulated energy utilities, a sudden and severe energy shortage requires extraordinary measures beyond the authority vested in the California Public Utilities Commission.

#### **Local Emergency**

"Local Emergency" means 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, drought, sudden and severe energy shortage, plant or animal infestation or disease, the Governor's warning of an earthquake or volcanic prediction, or an earthquake, or other conditions, other than conditions resulting from a labor controversy, which are or are likely to be beyond the control of the services, personnel, equipment, and facilities of that political subdivision and require the combined forces of other political subdivisions to combat, or with respect to regulated energy utilities, a sudden and severe energy shortage requires extraordinary measures beyond the authority vested in the California Public Utilities Commission.

### 1.7.2 Napa County Proclamation Authorities

The authority to **proclaim a local emergency in Napa County** is vested in:

- the **Napa County Board of Supervisors**, or in its absence,
- the **County Executive Officer**<sup>11</sup>,
- the **Sheriff**,
- the **Director of Emergency Services**,
- or the **Public Health Officer**.

A proclamation of a Local Emergency is invalid after seven days, unless ratified by the governing body (Board of Supervisors). In the event that the governing body ratifies the proclamation, and the proclamation extends beyond seven days, the governing body must review the need to continue the proclamation at least every fourteen days until the Local Emergency is terminated. In any case, the governing body must proclaim the termination of the Local Emergency as soon as conditions warrant.

When Napa County proclaims a Local Emergency, cities and political subdivisions within the operational area are covered under the County's proclamation. According to the California Emergency Services Act, a proclamation of Local Emergency provides the local governing body the authority to:

- Request and receive assistance from local agencies and assistance from the State under the California Disaster Assistance Act (CDAA).
- In the absence of a Presidentially proclaimed State of War Emergency or State of Emergency, recover from the State the cost of extraordinary services incurred in executing mutual aid agreements.
- Provide public employees, disaster service workers, and governing bodies certain legal immunities for emergency actions taken.
- Promulgate orders and regulations necessary to provide for protection of life and property.
- Promulgate orders and regulations imposing a curfew.

Additionally, the County defines in municipal code 2.80.060, the following:

- When there is a proclamation of a local emergency or the proclamation of a State of Emergency or State of War Emergency, the director of emergency services is empowered to:

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<sup>11</sup> By County Code, the Napa County Executive Officer is the Director of Emergency Services, and the Executive Officer has the authority to designate a successor at any time.

- To make and issue rules and regulations on matters reasonably related to the protection of life and property as affected by such emergency; provided, however, such rules and regulations must be confirmed at the earliest practicable time by the board of supervisors.
- To obtain vital supplies, equipment and such other properties needed for the protection of life and property, and to obligate the city for the fair value thereof and, if required immediately, to commandeer for public use.
- To require emergency services of any county officer or employee and, in the event of the proclamation of a state of emergency in the county or the existence of a state of war emergency, to command the aid of as many citizens of this community as he or she deems necessary. Such persons shall be entitled to all privileges, benefits, and immunities as are provided by state law for registered disaster service workers.
- To requisition necessary personnel or materials of any county department or agency.

To execute all the ordinary powers as county executive officer, all of the special powers conferred upon them by this chapter or by resolution or emergency plan adopted by the board of supervisors, as well as all powers conferred by any statute, by any agreement approved by the board of supervisors, and by any other lawful authority.

**It is also important to note** that local emergency proclamations and/or Governor's Proclamations are not prerequisites for mutual aid assistance, Red Cross assistance, the federal Fire Management Assistance Grant Program, or disaster loan programs designated by the Small Business Administration, or the U.S. Department of Agriculture.

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## 2. EMERGENCY MANAGEMENT CONCEPTS

### 2.1 NATIONAL INCIDENT MANAGEMENT SYSTEM

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The National Incident Management System (NIMS) was created by Homeland Security Presidential Directive (HSPD)-5, which directed the Secretary of Homeland Security to develop and administer a National Incident Management System as a consistent nationwide template to enable Federal, State, local and tribal governments, along with private-sector and nongovernmental organizations, to work together effectively and efficiently to prepare for, prevent, respond to, and recover from domestic incidents, regardless of cause, size, or complexity, including acts of catastrophic terrorism.

NIMS is based on and is an outgrowth of California's SEMS concepts and ICS which are themselves the refinement of standardized best practices in incident and emergency management techniques and principles that have been in use for years. Therefore, SEMS and ICS are NIMS compliant, meaning these practices are incorporated into NIMS, and will be expanded on as NIMS implementation is refined over time.

### 2.2 STANDARDIZED EMERGENCY MANAGEMENT SYSTEM

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California adopted the Standardized Emergency Management System (SEMS) to manage multi-agency and multi-jurisdictional responses to emergencies in the state. SEMS incorporates the principles of the ICS, the California Disaster and Civil Defense Master Mutual Aid Agreement, existing discipline-specific mutual aid agreements, the operational area concept, and multi-agency or interagency coordination and communication. SEMS utilizes five designated, organizational levels: field, local government, Operational Area (OA), region, and State, as illustrated in Figure 4. Under SEMS, response activities start and are managed at the lowest possible organizational level.

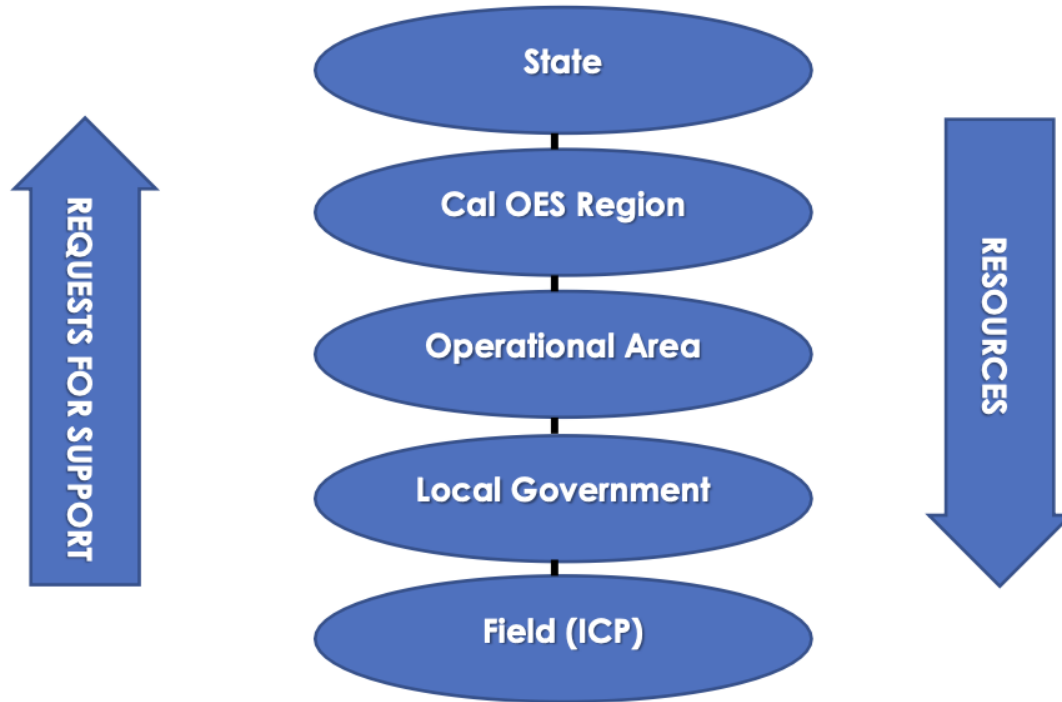


Figure 4: [SEMS Organizational Levels](#)

Cal OES manages State resources at the State level in response to the emergency needs of the other SEMS levels. Cal OES manages and coordinates mutual aid among the mutual aid regions and between the regional levels and State level and serves as the coordination and communication link with the Federal disaster response system. If OAs and the region require Federal assistance, requests are made from the local level through the appropriate SEMS channel to the State Operations Center, where the request will be made to the Federal Government.

### 2.2.1 SEMS Organization at the County Level

#### Field Level

The field level is where emergency response personnel and resources, under the command of responsible officials, carry out tactical decisions and activities in direct response to an incident or threat.

#### Local Level

The local government level includes counties, cities, and special districts. Local governments manage and coordinate the overall emergency response and recovery activities within their jurisdiction. Local governments are required to use SEMS when their EOC is activated, or a local emergency is declared or proclaimed to be eligible for state reimbursement of response-related costs.

### **Operational Area (OA) Level**

An OA is the intermediate level of the state's emergency management organization, which encompasses a county's boundaries and all political subdivisions located within that county, including special districts. The OA facilitates and/or coordinates information, resources, and decisions regarding priorities among local governments within the OA. The OA serves as the coordination and communication link between the local government level and regional level. State, federal, and tribal jurisdictions in the OA may have statutory authorities for response similar to that at the local level.

### **Region Level**

The Cal OES Regional level coordinates information, resources, and state agency support among OAs within the mutual aid region and also between the OAs and the state level. The Region serves as the primary conduit of the Cal OES relationships with the OAs. There are three Cal OES Administrative Regions – Inland, Coastal, and Southern – which are further divided into six mutual aid regions. When an incident occurs or information is received, that may require Cal OES or other state support or expertise, Cal OES Regional staff will deploy to an OA's (or other) EOC or ICP to provide any necessary technical advice, support, or on-scene assistance.

### **State Level**

The state level of SEMS prioritizes tasks and coordinates state resources in response to the requests from the Cal OES Regional level and coordinates mutual aid among the mutual aid regions and between the Cal OES Regional level and state level. The state level also serves as the coordination and communication link between the state and the federal emergency response system. The state level requests assistance from other state governments through EMAC and similar interstate compacts and agreements and coordinates with FEMA when federal assistance is requested. The state level operates from the State Operations Center (SOC), which receives policy direction from the Unified Coordination Group (UCG).

## **2.3 INCIDENT COMMAND SYSTEM**

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The principles of ICS have been engrained in California's emergency management system since the 1970's. It was developed by an interagency group in Southern California called FIRESCOPE. FIRESCOPE stood for Firefighting Resources of Southern California Organized for Potential Emergencies, and they set out to develop two interrelated yet independent systems for managing wildland fires. Those two systems were the:

- Multiagency Coordination System (MACS)
- Incident Command System (ICS)

The impetus for the development of these systems was the disastrous and devastating 1970 fire season in Southern California. While the intent in 1974 was for ICS to be used

to manage all wildland fire field activities for the fire service, the design intent of the system almost immediately evolved into an all-risk, all-hazard system.<sup>12</sup>

## 2.4 CALIFORNIA MUTUAL AID SYSTEM

Under the terms of California's Disaster and Civil Defense Master Mutual Aid Agreement, statewide emergency assistance is provided on a voluntary basis from one jurisdiction to another at no cost to the receiving jurisdiction. Mutual aid is intended to ensure that adequate resources, facilities, and other emergency support are provided to jurisdictions whenever their own resources prove to be inadequate to cope with a given situation.

The California Mutual Aid System operates within the framework of the Master Mutual Aid Agreement and under the authority of the California Emergency Services Act. The system is a formal process designed to mobilize resources to and from emergency response agencies, local governments,

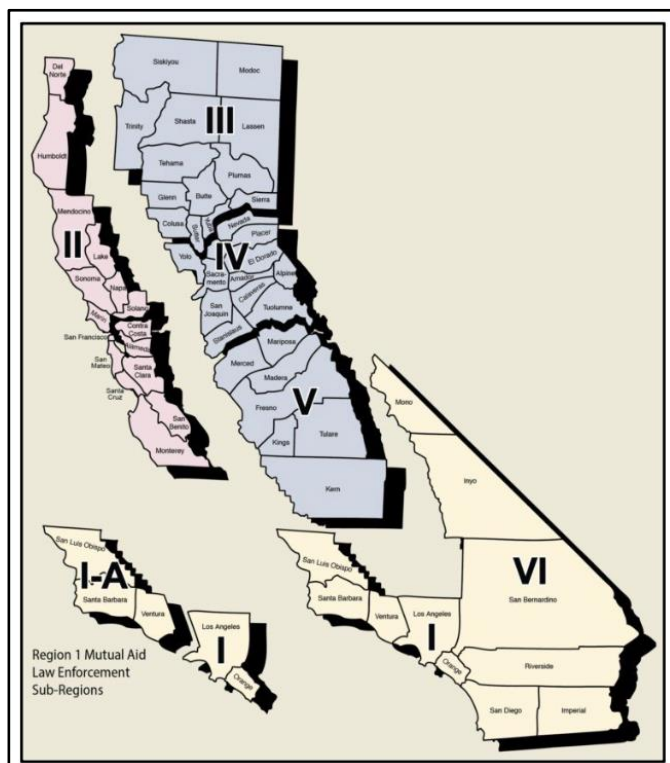


Figure 5: Cal OES State Emergency Plan Mutual Aid Regions<sup>13</sup>

OAs, regions, and the State with the intent to provide requesting agencies with sufficient resources. Cal OES provides administrative coordination and support through six designated, discipline-specific mutual aid regions, as shown (Figure 5), and three designated administrative regional offices. The regional offices are geographically divided across California and are designated as Coastal, Inland, and Southern.

Additionally, Napa County non-discipline specific (not fire/law/med health) mutual aid will involve non-governmental organizations (NGOs), special districts, and private sector organizations and will vary according to the resources that may be made available and the types of resources needed. Some organizations may use internally established mutual aid systems/arrangements in order to acquire needed resources. For example, the American Red Cross will utilize the American Red Cross Disaster Services Human Resources System (DSHR) when a disaster response requires greater resourcing than can be provided by the local chapter.

<sup>12</sup> <https://firescope.Cal.OES.ca.gov/SiteCollectionDocuments/ICS%20History%20and%20Progression.pdf>

<sup>13</sup> <https://www.Cal.OES.ca.gov/wp-content/uploads/Preparedness/Documents/2023-SEP-Draft-Public-Review.pdf>



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## 3. CONCEPT OF OPERATIONS

### 3.1 NAPA COUNTY EMERGENCY MANAGEMENT ORGANIZATION

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Napa County's Office of Emergency Services (Napa OES) is held under the Napa County Sheriff's Office<sup>14</sup> and is responsible for facilitating and/or coordinating information, resources, and decisions regarding priorities among local governments within Napa County boundaries and its political subdivisions. Napa County OES also provides information to the community about emergency preparedness, response, and recovery; maintains and updates county emergency plans as needed; and trains the community for disasters.<sup>15</sup>

Napa OES serves as the coordination and communication link between the local government level and regional level. Napa OES coordinates with the various jurisdictions and organizations (within the County) to support field-level emergency response personnel, activate the EOC, and issue orders to protect the public.

Key functions of Napa County's OES are:

- Coordinate in-County efforts of emergency mitigation, preparedness, response, and recovery.
- Coordinate in-County mutual aid.
- Maintain liaison with all local, Regional, and Cal OES personnel.
- Designate multipurpose staging areas.
- When appropriate, request mutual aid from State OES.

### 3.2 NAPA COUNTY EMERGENCY OPERATIONS CENTER

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The Napa County EOC is the central coordination point for multi-agency emergency management coordination. The purpose of a multi-agency coordination point is to provide a location to collect and disseminate information, provide a common operating picture of operational area response activities, and facilitate actions necessary to protect residents and property of Napa County during an event. Napa County has developed EOC Standard Operating Procedures and Position Checklists as appendices to this EOP, which includes more specific operational guidance to activate the EOC and position descriptions for EOC roles.

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<sup>14</sup> Napa County's ability to carry out mitigation is limited to those facilities over which it has authority. The County does not have direct authority over schools, fire, water and sanitation districts, private gas, electric and communication utilities, state and federal highways and facilities, private hospitals, or neighboring cities and tribes. The County will focus on things it is empowered to do while seeking to cooperatively work with other entities to address mutual areas of vulnerability and interdependence. <https://mitigatehazards.com/napa-county-mjhmp/documents/>

<sup>15</sup> <https://www.countyofnapa.org/353/Office-of-Emergency-Services>

The EOC exchanges information with governmental and nongovernmental agencies in order to maintain a comprehensive situational awareness. The EOC provides space and facilities for the centralized coordination of emergency functions (e.g., emergency operations, communications, damage assessment, public information). It is staffed with specially trained personnel and is equipped with a variety of systems and tools that aid in data collection and sharing, resource allocation, and other critical functions.

**Napa County's primary EOC** location is at the Napa County Sheriff's Office:

**Napa County Sheriff's Office**

1535 Airport Boulevard  
Napa, CA 94558

**Main Phone Number:** 707-253-4509

If Napa County's primary EOC location site is unusable, the **alternate EOC site location** will be located at:

**Health and Human Services**

2751 Napa Valley Corporate Drive - Building A  
Napa Valley, CA 94558

### **3.2.1 EOC Primary Functions**

The following are the primary roles and responsibilities of the EOC:

- Serve as a central information sharing center.
- Collect, gather, and analyze data.
- Maintain a countywide common operating picture of response activities.
- Prepare OA-wide situation reports.
- Coordinate/communicate Policy Group priorities.
- Implement incident and/or event management-by-objective.
  - Reconcile competing objectives.
  - Coordinate resource allocation priorities.
- Maintain communication with city/special district EOCs.
  - Ensure that departments are aware of current incident objectives and make collaborative decisions.
  - Maintain a common level of situational awareness throughout the operational area.
- Communicate and coordinate with the SOC.
- Serve as a coordination and communication center for all County stakeholders, including the private sector and NGOs, such as community hospitals, clinics, and ambulance providers.

Further details regarding Napa County's EOC and its' procedures can be found in the *EOC Standard Operating Procedures*.

### 3.2.2 EOC Activation Authorities

The Napa County EOC can be **activated or deactivated** by the following officials, or their designees:

- **County Executive Officer** (or their designee)
- **Director of Emergency Services** (or their designee)
- **Sheriff** (or their designee)
- **Fire Chief** (or their designee)
- **Public Health Officer** (or their designee)

When activating the EOC, the responsible official should consider the following as part of the process of activation:

- Determine the scope of the incident or event.
- Determine the appropriate level of activation.
- Notify/recall EOC staff for activation.
- Open the EOC and prepare the facility to host operations.

### 3.2.3 Notice Events

Napa County's EOC is prepared to activate at any level for planned "notice events" such as parades, demonstrations, fairs, festivals, sporting events, etc. This is an example of how the EOC may activate in anticipation of a potential incident and not in response to one. It is important to note that EOC's can be activated for both types of events (planned and scheduled) and incidents (unplanned and unscheduled).

### 3.2.4 EOC Activation Level Criteria and Triggers<sup>16</sup>

The following table provides EOC activation levels and corresponding triggers that would support the activation of Napa County's EOC.

EOC ACTIVATION LEVELS AND ACTIVATION CRITERIA		
ACTIVATION	CRITERIA EXAMPLES	NAPA COUNTY EXAMPLES
<b>Duty Officer Level</b>		
<i>EOC on Standby for Activation Status</i>	A jurisdiction may elect to operate a Duty Officer when its EOC is not activated. During steady state, a Duty Officer is designated as the primary point of contact for an emerging incident. The Duty Officer maintains situational awareness of the emerging incident, handles basic reporting and information sharing, and can start the EOC activation process if necessary.	<ul style="list-style-type: none"> <li>Severe Weather Advisory</li> <li>Pandemic or Public Health Threat</li> <li>Earthquake</li> <li>Flood Watch</li> <li>Activation requested by a local government with activated EOC</li> <li>Terrorism threat or incident</li> <li>Notice event</li> </ul>
<b>EOC Coordination Call (Enhanced Monitoring)</b>		
<i>EOC on Standby for Activation Status</i>	<p>Prior to activating the EOC, and placing the EOC on standby status for activation, Napa County's Duty Officer will initiate an EOC Coordination Call to determine the need for activating the EOC. EOC Coordination Call participants will be the:</p> <ul style="list-style-type: none"> <li>OES Duty Officer/EOC Manager,</li> <li>the Sheriff/Director of Emergency Services (or designee),</li> <li>the EMS Administrator (or designee),</li> <li>and the Fire Chief (or designee).</li> </ul>	<ul style="list-style-type: none"> <li>Severe Weather Advisory</li> <li>Pandemic or Public Health Threat</li> <li>Earthquake</li> <li>Flood Watch</li> <li>Activation requested by a local government with activated EOC.</li> <li>Terrorism threat or incident</li> </ul>

<sup>16</sup> <https://www.Cal.OES.ca.gov/wp-content/uploads/Preparedness/Documents/2023-SEP-Draft-Public-Review.pdf>

EOC ACTIVATION LEVELS AND ACTIVATION CRITERIA		
ACTIVATION	CRITERIA EXAMPLES	NAPA COUNTY EXAMPLES
<b>Level Three (Partial Activation)</b>		
<i>Minimum EOC Activation</i>	Level Three is a minimum activation and may be virtual as well. This level may be used for situations that initially only require a few people (e.g., a short-term earthquake prediction, alert of storms or tsunamis, or monitoring of a low risk planned event). At a minimum, Level Three staffing consists of the EOC Director, Section Coordinators, and a situation assessment activity in the Planning Section. Other members of Napa County's organization could also be part of this level of activation and support roles such as the Communications Unit from the Logistics Section or a Public Information Officer.	<ul style="list-style-type: none"> <li>Severe Weather Advisory</li> <li>Pandemic or Public Health Threat</li> <li>Earthquake</li> <li>Flood Watch</li> <li>Activation requested by a local government with activated EOC</li> <li>Terrorism threat or incident</li> <li>Notice event</li> </ul>
<b>Level Two (Partial to Full Activation)</b>		
<i>Moderate EOC Activation</i>	Level Two activation is normally achieved as an increase from Level Three or a decrease from Level One. This activation level is used for emergencies or planned events that would require more than a minimum staff but would not call for a full activation of all organization elements, or less than full staffing. The EOC Director, in conjunction with the General Staff, will determine the required level of continued activation under Level Two, and demobilize functions or add additional staff to functions as necessary based upon event considerations. Representatives to the EOC from other agencies or jurisdictions may be required under Level Two to support functional area activations.	<ul style="list-style-type: none"> <li>Moderate Earthquake</li> <li>Major wildfire affecting developed area</li> <li>Major wind or rainstorm</li> <li>Pandemic or Imminent Public Health Threat</li> <li>Imminent Earthquake Alert</li> <li>Local emergency declared or proclaimed by: <ul style="list-style-type: none"> <li>Two or more cities/town</li> <li>The County and one or more cities/town</li> </ul> </li> <li>A city/town or the County requests a governor's proclamation of a state of emergency</li> <li>A state of emergency is proclaimed by the governor for the County or two or more cities/town</li> <li>Terrorism threat or incident</li> <li>Notice event</li> </ul>

EOC ACTIVATION LEVELS AND ACTIVATION CRITERIA		
ACTIVATION	CRITERIA EXAMPLES	NAPA COUNTY EXAMPLES
Level One (Full Activation)		
Full EOC Activation	Level One activation involves a complete and full activation of all organizational elements at full staffing. Level One would normally be the initial activation during any major emergency requiring extensive state level support.	<ul style="list-style-type: none"><li>▪ Major countywide or regional emergency, multiple departments with heavy resource involvement</li><li>▪ Major earthquake</li><li>▪ Terrorism threat or incident</li><li>▪ Notice event</li></ul>

Table 2: Napa EOC Activation Level and Criteria with Corresponding Napa County Examples

### 3.2.5 SEMS Functions at the EOC Level

SEMS requires that every emergency response organization involving multiple agencies or multiple jurisdictions include the five functions identified in Figure 6 below. These functions must be applied at each level of the SEMS organization (field, local government, OA, region, and State).

Napa County's EOC is organized following SEMS and the ICS structure, providing EOC staff with a standardized operational structure and common terminology based on the five major functional areas: Command/Management, Operations, Planning, Logistics, and Finance/Administration.

Napa County's EOC shall be activated in accordance with SEMS and organized using the five functions of the emergency management system<sup>17</sup>:

- Management
- Operations
- Planning
- Logistics
- Finance/Administration

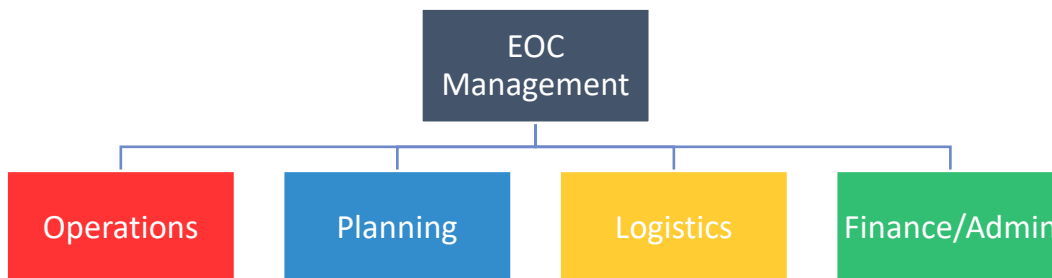


Figure 6: Napa County's EOC SEMS Structure

<sup>17</sup> <https://www.Cal.OES.ca.gov/wp-content/uploads/Preparedness/Documents/2023-SEP-Draft-Public-Review.pdf>



The difference between Napa field and EOC levels are further illustrated in Table 3 below which provides a description of the levels in accordance with SEMS functions.

PRIMARY SEMS FUNCTION	FIELD RESPONSE LEVEL	EOC AT A COUNTY LEVEL
<b>Policy Group</b>	None	Convene to address, prepare, and execute policy issues such as public health orders, evacuation orders, curfews, etc. Act as liaison between the County and other elected officials.
<b>Command/Management</b>	Command is responsible for the directing, ordering, and/or controlling of resources.	Management is responsible for the facilitation of overall policy, coordinating, and supporting the incident.
<b>Public Information</b>	Command organizations such as Sheriff and Napa County Fire may establish a PIO role to interface with media at the incident command site.	Point of contact for the media and other government agencies desiring information about the incident. Coordinate with the Alert and Warning Officer, the Language Access Coordinator, and the Napa County JIC if activated.
<b>Operations</b>	The coordinated tactical response of all field operations in accordance with the Incident Action Plan.	The coordination of all jurisdictional operations in support of the response to the emergency in accordance with the EOC Action Plan.
<b>Planning</b>	The collection, evaluation, documentation, and use of intelligence related to the incident.	Collecting, evaluating, and disseminating accessible information and maintaining documentation relative to all jurisdiction activities.
<b>Logistics</b>	Providing facilities, services, personnel, equipment, and materials in support of the incident.	Providing facilities, services, personnel, equipment, and materials in support of all jurisdiction response activities as required or requested.
<b>Finance/Admin</b>	Financial and cost analysis and administrative aspects not handled by the other functions.	Responsible for coordinating and supporting administrative and fiscal consideration surrounding an emergency incident.

**Table 3: Comparison of Field and EOC SEMS Functions**

### 3.2.6 EOC Positions

Napa County's EOC positions are shown in the organizational chart Figure 7 below. The positions are subject to change based on event size and type, EOC activation level, and position needs.



Figure 7: Napa County's EOC Organizational Chart, 2024

Table 4 below provides corresponding Napa County staffing resources with EOC SEMS functions. The staffing resources listed are not limited and may include additional staffing resources from other departments and agencies from within Napa County's government organization. For the purpose of a long-term activation, Napa County may pull staffing resources from a volunteer pool of on-call personnel and/or various volunteer organizations such as the Medical Reserve Corps, and others.

EOC SEMS FUNCTION	NAPA COUNTY STAFFING RESOURCES
<b>Policy Group</b>	The Director of Emergency Services, Chair of the Board of Supervisors, County Executive Officer (or designee, if not functioning as the Director of Emergency Services), County Counsel, and, dependent on the disaster type or location, appropriate department heads, and/or jurisdictions, city and town managers.
<b>Command / Management</b>	Office of Emergency Services, Senior Command Staff, Department Level Directors
<b>Public Information</b>	Sheriff's Office, Office of Emergency Services, Planning, Building and Environmental Services
<b>Operations</b>	Key department managers and supervisors within public safety agencies, public works, and other entities that possess resources and personnel that can be utilized in the response. The configuration of Operations may vary in other types of organizations such as special districts and schools.
<b>Planning/Intelligence</b>	Community Development, Planning Departments, together with representatives from public safety, public health, planning departments, and information technology departments.
<b>Logistics</b>	Departments of General Services, Public Works and utilities are often used to staff Logistics. Other departments such as telecommunications may also assist with this function.
<b>Finance/Administration</b>	Finance, Budgets, Purchasing, Risk Management, and other similar departments are appropriate sources of staffing for this function.

**Table 4: Corresponding Napa County Staffing Resources with EOC SEMS Functions**

*Further details regarding EOC positions, roles and responsibilities can be found in the EOC Position Checklist Appendix to this EOP.*

## 4. ALERT, WARNING, AND NOTIFICATIONS

**Alert and warnings** are the process by which the public, businesses, and other local entities are provided information regarding a (potential) emergency, along with instructions for appropriate actions. A **notification** is the process of communicating the need to respond to an emergency to the appropriate emergency response services.

SEMS provides guidance for alerts, warnings, and notifications under the following nationally recognized terms shown in Table 5.




Type	Timeframe	Purpose	Examples
 <b>Alert</b>	At the beginning of and during incidents with ongoing immediate threats.	Gain the attention of the public and draw their attention to a risk or hazard.	Active shooter and other dangers, hazardous materials concerns, 911 outages, AMBER alerts.
 <b>Warning</b>	Before incidents.	Distribute guidance to prepare for an anticipated incident.	Weather watches/warnings, fire warnings evacuation orders.
 <b>Notification</b>	During and after immediate threats.	Instruct immediate protective actions and provide ongoing communications relevant to an event to reduce milling and encourage public action. Convey time-sensitive information on response- and recovery-related services.	Protective actions, evacuation routes, boil-water advisories, return-from-evacuation notices, area-accessibility updates.

Table 5: Essentials of Alerts, Warnings, and Notifications<sup>18</sup>

In California, local government is responsible for warning the populace of the jurisdiction of any potential or imminent threat and is conducted through local components of an Emergency Alert System (EAS) which generally consist of several sub-systems. Napa County's OES functions as the EAS system Administrator for the county. Activation of the EAS within the Napa County, for anything other than national emergencies and presidential messages, is initiated by Napa County's OES. The National Weather Service (NWS) EAS weather emergency alerts and warnings are broadcast by the NWS and are

<sup>18</sup> [https://www.fema.gov/sites/default/files/documents/fema\\_ipaws-best-practices-guide.pdf](https://www.fema.gov/sites/default/files/documents/fema_ipaws-best-practices-guide.pdf)

monitored by the Napa 911 Dispatch Center and CalFire/Napa County Fire Department's (NCFD) Emergency Communications Center (ECC).

Depending on the nature and location of the incident, Napa County may **receive an alert and/or warning** of emergencies from various sources. In most cases, **alerts are received by one of the two county 24-hour Communications Centers**:

- Napa's 911 Dispatch Center or
- the CalFire/NCFD ECC.

It is the policy of Napa County to immediately notify local jurisdictions and communities upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of residents and visitors occurring within the County. Unless issuing a notification will worsen or compromise efforts to contain the emergency.

Prior to issuing an alert and/or warning notification, Napa County's EOC Activation Authority, in coordination with members of the Policy Group, and/or other senior designated emergency management authorities, the Napa County Sheriff's Office will:

- Confirm the existence of a credible emergency event or dangerous situation.
- Determine appropriate segments within Napa County to notify.
- Determine message content and appropriate notification methods to employ.
- Initiate notifications systems.

Alert and warning systems are always in a ready state and in place in Napa County. It is important to note that disability and functional needs may require additional steps for alert and warning, evacuation and care, and shelter operations.

### **Alert and Warning for Vulnerable Populations**

Napa County's OES and if activated, the EOC, will take the lead on DAFN alert and warning needs and will work in coordination with other DAFN supporting agencies, programs, and organizations such as Napa County's Health and Human Services Agency, COAD, CVNL, Area Agency on Aging, Superintendent of Schools, and other local community organizations and businesses. Many of these organizations have updated and current client lists with detailed information regarding DAFN-community needs, locations, and contact information, and this information will be accessible to the EOC. Additionally, Napa County will work with the above partner agencies to provide alert and warning communication methods using assistive technology, American Sign Language (ASL), closed captioning and alternative SMS text messaging.

### **Non-English-Speaking Community**

Napa County maintains a list of disaster services workers who are bilingual (Spanish-speaking) communicators trained to perform as language translation service workers and available to support Spanish language activities when it comes to county-wide

communication needs. Napa County OES works closely with this service day-to-day and would initiate the service to the EOC (if necessary) at the onset of an EOC activation and during a county-wide emergency response.

COAD also provides coordination between Napa County and the Spanish speaking community to get correct and culturally appropriate information distributed and out in Spanish. Moving forward, "COAD and its subcommittees intend to expand this resource to serve other subpopulations or groups that may be vulnerable to exclusion from the emergency and disaster communications ecosystem (e.g., disabled, seniors, children, hard of hearing, visually impaired, individuals speaking languages other than Spanish or English)". - [Napa Valley COAD Communicating with Spanish Speakers](#)

## 4.1 NAPA COUNTY ALERT AND WARNING

Napa County OES may need to initiate a timely public alert and warning and the need to provide public information. Napa County will utilize the mechanisms listed below to alert the public about an emergency and the need for the public to follow health and/or safety orders.

The County uses various mechanisms to disseminate alerts and warnings to the general public. Among them are social media, standard media, radio, [Alert Napa County](#), Nextdoor.com, printed messages, electronic signs, and the Emergency Alert System (EAS) – *all described in detail below*. Additional methods are used to reach DAFN communities.

In compliance with SB 833, Napa County is a registered federal Wireless Emergency Alert (WEA) operator and has functional, up-to-date WEA software and annual training for operation of the WEA system.

### 3.2.7 Napa County Alert and Warning Procedures

#### OES Duty Officer / EOC Director

- Upon receipt of an alert or warning, Napa County's OES *On-Call Duty Officer and/or appropriate staff* are notified by Napa's 911 Dispatch Center or the CalFire/Napa County Fire Department immediately.
- Depending on the nature, severity, scope, and likelihood of occurrence of the reported emergency, OES Duty Officer consults with Napa County's Director of Emergency Services or his designee.
- If activated, the EOC Director determines if any additional warnings should be made, or public warnings need to be issued, and will advise EOC Section Chiefs of any actions to be implemented.
- Within Napa County, both the Director of Emergency Services and the EOC Director (hereafter referred to as EOC Director) or his designated successor must approve all public alerts and warnings.

- Warnings are issued to local jurisdictions and the media through the local mass notification systems described below.

### **EOC PIO**

- Receive situational assessment and draft a public message for broadcast by all available commercial radio and television stations in the County. Further, the PIO confers with the EOC Director and other Senior Leaders, such as the Policy Group, as necessary to coordinate the preparation and dissemination of the public warning.

## **3.2.8 Receipt of Incident Specific Warnings**

### **Flood/Dam Failure**

A flood/dam failure emergency is normally preceded by a buildup period, which permits marshaling of forces as required to combat the emergency. During the buildup period, Cal OES cooperates with the National Weather Service (NWS) and the State Department of Water Resources (DWR) by relaying pertinent weather information and bulletins to local government officials in the affected areas via the CLETS and the Emergency Digital Information System (EDIS) via the Operational Area Satellite Information System (OASIS).

### **Wildland Fire**

Initial warnings of major conflagrations are normally issued by the affected area through the Operational Area/State Fire Mutual Aid Coordinator, using whatever means of communications are appropriate and available. Requests for mutual aid follow the same channels.

### **Earthquake**

Napa County may receive notification of an official Short-Term Earthquake Prediction or Advisory from Cal OES. Subsequent information, including damage reports, may be received from various sources, such as:

- United States Geological Survey (USGS)
- State OES
- Federal/State agencies

The information may be received via the Cal OES State Warning Center, radio, teletype, OASIS, telephone, Short Message Service (SMS), and/or FAX and would be further disseminated as appropriate, using any or all these means.

## **4.2 NAPA COUNTY'S NOTIFICATION PROCESS**

**A notification is the process of communicating the need to respond to an emergency to the appropriate emergency response services.** The Napa County Sheriff's Office Dispatch continuously monitors both the California Law Enforcement



Telecommunications System (CLETS) for law enforcement and terrorist activity and the National Warning System (NAWAS) for both natural and human-caused disasters that might affect Napa County or surrounding areas. Dispatch also maintains an Emergency Recall List to alert and activate its emergency response personnel, as well as to notify emergency management personnel of potential hazards and disasters.

- When the cities of Napa, St. Helena, Yountville, Calistoga, and/or American Canyon proclaim a local emergency under their own authorities, they should notify Napa County OES and provide a copy of the local emergency proclamation as soon as possible.
- Napa County will notify Cal OES and provide a copy of the proclamation as soon as possible.
- Cal OES will be the primary contact between Napa County and the local jurisdiction(s) for updates on any requests for assistance.
- Napa County's OES Director will respond in writing to the local government concerning the status of any requests for assistance included within the local proclamation or accompanying letter.

**It is also important to note** that local emergency proclamations and/or Governor's Proclamations are not prerequisites for mutual aid assistance, Red Cross assistance, the federal Fire Management Assistance Grant Program, or disaster loan programs designated by the Small Business Administration, or the U.S. Department of Agriculture.

### **3.2.9 Napa County's Mass Notification Systems**

Mass notification systems send notifications via SMS text or email. Napa County's mass notification systems (depicted in Figure 9) are capable of broadcasting public warnings to large numbers of people through multiple devices, such as landline, mobile and VoIP telephones, electronic mail, text message, outdoor sirens/speakers, and TTY/TDD. Every notification is sent through as many "channels" as possible to disseminate emergency information as accurately and widely as possible.

For the purposes of wide-scale public information dissemination, such as a press conference, certified sign language interpreters may be provided to the County by way of the Cal OES Disaster Response Interpreter (DRI) Program. In this case, live/simultaneous Spanish-speaking interpreters will also be pulled from Napa County's disaster service worker registry list.

The goal of the County's mass notification program is to establish and implement systems within the jurisdictional boundaries of Napa County that **"alert emergency response personnel and the public to the threat of extraordinary danger and the related efforts that specific hazards may cause."** To help meet this goal, the County may



employ multiple mass notification platforms simultaneously to alert individuals of an emergency.

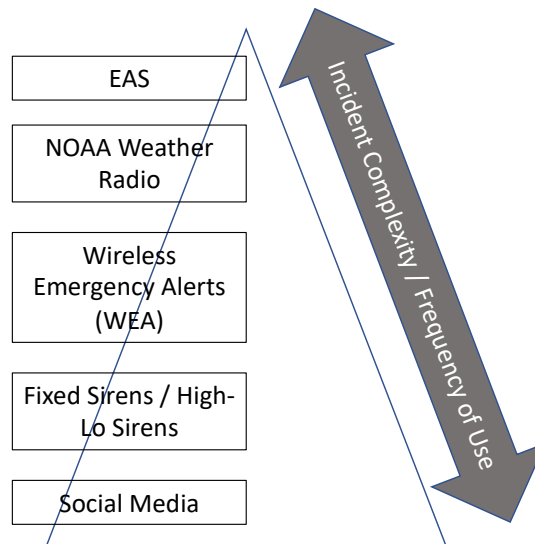


Figure 8: Napa County's Mass Notification Systems

In the event of an evacuation, Napa County will use [Alert Napa County](#) to reach the general public, who are all encouraged to sign up to receive emergency notifications by SMS text or email.

- **Everbridge** (branded as ALERT Napa County)
  - For public sign-up: <https://member.everbridge.net/337966681555213/login>
- **Genasys Protect** (formerly known as Zonehaven AWARE)
  - For public sign-up: <https://protect.genasys.com/download>

### 3.2.10 In-Person Notification Methods

Napa County maintains in-person notification methods such as:

#### Public Address (PA Systems)

The Napa 911 Dispatch Center and CalFire/NCFD ECC can exchange messages through the CAD system. A typed message can be instantly routed to the counterpart dispatch center. Fire and Law Enforcement vehicles are equipped with sirens, horns, and public address (PA) systems, which may be used to supplement local warning systems.

#### Vehicle Hi-Lo Sirens

The vehicle Hi-Lo Siren System - [Hi-Lo, it's time to GO](#) - is outfitted in all public safety vehicles in Napa County. The Hi-Lo Siren is different than a traditional public safety siren and is only used to alert residents to evacuate.

### **Electronic Message Boards**

Outdoor programmable boards that can be updated with relevant public safety information and messaging. They can be placed throughout the County strategically depending on the type and location of the emergency.

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

If necessary, a door-to-door notification may be implemented to effect notification and evacuation.

## **3.2.11 Local Television and Radio - EAS**

The **Napa Valley Television** (NVTV) cable channel is available for use during major emergencies. NVTV reaches more than 10,000 cable subscriber households throughout the County. Live broadcasts can be initiated from the Board of Supervisors Chambers to support warning and notification efforts. All television and cable television companies will be asked to concurrently display a written version of all emergency broadcasts across television screens to facilitate the notification of the hearing impaired.

**Radio stations** throughout the United States are designated at the Local Primary-1 (LP-1) for their local broadcast area. These stations are designated to, under orders from the local EAS Administrator rebroadcast all EAS alerts deemed necessary. Napa County has designated KVON AM 1440, and the Vine FM 99.3 to serve as its Local Primary-1 (LP-1) stations.

The Napa 911 Dispatch Center and CalFire/NCFD ECC can access all other local jurisdictions by radio.

## **3.2.12 Other Local Notification Systems**

An outdoor siren warning system, remotely controlled by the California Department of Water Resources, is available at Lake Berryessa to warn of potential (or actual) dam failure.

### **Emergency Digital Information System (EDIS)**

The Emergency Digital Information System (EDIS), which supplements the EAS and other public information systems, is located in the Napa County's Sheriff's office and provides local, state, and federal governments with a direct computer link to the news media and other agencies to distribute official information to the public during emergencies. EDIS may be used to transmit information in the following categories, listed in priority order:

- **Flash** – alerts and warning concerning immediate life safety issues.
- **News** – information of immediate benefit to the public.

- **Info** – advisory messages for coordination between government and the news media.
- **Test** – transmissions to verify operation of equipment and to train personnel.

### 3.2.13 Local Documentation Methods for Notifications

Notification documentation shall include:

- All notifications shall be documented by the person(s) making the notifications.
- Date and time of attempted and actual notifications.
- Names of persons contacted; and
- Estimated time of arrival (ETA) at EOC or other assigned locations.
- If Napa County's EOC is activated, a copy of all notification documentation will be provided to the Liaison Officer as soon as practicable after notifications have been completed. A copy of the notification documentation will be retained in Napa County's EOC Planning Section as part of the incident record.

## 4.3 STATEWIDE WARNING SYSTEMS

At the State level, the California State Warning Center is responsible for informing, communicating, alerting, and notifying local governments, OA's and state officials, and the federal government of natural or human-caused emergencies. Figure 8 shows the coordination points for California's State Warning Center and how they connect with the other alert, warning, and notification systems.

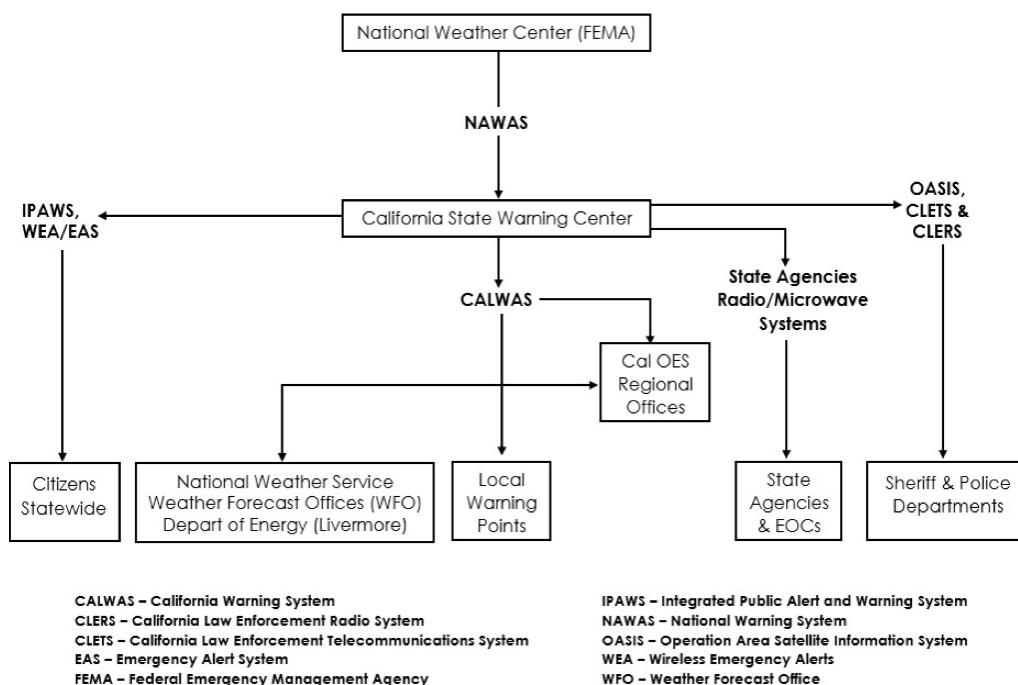


Figure 9: Cal OES State Warning Center Plan, Attachment A – State Warning Center<sup>19</sup>

In addition to disseminating warning information received over the National NAWAS to local Warning Points, State agency radio systems, teletype, and telephone circuits are used to ensure maximum dissemination of warnings. Each local Warning Point further disseminates the warning over local public safety communications channels.

### **3.4.1 Operational Area Satellite Information System (OASIS)**

The Operational Area Satellite Information System (OASIS) is a satellite-based telephone and data communications alert network that links all 58 counties and operational areas throughout California, the SOC, all Cal OES Regions, the CHP, CalFire, and CalTrans. OASIS was designed to be a survivable communications link in the event of a major earthquake or other disaster that renders ground-based communications inoperable.

### **3.4.2 California Law Enforcement Radio System (CLERS)**

California's Law Enforcement Radio System (CLERS) serves all OES facilities and interconnects law enforcement agencies of all counties and numerous cities in the state. This system is microwave-linked to provide statewide coverage and is the State's radio backup to the National Warning System.

### **3.4.3 California Emergency Services Radio System (CESRS)**

A local government system serving all OES facilities, a number of State agencies and county-level civil defense agencies that participate in the system. It is microwave-interconnected for statewide coverage and allows Napa County to directly contact the Cal OES and other counties within California.

### **3.4.4 California Law Enforcement Telecommunication System (CLETS)**

The California Law Enforcement Telecommunication System (CLETS) is a teletype system with 900+ terminals throughout the state that serves all cities and counties.

## **4.4 NATIONAL WARNING SYSTEMS**

### **NAWAS (Federal–California)**

The NAWAS is a dedicated system established with the primary purpose of warning the nation of the threat of a nuclear attack. The NAWAS has major terminals at each State Operations Center and State Emergency Management Facility. The system provides two-way voice communications between Federal Warning Centers, States' Warning

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<sup>19</sup> <https://www.Cal OES.ca.gov/wp-content/uploads/Warning-Center/Documents/Attachment-A-State-Warning-Center.pdf>

Points, and local Warning Points and may be activated nationally from two protected Federal facilities:

- National Warning Center (North American Air Defense Command, Colorado Springs, Colorado)
- Alternate National Warning Center (Olney, Maryland)

### **CALWAS (State–County Warning Point Circuits)**

California ties into the national system with a primary State Warning Point at Cal OES Headquarters in Sacramento. Circuits then extend to County Warning Points. CHP Headquarters in Sacramento serves as the alternate State Warning Point. Both Federal and State circuits are monitored 24 hours at the OES Warning Center, the Alternate State Warning Point, and each local Warning Point.

### **Local Jurisdiction Warning Systems (City and County)**

In order to disseminate warnings from the County Warning Points to cities, local communications channels are normally used. Although the State Warning Point will relay warnings over CLETS, it is usually more expeditious for cities to arrange with the County Warning Point on NAWAS to further relay the information within Napa County.

#### **4.1.1 Emergency Alert System**

The EAS is a national network of public broadcast stations and interconnecting facilities that have been authorized by the Federal Communications Commission (FCC) to operate in a controlled manner during disasters or other national emergencies. The system provides local, state, and federal governments with a means of emergency communications with the public. It may be used on a voluntary basis during day-to-day situations posing a threat to the safety of life and property. Priority for use is:

- Presidential messages
- Local area programming
- State programming
- National programming and news

#### **4.1.2 National Weather Service**

The National Weather Service (NWS) may issue a variety of alerts and warnings, depending on the situation.

- **Advisory** for events occurring or forecast to develop short-term (usually within the next six hours).
- **Watch** for the possibility of an event happening within the short term (usually in the next six to 12 hours).

- **Warning** for life-threatening events occurring or forecast to develop within the short term (generally within the next six hours).
- **Red Flag Warning** is an increased risk for fire danger due to warm temperatures, very low humidity, and stronger winds.
- **Flash Flood Warning** when flash flooding is occurring or imminent.
- **Urban and Small Stream Flood Advisory** when flooding is occurring or imminent but is not life-threatening (may be upgraded to Flash Flood Warning if conditions worsen).
- **Flash Flood Watch** when there is a good possibility of Flash Flooding that is not occurring or imminent (possibility exists within the next 24 hours).
- **Dense Fog Advisory** when dense fog (visibility below a one-half mile) is expected to last for three hours or longer.
- **Dense Fog Warning** when widespread zero or near-zero visibilities are forecast (to last three hours or longer).

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## 5. DIRECTION, CONTROL, AND COORDINATION

Napa County's Executive Officer or their designee has the power, by county code, to direct staff and civilian responses in Napa County and to settle questions of authority and responsibility. If necessary, to protect life and property or to preserve public order and safety, the Board of Supervisors or the Napa County Executive Officer may promulgate orders and regulations. These must be in writing and must be given widespread publicity. In a proclaimed emergency, the Napa County Executive Officer, or designee, may buy or commandeer supplies and/or equipment and may command the aid of citizens.

Additionally, the Governor has the power to suspend State agency orders, rules, or regulations that may impede emergency responses. Local governments generally do not have this power, except by order of the Governor.

According to Cal OES, Figure 10 illustrates how the sequence of activities should occur from the local level activation to the State and how the response activities should flow from emergency response through the proclamation process and to the recovery phase.



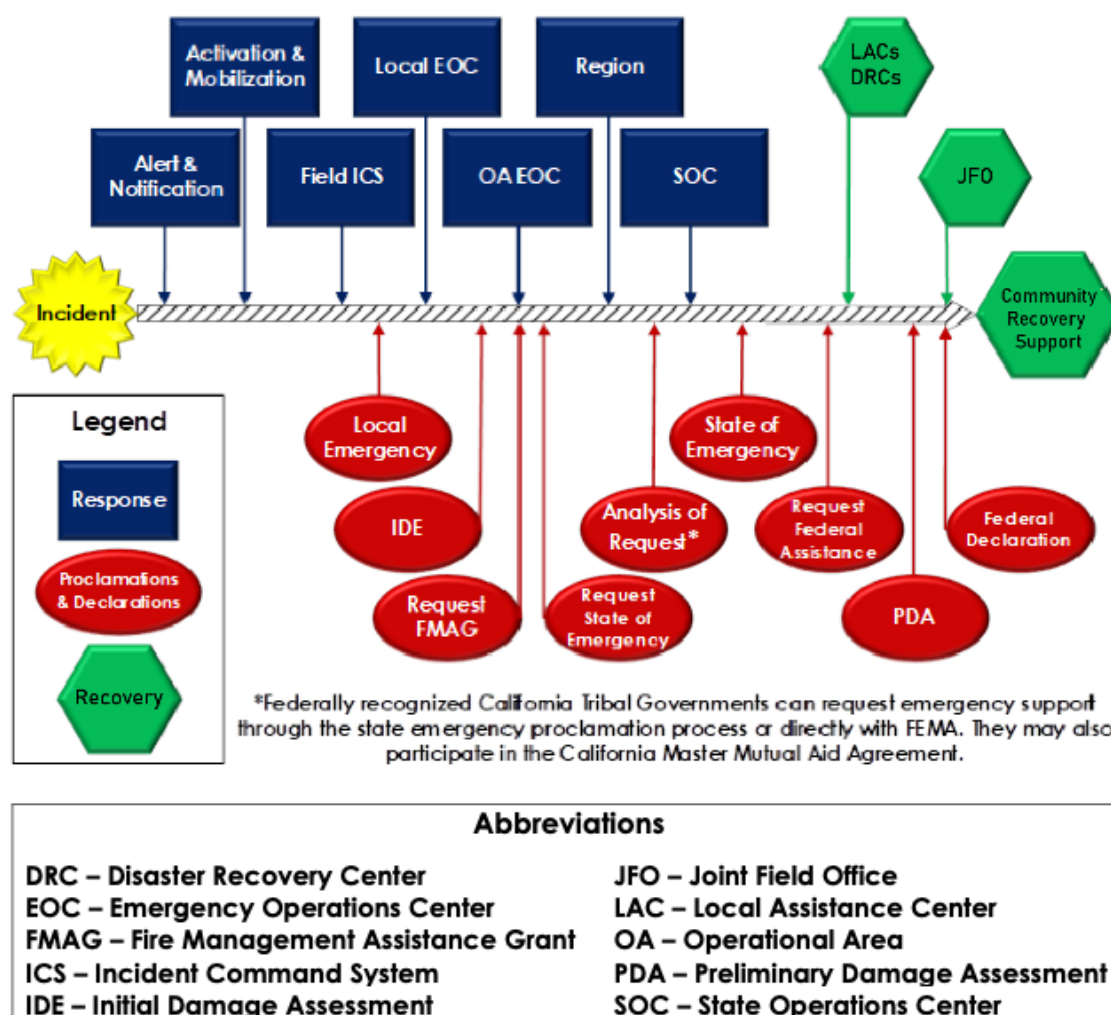


Figure 10: Response Phase Sequence of Events<sup>20</sup>

### Coordination with Field-Level Incident Command Posts

Field-level responders organize according to ICS/SEMS and coordinate with dispatch and/or the EOC to share information and request support. As the region has recently experienced, it is important to note multiple incidents may be occurring at the same time and incident command may need to identify and prioritize response activities using a Multiple-Incident Management Plan. For further information about multiple incident management activities in and around the Napa County area, see the *Sonoma, Lake, Napa Counties Multiple Incident Management Plan*.

Napa County is responsible for supporting the coordination of resources, strategies, and policy for any event in the operational area that exceeds the capacity of field tactical responders. Tactical control always remains the responsibility of field Incident Commanders. Napa County's Executive Officer or a designated alternate in their

<sup>20</sup> <https://www.Cal.OES.ca.gov/wp-content/uploads/Preparedness/Documents/2023-SEP-Draft-Public-Review.pdf>

capacity, under the guidance of the Director of Emergency Services will provide policy direction of the multi-department and multijurisdictional resources to support the field responders.

### **Coordination with Cities in the OA (Local level)**

The cities of American Canyon, Napa, Calistoga, St. Helena, and the Town of Yountville are incorporated cities within the County of Napa. Each city has appointed emergency management representatives and/or an Emergency Management Organization. In Napa County, the emergency management organizations of each incorporated city and Special District are responsible for the coordination and direction of response and recovery operations within their jurisdictions, while the County emergency management organization will serve in a support role. Napa County is responsible for coordinating and directing response and recovery operations in the unincorporated areas of the County, with the cities providing support and mutual aid/assistance as needed. Incorporated Cities and Special Districts, including school districts and water districts, must:

- Develop and maintain annexes consistent with Napa County's EOP and the State EOP.
- Maintain coordination with neighboring jurisdictions, Napa County OES, and other cities.
- Designate multipurpose staging areas for the purpose of providing rally points for incoming mutual aid and staging areas for support and recovery operations.

Note: Local jurisdictions within Napa County may be requested to send a liaison to the Napa County EOC to represent their jurisdiction(s). Alternatively, Napa County may send a liaison to any of the local jurisdiction EOCs/ICPs depending on the need and request of certain representatives. If a local jurisdiction needs to activate their EOC, Napa County's Duty Officer must be notified by the local jurisdiction and will initiate a standby for support.

### **Coordination with Special Districts/Utilities Providers in the OA**

When activated, Napa County's EOC will coordinate with special districts and utilities through their activated EOCs to share information and request or provide support as necessary. For some incidents, Napa County may choose to send a liaison to a special district or utility, or they may send a liaison to Napa County's EOC in order to share information and make decisions more efficiently. Depending on the magnitude of the incident and personnel availability, special district and utility liaisons may need to provide the liaison to Napa County's EOC as a resource in support of the entire OA and its jurisdictions.

### **Coordination with Voluntary Organizations**

Napa County works closely with non-governmental organizations such as CERT, CVNL, NCART, COAD, and those voluntary organizations advocating for DAFN communities.

Depending on the magnitude and needs of the incident, Napa County will invite a non-governmental volunteer organization liaison to the EOC. For example, COAD mobilizes

and provides valuable assistance for survivors before, during, and after incidents. COAD includes non-profits and faith-based organizations that offer their services with no legal mandate. These organizations routinely train with the County and plan to effectively integrate volunteers into the County's incident response and recovery organization. Non-governmental volunteer organizations are valuable partners, having established relationships with the community and its members.

### **Coordination with the Private Sector**

Many private sector businesses own and/or maintain critical infrastructure within Napa County's operational area. Some of these private sector businesses must be protected during a response to ensure a quick and complete recovery from an emergency. Further, some of these same entities may provide valuable resources before, during, and/or after an emergency, and they may additionally play a critical role in meeting the needs of those impacted by an emergency. Private sector businesses should work with Napa County's OES to pre-designate a jurisdictional representative to the EOC when possible, during an event and/or EOC activation.

### **Napa County (OA Level)**

Napa County functions as the Operational Area and is the focal point for information transfer and support requests by cities and Special Districts within the County. Napa County's EOC will coordinate resource requests from the local governments within the Napa operational area. If requests exceed the operational area's capacity to fulfill, the EOC Operations Section will identify, request, and provide outside resources based on established priorities. Napa County departments work with OES on an ongoing basis to develop and maintain supply contracts with local resource vendors. By Napa County code, the County Executive Officer or their designee serves as the director of Emergency Services. In the event of a major disaster, the County emergency organization will operate under a Unified Command Structure, as shown in the Napa County EOC organization chart.

### **Coordination with Cal OES Coastal Region/Mutual Aid Region II (Regional Level)**

The Cal OES Coastal Region coordinates information and resources among OAs within the Mutual Aid Region II, and also between the OA and the State Level. When resources are not available within the OA, requests for assistance from Mutual Aid Region II partners will be made to the Coastal Region. The Coastal Region will coordinate resources obtained from other operational areas throughout the region and may deploy Cal OES staff to activated EOCs to coordinate resource requests to support the affected OA. Cal OES staff assigned to EOCs will also gather information and report situational awareness to Cal OES and/or the SOC, if activated.

### **Coordination with Cal OES Headquarters (State Level)**

If resources are not available in the region, they may be requested via Cal OES Region 2 from the State, and if activated, the State Operations Center (SOC) in Sacramento. When the SOC is activated, Cal OES staff will be responsible for coordinating statewide emergency operations, to include the provision of mutual aid and other support and

redirection of essential supplies and other resources to meet local requirements. If the state cannot supply the resource, the SOC will make a request to federal agencies through FEMA.

### **Coordination with County Departments**

Department Heads are responsible for reviewing the Napa County EOP and ensuring their management teams and staff members are familiar with the terms and operational concepts. Those departments with separate Disaster or Continuity of Operations Plans must continually review and update their plans to ensure their processes integrate with or are reflected in the County's EOP. Departments that operate their activities through a Department Operations Center (DOC) shall prepare to assume an active role in managing and coordinating critical disaster and recovery operations. Training sessions and practice exercises will be conducted periodically to ensure the EOC staff is adequately prepared to manage any disaster within Napa County.

Department primary and backup individuals must familiarize themselves with the Napa County EOP and prepare Information Collection, Analysis, and Dissemination to support Napa County's EOC as the hub for collecting, analyzing, and disseminating timely, accurate, consistent, and accessible information relating to the incident or event. Establishing a common operating picture and maintaining situational awareness is essential to incident management and are a major role of the EOC.

It is important to understand that information for the public may be coordinated across multiple jurisdictions and agencies, including nongovernmental organizations and private businesses, and this may be disseminated through several mechanisms under the control of the Napa County Sheriff's Office.

### **Information Collection into the EOC.**

Information will be sent into the EOC from various sources, including county departments, the JIC, activated local government EOCs, field area commanders, private sector partners, elected officials, and other sources utilizing the Cal EOC platform. Calls into the EOC will be screened by the EOC support unit for appropriateness and routed to the appropriate section.

### **Information dissemination within the EOC.**

Information communication will take place using various communications tools. Primarily, the EOC provides the structure for face-to-face communication and coordination. The EOC Message Form is used for written communications and documentation of key messages. Situation Status Boards (e.g., Mondopad, whiteboards, and overhead projected information) are kept updated throughout the duration of an EOC activation to provide instant status communication; this information is regularly recorded and documented by the Planning Section.

Napa County's EOC is equipped with a wide variety of communications systems in addition to the public dial network (phone and Internet access). The systems provide

alternate modes of communications to County departments and support agencies and to a broad range of State and other agencies. In addition to radio-based communications, the EOC has several satellite communication systems that allow connection back into the phone system if local circuits are busy or disrupted. Currently, Napa County maintains alternate systems for emergency communications. Further details regarding Napa County emergency communications systems may be found in the Napa County Tactical Interoperable Communications (*draft*) Plan (TICP).

**Information communicated outside of the EOC.**

Napa County's EOC provides the single point of contact for information sharing to agencies and entities within and outside of the OA. Such communications take place via typical systems such as telephone and email; the Cal EOC program is used to provide and document key information sharing and resource requests to the Coastal Region.

The CA Public Health Ordering System (PHOS) is used to provide and document key information sharing and resource requests to the Regional Disaster Medical Health Coordination (RDMHC) Program and the Medical and Health Coordination Center (MHCC). If a Public Health, Environmental Health, Behavioral/Mental Health, and Emergency Medical Services resource is requested from Napa County because it is not available within the County, the Medical Health Operational Area Coordinator (MHOAC) enters a request into the PHOS for fulfillment by the region or the State.

Fire suppression resources and tracking is done through the Interagency Resource Ordering Capability (IROC) through fire's operational area coordinator.

In cases where the day-to-day operating systems are impacted, the State's Operational Area Satellite Information System (OASIS) will be used to establish the link to the network server, allowing the County to transmit the data to the State. OASIS is a network of over 80 earth stations (terminals) located statewide. The terminals provide broadband internet and telephone access immune to regional failures in the terrestrial network. A number of reports will be used to communicate and document information, including the Preliminary Report, the Situation Summary, the Status Report, and a Flash Report.

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## 5.1 COMMUNICATIONS

Napa County maintains a Napa County Tactical Interoperable Communications Plan (TICP) based on the use of VHF/UHF/800 MHz for field responders; interoperable radio, telephone, mobile telephone, satellite telephone, and internet email in the EOC; and backup power supply to support EOC communications systems.

Communications Standard Operating Procedures are provided as part of the Napa County TICP. For further information regarding communications within Napa County's Emergency Operations Center, see the *EOC SOP Appendix*.



## 6. RESOURCE MANAGEMENT

Napa County follows the SEMS protocols below that are required to request resources:

1. The requesting jurisdiction (e.g., a city, special district, county, etc.) must exhaust **all of its resources before requesting assistance** from another jurisdiction or SEMS level.
2. Once it is clear a resource is needed from outside of a jurisdiction, the jurisdiction requests assistance from Cal OES Region 2 by submitting a Mission Request Tasking Form via Cal EOC and/or the appropriate discipline-specific mutual aid ordering system.
3. Once the Cal OES Coastal Region receives a Mission Request form – the State “tasks” another State or Federal agency to provide the required resource.
4. A Mission Assignment Number is automatically generated by Cal EOC and is assigned to that particular “mission”. This number is used by the responding agency for reference purposes and for tracking associated costs.

### 6.1 LOCAL RESOURCE REQUEST PROCESS

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The resource management process described in this section involves identifying requirements from the IC to the EOC, the EOC to the region and the state, and if appropriate, via the discipline-specific mutual aid system. Figure 11 shows the six main tasks involved in resource management during an incident.

During an incident involving the activation of Napa County’s EOC, EOC personnel will continually work to support resource needs from the field level to the EOC and will validate and refine the resource process.

In accordance with the State Mutual Aid Agreement, jurisdictions shall attempt to reach from within their area for immediate resource capability and availability. Napa County OES must actively:

- Assess capable and available resources from within the County.
- Compare and analyze anticipated resource requirements against already available resources.
- Identify local source to serve as anticipated resources.
- Procure required resources to sustain operations.
- Track resource allocation.

The involvement of NGOs, special districts, and private sector organizations with Napa County mutual aid will vary according to the resources that may be made available and

the types of resources needed. Some organizations may use internally established mutual aid systems/arrangements in order to acquire needed resources. For example, the American Red Cross will utilize the American Red Cross DSHR when a disaster response requires greater resourcing than can be provided by the local chapter.

To facilitate external mutual aid, mutual aid coordinators are designated at the OA, regional, and State levels. The basic role of a mutual aid coordinator is to receive requests, coordinate the provision of resources from within the coordinator's geographic area of responsibility, and pass on unfilled requests to the next level.

Napa County's discipline-specific mutual aid coordinators (e.g., Law Enforcement, Fire Service and Rescue, and Medical Health personnel) may be assigned to the EOC during an EOC activation. The mutual aid coordinators, through each of their subsequent disciplines, utilize a different system for requesting mutual aid resources.

If mutual aid requests do not fall into one of the discipline-specific mutual aid systems, then the requests are handled through the emergency services mutual aid system, managed by emergency management staff at Napa County OES.

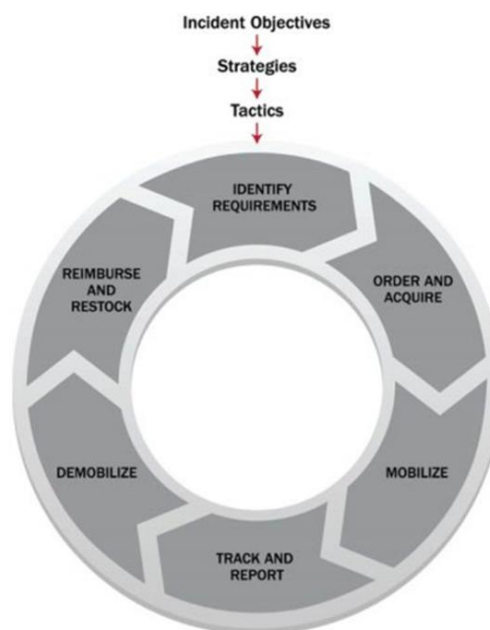


Figure 11: Resource Management Process

## 6.2 OPERATIONAL AREA MUTUAL AID COORDINATION PROCESS

Napa County will first initiate resource ordering from within the jurisdiction through all available suppliers and local caches. When resource requests need to be placed outside of Napa County, Napa County OES or the discipline-specific mutual aid coordinator will submit information and requests for support through the subsequent discipline-specific mutual aid systems. Discipline-specific mutual aid systems include fire, law enforcement, and medical and health, and have designated Mutual Aid Coordinators assigned within each Operational Area. The designated discipline-specific Operational Area Mutual Aid Coordinators are an integral part of the operational area emergency management organization, as shown in Figure 12 below.

### Fire and Rescue Mutual Aid System

The Napa County Fire Operational Area Coordinator works with the State Fire and Rescue Branch to track and manage County fire and rescue mutual aid resource requests

and allocations. Most of the information coordination between region and state fire resources is done through the Interagency Resource Ordering Capability (IROC) system.

### Law Enforcement Mutual Aid System

Napa County's Law Enforcement Mutual Aid (LEMA) Operational Area Coordinator is filled by the Sheriff's Office. The coordinator works with surrounding agencies, jurisdictions, and regions to request, track, and manage law enforcement personnel and resource management. The coordinator will then manage and request reimbursement through the state law enforcement mutual aid reimbursement system.

### Medical Health Mutual Aid System

Napa County's MHOAC will first work with surrounding agencies and jurisdictions to fill resource and personnel requests to support the local emergency medical services system. The MHOAC is a 24-hour-per-day, 365-day-per-year single point of contact for the State MHOAC Program through the EMS Duty Officer and the Public Health Manager on-call and provides contact information to the RDMHC/S Program, which provides this information to CDPH and EMSA.

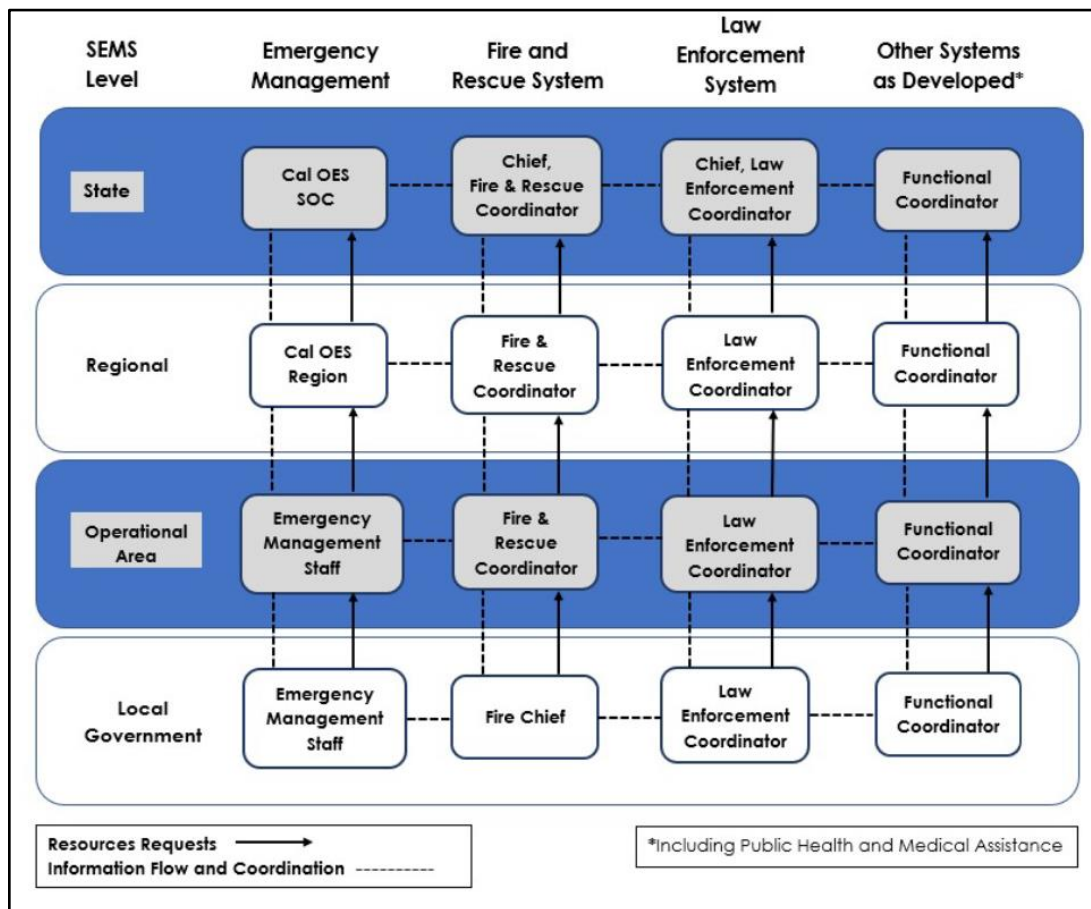


Figure 12: Cal OES Discipline-Specific Mutual Aid System<sup>21</sup>

<sup>21</sup> <https://www.Cal.OES.ca.gov/wp-content/uploads/Preparedness/Documents/2023-SEP-Draft-Public-Review.pdf>



If the EOC is activated, Napa County's discipline-specific Operational Area Mutual Aid Coordinators may be located at the EOC, at their normal work location, or at another location depending on the emergency situation, local communications systems, their normal job responsibility, and the level of the EOC activation. When the Napa County EOC is fully activated, the Mutual Aid Coordinators should have designated representatives at the EOC to facilitate coordination and information flow (see Figure 13).

Even though discipline-specific resources will be fulfilled through their respective mutual aid systems, it is essential that information and overall County priorities are exchanged between the Mutual Aid Coordinators and Napa County's EOC.

### **Field Requests**

The IC retains control of resources at the scene of an incident. When additional discipline-specific personnel or equipment resources are needed, the Field Operations Section Chief or a Branch Coordinator at the Napa County EOC will make a verbal request to the appropriate discipline-specific functional units in accordance with established field SOPs. The Field Logistics Section will direct requests for more general resources to its counterpart EOC Logistics Section in the appropriate unit.

### **Other Local Jurisdictions & Support Agencies**

General resource requests from cities, special districts, and support agencies (e.g., Red Cross, Salvation Army, amateur radio operator group) will be made by and directed to Napa County's EOC Logistics Section. The staff receiving the request will complete a Mission Request form and will fill the request if able to do so. If the resource is not available from a local source (the County or another city or district), the EOC Logistics Section Chief will be asked to authorize forwarding the request to the Cal OES.

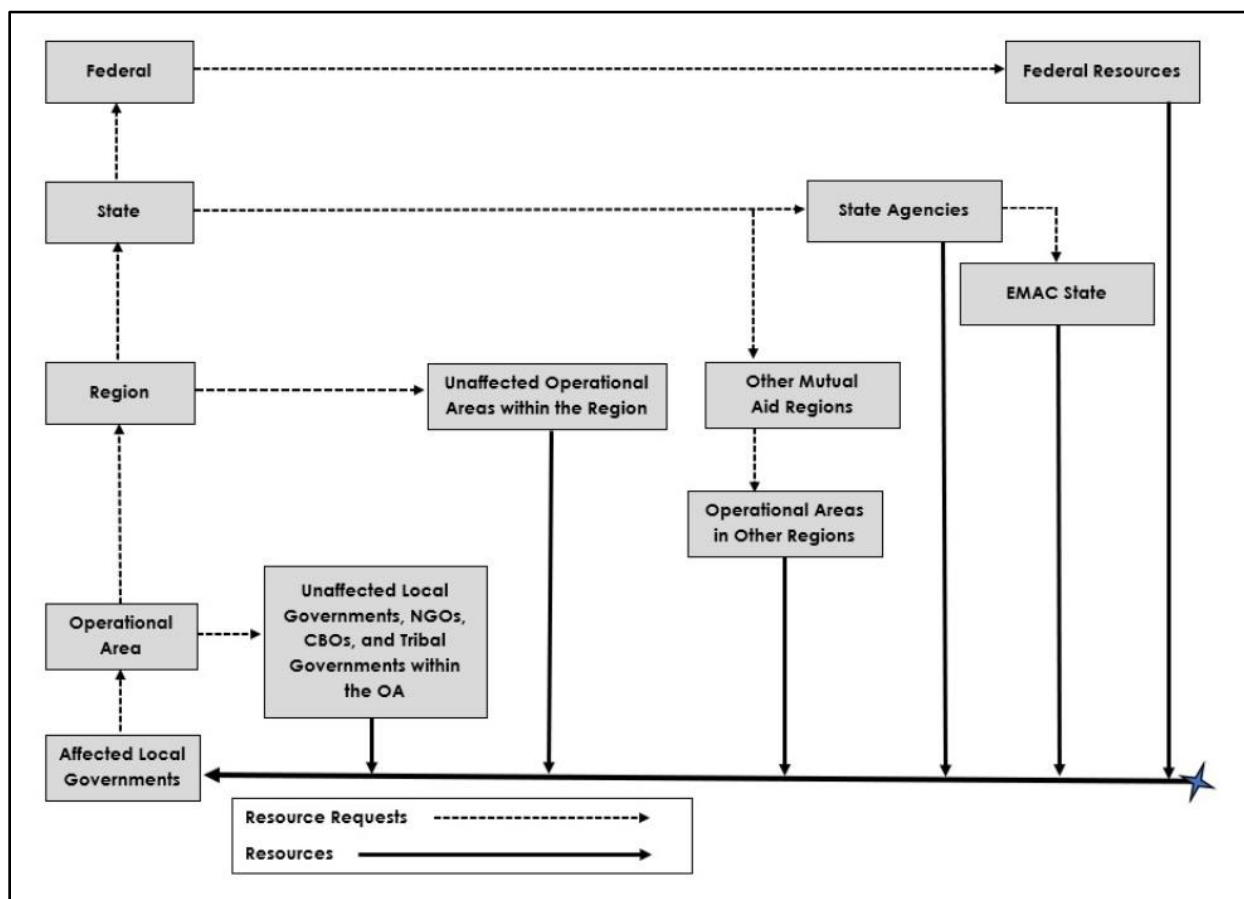


Figure 13: Cal OES Flow of Requests and Resources<sup>22</sup>

## 6.3 EOC ORDER PROCESSING

Napa County's EOC Logistics Section will process resource requests as follows:

- Written mission request forms are received and consolidated when feasible.
- Local jurisdictions, support agencies, and appropriate County departments are contacted to determine if resources are available prior to purchase.
- If resources are unavailable locally, approval to purchase the item(s) must be obtained from the Logistics Section Chief.
- Existing County vendors will be contacted first.
- When placing the order, obtain ETD (estimated time of delivery) and advise the Requesting Party.
- Record the order and the ETD.
- Advise the Finance/Administration Section of the order and complete any required purchase order.

<sup>22</sup> <https://www.Cal.OES.ca.gov/wp-content/uploads/Preparedness/Documents/2023-SEP-Draft-Public-Review.pdf>

## **6.4 EOC RESOURCE TRACKING**

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Napa County's EOC Branch Coordinators in the Operations Section will track their respective discipline-specific resources. The EOC Logistics Section will track general resources.

- The Requesting Party will notify the EOC Logistics Section when the requested resource(s) arrives.
- When notified that a resource has checked in at the designated location, the EOC Logistics Section will:
  1. Record its arrival; and
  2. Notify the person responsible for maintaining resource-tracking displays.
- Periodically check the resource order file for overdue resources or unacknowledged requests. Check status with the EOC Logistics Section or resource provider as appropriate.

The discipline-specific operational area mutual aid coordinators track all resources given and received in and outside of the operational area.

## **7. DEACTIVATION**

At a point in time when countywide response activities begin to stand down and transition to recovery activities, the use of the EOC to support countywide needs and information sharing may continue under a minimal level EOC activation or virtual EOC. For example, a Recovery Taskforce or Recovery Operations may continue operations in the EOC (with select staff) until it is determined that the situation is stable to reconvene to normal operations. Recovery activities may continue long after deactivation of the EOC and may continue for a long period as we experienced with the Covid-19 pandemic. The Planning Section Chief is responsible for presenting the deactivation recommendation to the EOC Director. The Action Planning Unit is responsible for planning for the transition from response to recovery operations.

When no longer necessary, individual EOC positions should be formally de-activated. Prior to deactivating the EOC, the Liaison Officer should notify all internal and external partners of the decision to deactivate and the date/time of deactivation while providing instructions for continued coordination outside the EOC. After deactivation, all documentation should be gathered and maintained to support recovery efforts and the after-action review. Additionally, during deactivation the EOC should be restocked and prepared for future activations.

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## 8. ADMINISTRATION, FINANCE, AND LOGISTICS

### 8.1 ADMINISTRATION

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Napa County's EOC Finance/Administration Section will be responsible for maintaining records on damage assessment expenditures, recovery cost expenditures, insurance-related documents, personnel overtime, and other costs associated with the emergency. Guidance is provided in their position guides at the EOC.

The EOC Planning Section will maintain copies of documents that are integral to EOC functions (such as EOC Action Plans, Situation Status logs, and position logs) that make up the history and chronology of emergency events. Guidance is provided in their Planning Section's operational procedures at the EOC.

Napa County OES will conduct an After-Action Review of the emergency once it is completed and document the findings, recommendations, and suggestions for improvement in an After-Action Report.

### 8.2 FINANCE

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In the case of a major disaster in the County, the EOC will support state and federal entities with cost recovery efforts, if requested and as able. Napa County citizens may benefit from the Small Business Administration, and the County may benefit from the FEMA Public Assistance Program<sup>23</sup>. Napa County may assist the citizenry with public service announcements regarding support available, such as unemployment benefits, workers' compensation, and insurance benefits. Napa County's EOC Finance/Admin section oversees the following systems, which include, but may not be limited to:

- Payroll
- Payments
- Revenue collection
- Claim processing
- Cost recovery documentation

The EOC Finance/Admin section (in coordination with the EOC Legal Officer) also manages the negotiation and administration of vendor and supply contracts and procedures in collaboration with the incident management procurement functions.

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<sup>23</sup> <https://www.disasterassistance.gov> and <https://www.fema.gov/assistance/individual>

## **8.3 LOGISTICS**

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Napa County's EOC Logistics Section is responsible for resource location and requests, and working within EOC processes to ensure resources affiliated with the emergency are documented and tracked. Mutual Aid requests are conducted according to California SEMS protocols. Guidance is provided in the EOC Logistics Section's operational procedures at the EOC.

## 9. CONSIDERATIONS

### 9.1 DISASTER SERVICE WORKERS

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Under California Government Code, Section 3100-3109, all public employees are required to serve as Disaster Service Workers (DSW's). Public employees (civil service) are all persons employed by any county, city, state agency, or public district in the State of California. Disaster Service Workers provide services and support during declared emergencies or disasters.

In the event of a major emergency or disaster, County employees may be called upon to perform certain duties in support of emergency management operations, such as serve in a position in the EOC, support shelter operations, or work at a logistics base in the field:

- County employees may be required to work at any time during a declared emergency and may be assigned to disaster service work.
- Assignments may require service at locations, times, and under conditions other than normal work assignments.
- Assignments may include duties within the EOC, in the field, or at another designated location.

The term “public employees” includes all persons employed by the State, County, City, or public district. Volunteers and other personnel can be sworn in as Disaster Service Workers, which provides Workers’ Compensation and liability coverage.

Additional Disaster Service Worker designated individuals may include staff and volunteers from non-governmental organizations such as CERT, CVNL, NCART, COAD, and the Medical Reserve Corps (MRC). Both non-governmental organizations and other County volunteers will be managed according to the guidelines outlined in the Volunteer Management Annex.

Disaster Healthcare Volunteers such as doctors or medical personnel, once established as Napa County MRC members, may be designated as Disaster Service Workers and can provide medical services if an emergency has been declared and if requested by a Napa County Official (California Code 8659). Under no circumstances will County employees who do not usually have a response role in their day-to-day responsibilities be asked to perform duties or functions that are hazardous, that they have not been trained to perform, or that are beyond their recognized capabilities.



## **9.2 VOLUNTEER MANAGEMENT**

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The mobilization and coordination of donations and volunteers in Napa County is described in the Volunteer and Donations Management Annex to this plan. The County's emergency organization relies on a dedicated network of volunteers to support preparedness activities, augment response, and provide assistance and expertise in recovery. Affiliated DSW volunteer groups include, but are not limited to:

- Center for Volunteer and Nonprofit Leadership (CVNL)
- Napa County Animal Response Team (NCART)
- Napa County Community Emergency Response Team (CERT)
- Napa County Medical Reserve Corps (MRC)
- Napa County Search and Rescue (SAR)
- Napa Valley Community Organizations Active in Disasters (COAD)

After a disaster, local governments often see an influx of spontaneous volunteers converge in their communities; however, well-intentioned, uncoordinated volunteers can be ineffective, hinder response operations, and create new risks. Emergency volunteers must be carefully managed, which often falls to the local government. In Napa County, after a disaster, emergent volunteers are managed through a contract with the CVNL, which operates Emergency Volunteer Centers for four counties in the North Bay.

## **9.3 PEOPLE WITH ACCESS AND FUNCTIONAL NEEDS**

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Napa County is committed to achieving and fostering a whole community emergency management system that is fully inclusive of individuals with disabilities and others with access and functional needs. Through the integration of community-based organizations, service providers, government programs, individuals with disabilities, and others with access and functional needs into the planning process, meaningful partnerships have been introduced into the emergency management system.

Specifically, emergency planning and emergency services for the County have included the whole community approach concept to ensure alert and warning, mass care and shelter, public information, and evacuation planning are inclusive of the Whole Community.

Having recognized the need to be inclusive in its emergency planning, the Napa County's Operational Area formed the Napa County Disabilities, Access, and Functional Needs Subcommittee Group in 2014 in partnership with the Napa Valley COAD to strengthen partnerships with the AFN community and those with access and/or functional needs. This subcommittee includes representatives from county agencies, local jurisdictions, and nonprofit organizations serving people with disabilities and those with access and/or functional needs in the Napa County Operational Area. This subcommittee's instrumental efforts have turned the OA toward more inclusive emergency planning for the Whole Community.

Furthermore, Napa County is committed to maximizing compliance with the Americans with Disabilities Act and providing the best service to all of Napa County's Operational Area residents and visitors. As such, Napa County's Operational Area adheres to the guidelines outlined below:

- Disability will not prevent accessibility to services or facilities provided by Napa County.
- Napa County will not exclude or deny benefits of any sort based on a disability, access, or functional need.
- Napa County will work to accommodate people with disabilities and those with access and/or functional needs in the most integrated setting possible.
- During all phases of disaster response, Napa County will make reasonable modifications to policies, practices, and procedures, if necessary, to ensure programmatic and architectural access to all.
- Napa County will shelter people with disabilities and those with access and/or functional needs with their families, friends, and/or neighbors as feasible in the most integrated setting possible.

Within Napa County, all programs, services, and activities provided to residents during times of emergency, to the maximum extent feasible, will be inclusive of individuals with disabilities and others with access and functional needs. The following are key focus areas for inclusive service delivery and support:

- Accessible transportation
- Assistance animals
- Dietary restrictions and needs
- Assistive equipment and services
- Accessible public messaging
- Evacuation assistance
- Restoration of essential services
- Language translation and interpretation services (including threshold languages<sup>24</sup>)
- Service delivery site ADA compliance

In addition to observing inclusive planning practices, Napa County is also cognizant of Federal and State laws that govern the service of individuals with disabilities and others with access and functional needs during emergency planning and response efforts. Napa County complies with Federal laws that prohibit discrimination in emergency management programs on the basis of disability. Those laws are cited in the Authorities section of this plan.

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<sup>24</sup> <http://napavalleycoad.org/wp-content/uploads/Communicating-with-Spanish-Speakers-During-Disaster-NV-COAD.pdf>

Additionally, Napa County complies with California Government Code § 8593.3, which requires government agencies to integrate planning for the needs of individuals with access and functional needs into emergency operations plans. As stated in the aforementioned Code, this includes planning for individuals who have developmental or intellectual disabilities, physical disabilities, chronic conditions, injuries, limited English proficiency or who are non-English speaking, older adults, children, people living in institutionalized settings, or those who are low income, homeless, or transportation disadvantaged, including, but not limited to, those who are dependent on public transit or those who are pregnant.

### **ADA Grievances**

The Napa County ADA Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 ("ADA"). It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by Napa County. Napa County's Personnel Policy governs employment-related complaints of disability discrimination. More information on the process to file a complaint can be found at: <https://www.countyofnapa.org/1688/ADA-Information>

## 10. RECOVERY OPERATIONS

Following an incident or catastrophic event, Napa County will need to manage and coordinate short and/or long-term recovery activities. This section is provided as summary guidance. For further details on recovery, see *Napa County's Recovery Plan*.

In the aftermath of a disaster, many citizens will have specific needs that must be met before they can pick up the thread of their pre-disaster lives. Typically, there will be a need for such services as these:

- Assessment of the extent and severity of damages to public and private property
- Restoration of services generally available in communities - water, food, medical assistance, utilities, and lifelines
- Repair of damaged homes, buildings, and infrastructure
- Professional counseling when the sudden changes resulting from the emergency have resulted in mental anguish and inability to cope.

Local governments can help individuals and families recover by ensuring that these services are available and by seeking additional resources if the community needs them. Recovery occurs in two phases: short-term and long-term.

### 10.1 SHORT-TERM RECOVERY

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Short-term recovery operations will begin during the response phase of the emergency. The major objectives of short-term recovery operations include rapid debris removal and cleanup, and orderly and coordinated restoration of essential services (electricity, water, and sanitary systems). Short-term recovery operations may include all the agencies participating in the Operational Area that have been impacted by the event.

The goal of short-term recovery is to restore local government to at least a minimal capacity. Short-term recovery includes:

- Utility restoration
- Expanded social, medical, and mental health services
- Re-establishment of Napa County government operations
- Re-establishment of transportation routes
- Debris removal
- Cleanup operations and abatement and demolition of hazardous structures

Each jurisdiction will coordinate its efforts to restore utility systems and services during recovery operations. Medical services may need to operate from temporary facilities as necessary. Napa County Mental Health Services will help coordinate and conduct Critical

Incident Stress Debriefings for emergency response personnel and victims of the disaster event.

### 10.1.1 Continuity of Government

A disaster could result in the potential loss and/or injury of key emergency management employees, partial or complete destruction of established facilities, and the destruction of public records essential to continued operations of government. Government agencies at all levels are responsible for providing continuity of effective leadership and authority, direction of emergency operations, and management of recovery operations. To assist in the continuity of essential functions and operations, the following positions succeed emergency management authority\*:

- **County Executive Officer**
- **Director of Emergency Services**
- **Fire Chief**

*\*The level and duration of authority these individuals would assume depends on the scale and needs of the disaster.*

A Local Assistance Center (LAC) may be established. This is a temporary location where residents and business owners can access information and connect with resources regarding disaster recovery assistance. Services often include building permits, financial assistance, family resources, mental health services, and other community resource programs. The Federal Emergency Management Agency (FEMA) refers to this location as a Disaster Recovery Center (DRC).

For federally declared disasters, Disaster Assistance Centers may be established by the FEMA to assist disaster victims and businesses in applying for grants, loans, and other benefits. The Red Cross may support the County and other jurisdictions with supplies as needed.

The County and cities/town will ensure that debris removal and cleanup operations are expedited. Based on the County and other OA jurisdictions' assessments, priority structures that pose a public safety concern will be repaired or demolished in the short term or as quickly as possible.

## 10.2 LONG TERM RECOVERY

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Long-term recovery may also begin during the response phase. The goal of long-term recovery is to restore facilities to pre-disaster condition. Long-term recovery includes hazard mitigation activities, restoration or reconstruction of public facilities, and disaster response cost recovery. Each affected jurisdiction will be responsible for its own approach to mitigation, which could include zoning variances, building code changes, plan reviews, seismic safety elements, and other land use planning techniques.

Long-term recovery can include:

- Coordinated delivery of social and health services
- Improved land use planning
- Improved Napa Operational Area Emergency Operations Plan
- Re-establishing the local economy to pre-disaster levels
- Recovery of disaster response costs
- Effective integration of mitigation strategies into recovery planning and operations
- Repair and replacement of infrastructure

With public safety a primary concern, rapid recovery may require adjustments to policies and procedures to streamline the recovery process. Hazard mitigation actions will need to be coordinated and employed in all activities by all jurisdictions in order to ensure a maximum reduction of vulnerability to future disasters. The actions are outlined in [Napa County's Multi-Jurisdictional Hazard Mitigation Plan \(MJHMP\) \(2021\)](#). The County, Operational Area jurisdictions and special districts will strive to restore essential facilities to their pre-disaster condition by retrofitting, repairing, or reconstructing them during long-term recovery operations.

Recovery programs will also be sought for individual citizens and private businesses. The County and other Operational Area jurisdictions may play a vital role in guiding the rebuilding of commercial areas of the Napa Operational Area.

### **10.3 RECOVERY OPERATIONS ORGANIZATION**

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Napa County recovery operations will continue to be managed according to the ICS structure. Responsible entities will change as the response evolves into the recovery phase of the incident. The Recovery ICS will be guided by the Napa County Operational Area Long Term Disaster Recovery Plan (LTDRF). Recovery issues involving OA jurisdictions and special districts will be coordinated and managed between the Director of Emergency Services and designated representatives. Each OA jurisdiction and special district will appoint a Recovery Manager to be the single point of contact for their respective recovery operations.

The organizational chart used in Napa County's recovery operations is shown in Figure 14.

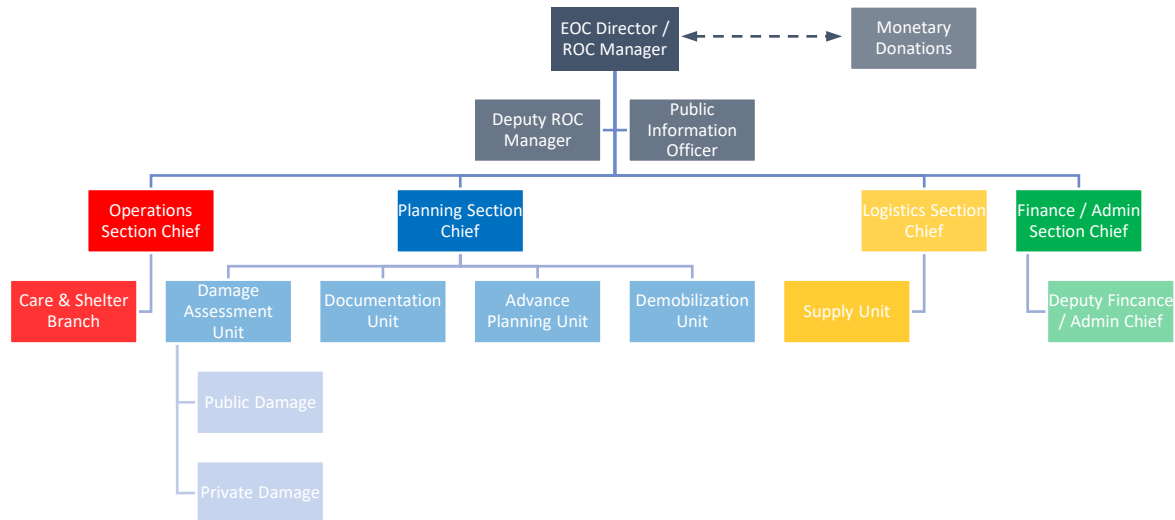


Figure 14: Napa County 'Recovery Operations' Organization Chart

Public information during the recovery process will be handled independently by each agency or jurisdiction; however, information will be coordinated among the agencies and jurisdictions, through Napa County OES.

Napa County OES staff will support the Assistant County Executive Officer in facilitating and leading the recovery process. Napa County departments will also be represented and responsible for certain functions throughout the recovery process.

## 10.4 RECOVERY OPERATIONS RESPONSIBILITIES

Napa County's recovery operations will be coordinated by Napa County OES and subsequently managed by individual departments and agencies depending on the recovery operation function within the jurisdiction. Table 6 below provides details for the recovery functions and aligns them with the appropriate departments and agencies.

RECOVERY OPERATIONS RESPONSIBILITIES	
FUNCTION	DEPARTMENTS/AGENCIES
Overall process management, interdepartmental coordination, policy development, decision-making, and public information.	County Executive Office; Jurisdictional City Manager's Office; Special District Management; Sheriff's Office
Land use and zoning variance; permits and controls for new development; revision of building regulations and codes; code enforcement; plan review; building and safety inspections; perform environmental reviews.	County Planning, Building & Environmental Services Department; Jurisdictional Planning Departments



RECOVERY OPERATIONS RESPONSIBILITIES	
FUNCTION	DEPARTMENTS/AGENCIES
Restoration of medical facilities and associated services; continue to provide mental health services;	County Health & Human Services Agency
Debris removal; demolition; construction; management of and liaison with construction contractors; restoration of utility services.	County Public Works Dept; Jurisdictional Public Works; Utility Special Districts
Housing programs; assistance programs for the needy; oversight of care facility property management; low income and special housing.	County Housing and Homeless Services Agency; Jurisdictional Human Resources
Public finance; budgeting; contracting; accounting and claims processing; taxation; insurance settlements.	County Auditor –Controller’s Office; Jurisdictional Finance Departments; Special District Accounting Offices
Redevelopment of existing areas; financing new projects.	County and Cities
Applications for disaster financial assistance; liaison with assistance providers; onsite recovery. Support; disaster financial assistance project management.	County OES; Jurisdictional OES; Special District Accounting Offices
Advice on emergency authorities, actions, and associated liabilities; preparation of legal opinions; preparation of new ordinances and resolutions.	County Counsel; Jurisdictional City Attorneys
Government operations and communications; Information Technology Services (ITS); acquisition; supplies and equipment; vehicles; personnel; and related support.	County Public Works/General Services; Department. & Information Technology Services Division Jurisdictional Communications Departments

**Table 6: Napa County Recovery Operations Responsibilities**

### 10.4.1 Documentation

Documentation is the key to recovering eligible emergency response and recovery costs. Damage assessment documentation will be critical in establishing the basis for eligibility of disaster assistance programs. Under the State Natural Disaster Assistance Act (NDAA), documentation is required for damage sustained to the following:

- Public buildings
- Levees
- Flood control work
- Irrigation work



- County roads
- City streets
- Bridges
- Other public works

Under FEMA's Public Assistance Program, local jurisdictions may be eligible to receive supplemental disaster grant assistance for the following:

- Roads
- Bridges
- Water control facilities
- Public buildings and related contents
- Public utilities
- Facilities under construction
- Recreational and park facilities
- Educational institutions
- Certain private non-profit facilities

Documentation must be obtained regarding damages sustained to the above categories and local jurisdictions should follow [FEMA's Public Assistance Categories of Work](#): Debris Removal (Category A), Emergency Protective Measures (Category B), Roads and Bridges (Category C), Water Control Facilities (Category D), Buildings & Equipment (Category E), Utilities (Category F), and Parks, Recreation & Other (Category G).

The location and extent of damage, and estimates of costs for debris removal, emergency work, and repairing or replacing damaged facilities to a non-vulnerable and mitigated condition. The cost of compliance with building codes for new construction, repair, and restoration will also be documented. The cost of improving facilities may be provided under federal mitigation programs.

Debris removal and emergency response costs incurred by the affected entities should also be documented for cost recovery purposes under the federal programs. It will be the responsibility of the County, jurisdictions, and special districts to collect documentation of these damages and submit them to the Recovery Manager for their jurisdiction. The Recovery Manager of special districts not within a city should submit documentation to the County Recovery Manager.

#### **10.4.2 Essential Records**

Administrative records should be maintained before, during, and after an emergency. Before an emergency, training and forms should be provided, including procedures for potential response organization. During an emergency, pre-identified and incident-related documentation may be collected by the Documentation Unit for the field and EOC (e.g., documents on personnel activities, equipment use, and expenditures). When possible, cost recovery records should be pre-identified and collected throughout the emergency.

to avoid any missing information. After an emergency, all records should be protected and maintained for audits, cost recovery, and after-action reporting.<sup>25</sup>

Documentation is key to recovering expenditures related to emergency response and recovery operations. For each jurisdiction and special district, documentation must begin at the field response level and continue throughout the operation of their Emergency Operations Center as the disaster unfolds.

Napa County OES maintains a records retention policy for disasters/emergencies. This policy includes how Napa County intends to preserve and manage vital records.

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## **10.5 DAMAGE AND ASSESSMENT**

Recovery Damage and Safety Assessment is the basis for determining the type and amount of state and/or federal financial assistance necessary for recovery. Under the Napa Operational Area Emergency Operations Center's Standard Operating Procedures, an Initial Damage Estimate is developed during the emergency response phase to support a request for a gubernatorial proclamation and for the State to request a presidential declaration.

For the County, the detailed damage and safety assessment will be completed by the Napa County Department of Planning, Building and Environmental Services Building Official in coordination with the County Office of Emergency Services and other applicable County departments. The Engineering Branch/Department of each jurisdiction will complete the detailed damage assessment. The administrative and operational divisions of special districts will, in most cases, complete the detailed damage assessment for their respective areas of responsibility.

During the recovery phase, this assessment is refined to a more detailed level. This detailed damage and safety assessment will be needed to apply for disaster financial assistance programs and to manage them if they are approved. The mitigation priorities outlined in the Napa County Hazard Mitigation Plan may be utilized in this process.

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<sup>25</sup> <https://www.Cal.OES.ca.gov/wp-content/uploads/Preparedness/Documents/2023-SEP-Draft-Public-Review.pdf>

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## 11. TRAINING AND EXERCISES

In California, jurisdictional emergency managers can benefit from Cal OES's Multi-Year Integrated Preparedness Plan (IPP)<sup>26</sup> to further develop preparedness strategies and coordinate training and exercise activities with neighboring jurisdictions and state training and exercise programs.<sup>27</sup>

Napa County OES shall create an IPP for members of the Napa County emergency management organization and follow the overarching Cal OES IPP guidance for Napa County (Figure 15). OES will inform County departments, Operational Area cities and special districts, and Cal OES Region II of training and exercise opportunities associated with emergency management. Departments with responsibilities under the Napa County EOP are responsible for ensuring their personnel are properly trained to carry out their responsibilities under the Plan. Individual departments will be responsible for maintaining training records for their respective employees.

Napa County 2023	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Scheduled Exercises										TTX – Statewide Medical Drill	Statewide Medical Drill	
NIMS/ICS Training				G191							ICS 300	
EOC/DOC Specific Training	EOC Section Training	EOC TTX Training				EOC Section Training				EOC Section Training		
Other Training or Events									HazMat Continuing Challenge			

Figure 15: [Cal OES Multi-Year Integrated Preparedness Plan](#) (for Napa County)

The following sub-sections provide an overview for Napa County's training and exercise program and schedule. This information pertains to staff who may be participating during an activation at the EOC level. All emergency management staff have responsibilities to themselves and the County during incidents and should review and understand the information outlined in this EOP and the corresponding documents. Further details for Napa County's training and exercise program and schedule can be found in the multi-year Integrate Preparedness Plan.

<sup>26</sup> <https://csti.app.box.com/s/qtjgwiafg7eyxe13tz9cgkk1xs4kr70f>

<sup>27</sup> <https://www.Cal.OES.ca.gov/wp-content/uploads/Preparedness/Documents/2023-SEP-Draft-Public-Review.pdf>

## 11.1 TRAINING

Training is an essential component of preparedness and response. All new County employees will receive DSW orientation, inclusive of a basic EOP and EOC concept review within 6 months of hire. In addition, employees who have key roles to carry out during an emergency will receive specialized emergency management training to perform the duties required of them, as listed in Table 7 below.

Further guidance for training for emergency managers and first responders can be found on the [California Specialized Training Institute's \(CSTI\) website](#). FEMA offers NIMS training through the [Emergency Management Institute \(EMI\)](#).

Using CSTI and EMI guidance, Napa County OES will determine the appropriate level(s) of emergency management instruction for EOC Staff and each member of the Napa County emergency organization and inform their respective departments. The determination will be based on individuals' potential assignments during emergency response.

TRAINING	NAPA COUNTY STAFF	HOURS	FREQUENCY
<b>Standardized Emergency Management System Introduction (SEMS G606) Online Course*</b> – This course provides a comprehensive discussion of the components of SEMS and how SEMS is used in California. Content includes mutual aid, multiagency coordination, the operational area concept, and how the five levels of government communicate, interact, and share resources. The course meets the requirements of the SEMS Introductory CCR Title 19 § 2446 and §2428 Training for Local governments, operational areas, and state agencies shall document SEMS training provided to its emergency response personnel pursuant to. SEMS Introductory (SEMS G606) is a required course for Type III EOC Position Credentialing.	All Emergency Management staff, EOC staff		Once
<b>ICS 100: Introduction to the Incident Command System**</b> – This course introduces ICS and provides the foundation for higher level ICS training. It describes the history, features and principles, and organizational structure of the system. This course also explains the relationship between ICS and NIMS.	All Emergency Management staff, EOC staff	2	Once

TRAINING	NAPA COUNTY STAFF	HOURS	FREQUENCY
<b>IS-200: Basic Incident Command System for Initial Response**</b> – Reviews the Incident Command System (ICS), provides the context for ICS within initial response, and supports higher level ICS training. This course provides training on, and resources for, personnel who are likely to assume a supervisory position within ICS.	All Emergency Management staff, EOC staff	4	Once
<b>IS-2200: Basic Emergency Operations Center Functions**</b> – This course is designed to introduce the role, design, and function of the EOC and the supportive relationship as a NIMS command and coordination component of the Multi-Agency Coordination System.	All Emergency Management staff, EOC staff	4	Once
<b>IS-700: NIMS Introduction**</b> – This course introduces the NIMS concept. NIMS provides a consistent nationwide template to enable all government, private-sector, and nongovernmental organizations to work together during domestic incidents.	All Emergency Management staff, EOC staff	3.5	Once
<b>IS-800: National Response Framework**</b> – An Introduction to the NRF to provide guidance for the whole community, including: <ul style="list-style-type: none"> <li>▪ Private sector partners</li> <li>▪ Non-governmental organizations (NGOs)</li> <li>▪ Government officials</li> <li>▪ Community leaders</li> <li>▪ Emergency management practitioners</li> <li>▪ First responders</li> </ul>	All Emergency Management staff, EOC staff	4	Once

Table 7: Napa County's Required Training for EOC Staff

\*This course is available through [CSTI's](#) online class offerings. \*\*These courses are available as online and interactive independent study courses at [FEMA's Online Training Resource Center](#).

## 11.2 EXERCISES

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Napa County OES is responsible for the planning and conducting of emergency exercises for Napa County. Exercises will be conducted on a regular basis to maintain readiness and allow emergency responders to become familiar with the procedures, facilities, and systems that they will *actually use* in emergency situations. Additional emergency exercises throughout the county may be hosted and conducted by partner agencies.

Local jurisdictions within Napa County will be invited to participate in all relevant exercises sponsored by Napa County OES, which will follow the procedures outlined in the Homeland Security Exercise and Evaluation Program (HSEEP) for exercise development, execution, after-action documentation, and improvement plan development. This information<sup>28</sup> can be provided to Cal OES to meet local exercise requirements.

### Workshops

Workshops are discussion-based and meant to create deliverables, such as a plan, procedure, or After-Action Report (AAR) / Improvement Plan (IP). Workshops are more participant-based and good for collecting ideas from a diverse group of stakeholders.

### Tabletop Exercises

Tabletop exercises (TTX) involve discussion-based review and validation of plans, procedures, and protocols. Exercise objectives are developed based upon required capabilities, and a scenario/s is designed to facilitate the discussion. The goal of the TTX should be to discover gaps and areas for improvement in the EOP and develop an improvement program to address them. TTXs should be conducted annually or when significant revisions are made to the EOP.

### Games

Games are discussion-based, structured forms of play designed for participants to test their operational decision-making in a hypothetical situation and explore the consequences of their choices. Games are good for reinforcing training, team building, and enhancing operational and tactical capabilities.

### Drills/Tests

Drills/Tests are operations-based and require participants to perform a single operation or function, such as an evacuation drill or sending a test wireless emergency alert. Drills/tests are good for validating a capability is operating as intended and providing participants practice maintaining a skill.

### Functional Exercises

A functional exercise (FE) is used to validate the EOP by activating response staff and simulating response operations. Exercise objectives are developed based upon required

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<sup>28</sup> <https://www.Cal.OES.ca.gov/wp-content/uploads/Preparedness/Documents/2023-SEP-Draft-Public-Review.pdf>

capabilities and a scenario/s is/are designed to facilitate exercise play. Injects provide simulation to staff to stimulate action. The goal of the FE should be to discover and address gaps and areas for improvement in the EOP. FEs should be scheduled annually.

### Full-Scale Exercises

A Full-Scale Exercise (FSE) is kinetic. Response personnel and equipment are mobilized, moved to a scene, and conduct or simulate activity. Exercise objectives are developed based upon required capabilities and a scenario/s is/are designed to facilitate exercise play. Injects or prompts provide simulation to staff to initiate real actions. The goal of the FSE is to discover gaps and areas for improvement in the EOP and develop an improvement program to address them. A real-time EOP activation and response may obviate the need for an FE or FSE.

## 11.3 TRAINING AND EXERCISE SCHEDULE

As part of a jurisdiction's emergency preparedness program, a continuous cycle of planning, organizing, training, equipping, exercising, evaluating, and taking corrective action in an effort to ensure effective coordination during incident response<sup>29</sup>. Napa County OES will follow a multi-year IPP *based on the County's current preparedness priorities and multi-year cycle*. Table 8 below provides a basic understanding of what to expect – at a minimum – for Napa County's exercise schedule.

EXERCISES	NAPA COUNTY STAFF	HOURS	FREQUENCY
Tabletop Exercise	All Emergency Management staff, EOC staff	NA	Every year
Functional Exercise	All Emergency Management staff, EOC staff	NA	Every 2 years
Full-Scale Exercise	All Emergency Management staff, EOC staff	NA	Every 3-5 years

Table 8: Napa County's Recommended Exercise Schedule

## 11.4 AFTER-ACTION REPORTING PROCESS

An After-Action Report provides actions in response to an incident, analysis to provide an understanding of the events that occurred, and it examines response procedures used, reviews staff actions taken, and determines strengths and areas for improvement.

<sup>29</sup> <https://www.Cal.OES.ca.gov/wp-content/uploads/Preparedness/Documents/2023-SEP-Draft-Public-Review.pdf>



Initiating the after-action process can help to validate training needs, acquire new resources, and revisit processes and plans that may need change and corrective action.

As part of the improvement process, and after an actual incident and/or training exercise, an organization should initiate its after-action report through a series of debriefing processes.

The initial debriefing step after a real-time incident, training, or exercise is to conduct a Hotwash. A hotwash is the immediate discussion and evaluation of an agency's performance following an exercise, training session, or an actual incident/event. The purpose of a hotwash is to identify strengths and weaknesses of the response, which then leads to another phase known as lessons learned. A hotwash is intended to guide future responses in order to avoid repeating errors made in the past. A hotwash includes all the responsible parties who participated in the response activities. The documentation collected for the hotwash is used to create the basis for the after-action review/improvement plan.

Training, exercises, and drills are excellent opportunities to audit emergency management programs. Each time the EOP is used in real-time training and/or exercise sessions, Napa County OES will initiate the after-action reporting process and integrate hotwash debrief information and any related after-action reporting to incorporate lessons learned into updating plans, processes, and activities.

#### 11.4.1 After-Action Schedule

In accordance with *updated guidance* from Cal OES, all responding state agencies and any counties and cities that proclaimed a State of Emergency must submit AARs to the State via the CalEOC system within 90 days from the close of the incident. State agencies and local jurisdictions must provide the following information in an AAR<sup>30</sup>:

##### **California Code of Regulations, Title 19, § 2450**

(a) Any city, city and county, or county declaring a local emergency for which the governor proclaims a state of emergency, and any state agency responding to that emergency shall complete and transmit an after-action report to Cal OES within ninety (90) days of the close of the incident period.

(b) The after-action report shall, at a minimum:

- Be a review of response actions taken
- Application of SEMS
- Suggested modifications to SEMS
- Necessary modifications to plans and procedures
- Identified training needs
- Recovery activities to date

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<sup>30</sup> State of California, Office of Emergency Services, Standardized Emergency Management System After-Action Reporting Development Guide, 2023.

Table 9 below provides timelines for Napa County to complete an After-Action Report for all types of events, including training exercises.

Event Type	AAR and Improvement Plan Due Requirement
Table-Top Exercise	Completed within 90 days
Functional Exercise	Completed within 90 days
Full-Scale Exercise	Completed within 90 days
Local Emergency	Completed within 90 days
<i>State of emergency proclamation or state of war emergency</i>	Completed within 90 days of the close of the emergency period

Table 9: [After-Action Completion Recommended Timeline](#)

### 11.4.2 After-Action Submittal to Cal OES

The State AAR Coordinator then receives the AARs and sorts them for review, in accordance with a State-wide prioritization process. If a local jurisdiction has questions about the AAR Submittal Process or needs help, contact the Regional Duty Officer or email CalEOS at: [caleoc@CalOES.ca.gov](mailto:caleoc@CalOES.ca.gov).

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## 12. PLAN ADMINISTRATION

### 12.1 PLAN DEVELOPMENT AND MAINTENANCE

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This EOP will be reviewed and revised by [Napa County's Emergency Services Council](#) <sup>31</sup> annually or after any full activation. Napa County OES is responsible for updating and maintaining the plan and corresponding annexes. Every five years, the entire EOP will be reviewed, updated, republished, and redistributed. As a "living document," the plan may be modified on an ongoing basis because of post-incident analyses, post-exercise critiques, and changes in policy. Such changes include updated responsibilities, procedures, laws, rules, or regulations pertaining to emergency management and operations change.

Napa County OES should consider reviewing and updating the EOP after the following events<sup>32</sup>:

- A major incident.
- A change in operational resources (e.g., policy, personnel, organizational structures, management processes, facilities, equipment).
- A formal update of planning guidance or standards.
- A change in elected officials.
- Each time the plan is used.
- Major exercises.
- Changes in the jurisdiction's demographics or hazard or threat profile.
- Changes in the jurisdiction's tolerance of identified risks; or
- The enactment of new or amended laws or ordinances.

### 12.2 IMPLEMENTATION PROCESS

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Those agencies and organizations having assigned responsibilities under this plan are obligated to inform Napa County OES when changes occur or are imminent. Proposed changes will be submitted in writing to Napa County OES.

Changes will be published and distributed to County departments and Operational Area partners. This may be in the form of suggested "pen and ink" changes to be noted in

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<sup>31</sup> The Napa County emergency services council is created, and shall consist of the following: 1) The chairman of the board of supervisors, who shall be chairman; 2) The director of emergency services, who shall be vice-chairman; 3) The assistant director of emergency services; 4) Such chiefs of emergency services as are provided for in a current emergency plan of the county, adopted pursuant to this chapter; 5) Such representatives of civic, business, labor, veterans, professional or other organizations having an official emergency responsibility as may from time to time be appointed by the board of supervisors, and serving at the pleasure of the board.

<sup>32</sup> [https://www.fema.gov/sites/default/files/documents/fema\\_cpg-101-v3-developing-maintaining-eops.pdf](https://www.fema.gov/sites/default/files/documents/fema_cpg-101-v3-developing-maintaining-eops.pdf)

paper copies of the EOP, new pages for insertion into paper copies of the EOP, or updated electronic copies of the EOP. All agencies within the Napa County OA will be encouraged to but are not required to participate in the planning and update process. A record of revisions to this plan will be maintained by Napa County OES on the Record of Changes and Distribution at the beginning of this plan.

### **12.3 ESSENTIAL RECORDS RETENTION**

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Administrative records such as EOP's, EOC SOP's and other related preparedness and response plans should be maintained before, during, and after an emergency. Before an emergency, training and forms should be provided, including procedures for potential response organization. During an emergency, pre-identified and incident-related documentation may be collected by the Documentation Unit for the field and EOC (e.g., documents on personnel activities, equipment use, and expenditures). When possible, cost recovery records should be pre-identified and collected throughout the emergency to avoid any missing information. After an emergency, all records should be protected and maintained for audits, cost recovery, and after-action reporting.

Napa County OES maintains a records retention policy for disasters/emergencies. This policy includes how Napa County intends to preserve and manage vital records.

## **13. ATTACHMENTS**

## 13.1 AFTER ACTION REPORT - TEMPLATE

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[Exercise Name]

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After-Action Report/Improvement Plan

[Date]

The After-Action Report/Improvement Plan (AAR/IP) aligns exercise objectives with preparedness doctrine and related frameworks and guidance. Exercise information required for preparedness reporting and trend analysis is included; users are encouraged to add additional sections as needed to support their own organizational needs.

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After-Action Report/Improvement Plan (AAR/IP)  
Homeland Security Exercise and Evaluation Program

[Sponsor Organization]  
Rev. 2020 508

[PROTECTIVE MARKING, AS APPROPRIATE]

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## 13.2 ACRONYMS

The following acronyms are used throughout all components of the Emergency Operations Plan, including the EOC SOPs and all annexes.

ACRONYM	DEFINITION
AAR	After-Action Report
ADA	Americans with Disabilities Act of 1990
AFN	Access and Functional Needs
CAD	Computer-Aided Dispatch
CARES	California Animal Response Emergency System
Cal CSIC	California Cybersecurity Integration Center
Cal EOC	California Emergency Operations Center
Cal Fire	California Department of Forestry and Fire Protection
Cal OES	California Governor's Office of Emergency Services
Cal Trans	California Department of Transportation
CALWAS	State – County Warning Point Circuits
CDAA	California Disaster Assistance Act
CDFA	California Department of Food and Agriculture
CDPH	California Department of Public Health
CERT	Community Emergency Response Team
CESRS	California Emergency Services Radio System
CHP	California Highway Patrol
CLERS	California Law Enforcement Radio System
CLETS	California Law Enforcement Telecommunication System
COAD	Community Organizations Active in Disaster
COVID-19	Coronavirus Disease 2019
CSTI	California Specialized Training Institute's
CVNL	Center for Volunteers and Nonprofit Leadership
DAFN	Disabilities and Access and Functional Needs
DOC	Department Operations Center
DRC	Disaster Recovery Center
DRI	Disaster Response Interpreter
DSHR	Disaster Services Human Resources System
DSW	Disaster Service Worker
DWR	Department of Water Resources
EAS	Emergency Alert System
ECC	Emergency Communications Center
EDIS	Emergency Digital Information System
EMAC	Emergency Management Assistance Compact
EMI	Emergency Management Institute
EMS	Emergency Medical Services
EMSA	Emergency Medical Services Authority



ACRONYM	DEFINITION
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
EPSS	Enhanced Powerline Safety Settings
ETA	Estimated Time of Arrival
ETD	Estimated Time of Delivery
FCC	Federal Communications Commission
FE	Functional Exercise
FEMA	Federal Emergency Management Agency
FSE	Full-Scale Exercise
HCV	Hepatitis C Virus
HHS	US Department of Health and Human Services
HSEEP	Homeland Security Exercise and Evaluation Program
HSPD	Homeland Security Presidential Directive
IC	Incident Command
ICP	Incident Command Post
ICS	Incident Command System
IP	Improvement Plan
IPP	Integrated Preparedness Plan
IROC	Interagency Resource Ordering Capability
ITS	Information Technology Services
JIC	Joint Information Center
LAC	Local Assistance Center
LEMA	Law Enforcement Mutual Aid
LNU	Sonoma–Lake–Napa Unit
LOS	Latino Outreach Subcommittee
LP-1	Local Primary-1
LTDRF	Long Term Disaster Recovery Plan
MACS	Multiagency Coordination System
MHCC	Medical and Health Coordination Center
MHOAC	Medical Health Operational Area Coordinator
MHz	Megahertz
MJHMP	Multi-Jurisdictional Hazard Mitigation Plan
MRC	Medical Reserve Corps
NAWAS	National Warning System
NCART	Napa Community Animal Response Team
NCFD	Napa County Fire Department
NDAA	Natural Disaster Assistance Act
NGOs	Non-Governmental Organizations
NIMS	National Incident Management System
NRF	National Response Framework
NVTA	Napa Valley's Transportation Authority
NVTV	Napa Valley Television

ACRONYM	DEFINITION
NWS	National Weather Service
OA	Operational Area
OASIS	Operational Area Satellite Information System
OES	Office of Emergency Services
PA	Public Address
PG&E	Pacific Gas & Electric
PHE	Public Health Emergency
PHOS	Public Health Ordering System
PIO	Public Information Officer
PSPS	Public Safety Power Shutoffs
RDMHC	Regional Disaster Medical Health Coordination
SAR	Search and Rescue
SEMS	Standard Emergency Management System
SHMP	State Hazard Mitigation Plan
SMS	Short Message Service
SOC	State Operations Center
SOP	Standard Operating Procedures
STAS	State Threat Assessment System
TDD	Telecommunications Device for the Deaf
TICP	Tactical Interoperable Communications Plan
TTX	Tabletop Exercise
TTY	Teletype
UCG	Unified Coordination Group
UHF	Ultra-High Frequency
USGS	United States Geological Survey
VHF	Very High Frequency
VoIP	Voice over Internet Protocol
WEA	Wireless Emergency Alert
WHO	World Health Organization
WNV	West Nile Virus
WUI	Wildland Urban Interface

## **13.3 AUTHORITIES**

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The following provides information for county, state, and federal emergency authorities for conducting or supporting emergency operations.

### **COUNTY**

- Napa County Code of Ordinances 2.80.080 Emergency Plan
- Napa County Code of Ordinances 5.14.060 Emergency Alert
- Napa County Code of Ordinances 2.80.070 Emergency Organization
- Napa County Code of Ordinances 8.56.090 Emergency Removal
- Napa County Code of Ordinances 16.04.820 Emergency Abatement
- Napa County Code of Ordinances 2.36.100 Emergency Purchases
- Napa County Code of Ordinances 2.100.260 Emergency Employment
- Napa County Code of Ordinances 2.80.065 Public Health Emergency
- Napa County Code of Ordinances 2.80.020 Emergency definition
- Napa County Code of Ordinances 12.04.130 Emergency Work
- Napa County Code of Ordinances 8.70.066 Emergency Action
- Napa County Code of Ordinances 2.80.030 Emergency Services Council-Created- Membership
- Napa County Planning Process Guide
- 
- Napa County, Emergency Operations Plan, 2024
- Napa County Health and Human Services Agency (HHSA) Concept of Operations Plan
- Napa County General Plan, Safety Element, 2023

### **STATE**

- California Emergency Services Act: California Government Code, Title 2, Division 1, Chapter 7,
- Standardized Emergency Management System Regulations: California Code of Regulations (CCR) Title 19, Division 2
- California Disaster Assistance Act Regulations: California Code of Regulations, Title 19, Division 2, Chapter 6
- California Government Code, Title 1, Chapter 4, Division 8, Section 3100, (Disaster Service Workers)
- Physician or surgeon, etc., services in emergency California Government Code, Title 2, Chapter 1, Division 7, Section 8659
- Continuity of Government: California Government Code, Title 1, Chapter 4, Division 8, Section 8635,
- California Master Mutual Aid Agreement
- California Water Code (CWC), § 128 (Department of Water Resources - Flood Fighting)
- Assembly Bill 2311 (Brown, Chapter 520, Statutes of 2016)

- California Emergency Services Act
- Cal OES OFAN Guidance on Planning and Responding to the Need of People with Disabilities and Older Adults
- California Building Code, Chapter 11B - Accessibility to Public Buildings
- Local Assistance Center Guide for Local Governments
- Cal OES State Emergency Plan [*Coordinating Draft*], 2023

### **California Mutual Aid**

- California Disaster and Civil Defense Master Mutual Aid Agreement
- California Fire and Rescue Emergency Plan
- California Law Enforcement Mutual Aid Plan
- Federal Disaster Relief Act of 1974 (Public Law 93-288)
- California Public Health and Medical Emergency Operations Manual (EOM)
- California Mutual Aid County and Intra-Medical Health Regional and Cooperative Agreement for Emergency Medical and Health Disaster Services

### **Continuation of Government/Operations Authority**

Continuity of Operations and Government is detailed in a separate Annex to this EOP. The following portions of the California Government Code and the State Constitution provide authority for the continuity and preservation of State and local government:

- Continuity of Government in California (Article IV, Section 21 of the State Constitution)
- Preservation of Local Government (Article 15 of the California Emergency Services Act)
- Temporary Seat of State Government (Section 450, Title 1, Division 3, Chapter 1 of the Government Code)
- Key authorities include Sections 8635 through 8643 of the Government Code:
  - Furnish a means by which the continued functioning of political subdivisions can be assured by providing for the preservation and continuation of (City and County) government in the event of an enemy attack, or in the event a State of Emergency or Local Emergency is a matter of statewide concern.
  - Authorize political subdivisions to provide for the succession of officers (department heads) having duties related to law and order and/or health and safety.
  - Authorize governing bodies to designate and appoint three standby officers for each member of governing body and for the Chief Executive, if not a member of the governing body. Standby officers may be residents or officers of a political subdivision, other than that to which they are appointed. Standby officers take the same oath as regular officers and are designated numbers 1, 2 and 3 as the case may be.

- Authorize standby officers to report ready for duty in the event of a State of War Emergency, State of Emergency or Local Emergency at the place previously designated.
- Authorize local governing bodies to convene as soon as possible whenever a State of War Emergency, State of Emergency or Local Emergency exists, and at a place not within the political subdivision.

### **Temporary County Seats**

- Section 23600 of the California Government Code provides that Boards of Supervisors shall designate alternate temporary County seats which may be outside the County boundaries.

### **Suspensions and Appointments**

- Section 8621 of the California Government Code specifies that during a State of War Emergency, in the event that any officer of a political subdivision or employee of a State agency refuses or willfully neglects to obey an order or emergency regulation, the Governor may suspend that person and designate a replacement.

### **FEDERAL**

- Robert T. Stafford Emergency Disaster Relief and Emergency Assistance Act (42 USC § 5121 et seq.)
- Federal Disaster Relief Regulations: 44 CFR Part 206
- National Incident Management System, HSPD-5, Management of Domestic Incidents
- Presidential Policy Directive (PPD) – 8: National Preparedness, March 30, 2011
- National Response Plan, U.S. Department of Homeland Security, December 2004
- National Response Framework, U.S. Department of Homeland Security, March 2008
- FEMA Guidance on Planning for Integration of Functional Needs Support Services in General Population Shelters
- Americans with Disabilities Act of 1990
- Americans with Disabilities Act of 2010
- Individuals with Disabilities Education Act of 1975
- Post-Katrina Emergency Management Reform Act of 2006
- Rehabilitation Act 508
- Fair Housing Act Amendments of 1988
- Architectural Barriers Act of 1968
- Twenty-First Century Communications and Video Accessibility Act of 2010
- Telecommunications Act of 1996
- ADA Checklist for Emergency Shelters
- ADA Best Practices Tool Kit for State and Local Governments

- DOJ - Tips & Tools for Reaching Limited English Proficient Communities in Emergency Preparedness
- Rehabilitation Act of 1973
- Fair Housing Act of 1968
- FEMA, Comprehensive Planning Guide (CPG) 101, v.2

## 13.4 GLOSSARY

TERM	DEFINITION
After-Action Report	An After-Action Report provides actions in response to an incident, analysis to provide an understanding of the events that occurred, and it examines response procedures used, reviews staff actions taken, and determines strengths and areas for improvement.
Americans with Disabilities Act of 1990	This is the <b>law that protects the civil rights of people with disabilities in many aspects of</b> public life.
Computer-Aided Dispatch	Computer-aided dispatch (CAD) systems are utilized by dispatchers, call-takers, and 911 operators to prioritize and record incident calls, identify the status and location of responders in the field, and effectively dispatch responder personnel.
California Animal Response Emergency System	The California Animal Response Emergency System (CARES) is an operational guidance to assist with all aspects of animal care and control in the event of a disaster or emergency. In addition, CARES provides resources for the public, for animal businesses, for shelters, and for emergency planners.
California Cybersecurity Integration Center	The Cal-CSIC is the hub of state government's cybersecurity events and will coordinate information sharing at all levels of government agencies, utilities and other service providers, academic institutions, and nongovernmental organizations.
California Emergency Operations Center	A central command and control facility responsible for carrying out the principles of emergency management and disaster management at a statewide strategic level during an emergency and ensuring California's continuity of operations.
California Department of Forestry and Fire Protection	Integrate fire protection, natural resource management, and fire prevention under a single mission on behalf of the State and local communities.
California Governor's Office of Emergency Services	Responsible for assuring the state's readiness to respond to and recover from all hazards, as well as assisting local governments in their emergency preparedness and recovery.
California Department of Transportation	Manages more than 50,000 miles of California's highway and freeway lanes, provides inter-city rail services, permits more than 400 public-use airports and special-use hospital heliports, and works with local agencies.
State – County Warning Point Circuits	Connected alert and warning circuits between counties and the state via the warning center.

TERM	DEFINITION
California Disaster Assistance Act	Authorizes the Director of the California Governor's Office of Emergency Services (Cal OES) to administer a disaster assistance program that provides financial assistance from the state for costs incurred by local governments as a result of a disaster event.
California Department of Food and Agriculture	Responsible for ensuring the state's food safety, the protection of the state's agriculture from invasive species, and promoting the California agricultural industry.
California Department of Public Health	Oversees a variety of research, response and prevention programs to protect the health of California residents. Responsibilities are comprehensive in scope and include infectious disease control and prevention, food safety, environmental health, laboratory services, patient safety, emergency preparedness, chronic disease prevention and health promotion, family health, health equity and vital records and statistics.
Community Emergency Response Team	A program educates volunteers about disaster preparedness for the hazards that may impact their area and trains them in basic disaster response skills, such as fire safety, light search and rescue, team organization, and disaster medical operations. CERT offers a consistent, nationwide approach to volunteer training and organization that professional responders can rely on during disaster situations, allowing them to focus on more complex tasks.
California Emergency Services Radio System	An emergency communications system for Cal OES and county emergency services organizations.
California Highway Patrol	The principal state law enforcement agency for the State of California and has primary patrol jurisdiction over all California highways, and roads and streets outside city limits and can exercise law enforcement powers anywhere within the State.
California Law Enforcement Radio System	CLERS is the law enforcement community's mutual aid coordination radio network. It supports dispatcher-to-dispatcher communications at any level (City to Operational Area to Region to State) and is not intended to be used by field units.
California Law Enforcement Telecommunication System	The California Law Enforcement Telecommunications System (CLETS) allows police access to databases. CLETS is a computer network giving police departments access to national databases maintained by the Federal Bureau of Investigation (FBI), the California Department of Motor Vehicles (DMV), and others.



TERM	DEFINITION
Community Organizations Active in Disaster	A coalition of the major voluntary organizations in the United States (for the purposes of this document, Napa County) that have made disaster-related work a priority.
Coronavirus Disease 2019	A contagious disease caused by the coronavirus SARS-CoV-2.
California Specialized Training Institute's	Delivers specialized training throughout California, offering more than a hundred course titles in the areas of emergency management, criminal justice and homeland security, hazardous materials, disaster mitigation, preparedness, response and recovery, and crisis communications.
Center for Volunteers and Nonprofit Leadership	CVNL matches volunteers with urgent disaster relief volunteer opportunities in Marin, Napa, Solano, and Sonoma Counties.
Disabilities, Access and Functional Needs	The California Government Code Section 8593.3 defines Access and Functional Needs as <i>"Individuals who have: Developmental, intellectual, or physical disabilities; Chronic conditions or injuries; Limited English proficiency or non-English speaking; Or individuals who are: older adults, children, or pregnant; living in institutional settings; or Low-income, homeless, and/or transportation disadvantaged."</i>
Department Operations Center	A DOC is an emergency operations center used by a distinct discipline, and may be used at all SEMS levels above the field response level.
Disaster Recovery Center	Provide guidance regarding disaster recovery, clarification of any written correspondence received, Housing Assistance and Rental Resource Information, and answer questions.
Disaster Response Interpreter	A trained and credentialed certified sign language interpreter which provides services before, during, and after disasters.
Disaster Services Human Resources System	A human resources database that holds member records information such as certifications, licenses, etc. for employees and/or volunteers eligible for supporting a disaster response.
Disaster Service Worker	All public employees impressed into service by a person having authority to command the aid of citizens in the execution of his or her duties during a state of war, a state of emergency, or a local emergency.
Department of Water Resources	Part of the California Natural Resources Agency and is responsible for the management and regulation of the State of California's water usage.

TERM	DEFINITION
Emergency Alert System	A national public warning system commonly used by state and local authorities to deliver important emergency information, such as weather and AMBER alerts, to affected communities.
Emergency Communications Center	Also known as public safety answering points (PSAPs)—handle incoming 911 calls, dispatch emergency response, and provide vital instructions to emergency callers. Emergency operations centers (EOCs) are activated during major incidents and coordinate multijurisdictional emergency response and communications.
Emergency Digital Information System	A wireless datacast based emergency and disaster information service operated by the Cal OES.
Emergency Management Assistance Compact	A mutual aid agreement among states and territories of the United States. It enables states to share resources during natural and man-made disasters, including terrorism.
Emergency Management Institute	Serves as the United States' focal point for the development and delivery of emergency management training, under the United States Federal Emergency Management Agency.
Emergency Medical Services	A system that responds to emergencies in need of highly skilled pre-hospital clinicians.
Emergency Medical Services Authority	Ensures quality patient care by administering an effective, statewide system of coordinated emergency medical care, injury prevention, and disaster medical response. In California, the EMS Authority is responsible for paramedic licensure, emergency medical technician regulations, trauma-center and trauma system standards, ambulance service coordination, and disaster medical response.
Emergency Operations Center	The centralized location to support field level emergency response and recovery operations during incidents.
Emergency Operations Plan	Describes respective government-level approaches to emergency operations. EOPs are plans that define the scope of preparedness and emergency management activities necessary for that jurisdiction.
Enhanced Powerline Safety Settings	Advanced safety settings which allow powerlines to automatically turn off power within one-tenth of a second. This can happen when there's a hazard, like a tree branch falling into a powerline, which can cause a fire. These settings are in high fire-risk and surrounding areas.
Estimated Time of Arrival	Indication of the time that a vehicle is expected at its destination.

TERM	DEFINITION
Estimated Time of Delivery	The approximate time at which a package, cargo, or goods are expected to be delivered to their intended recipient or destination.
Federal Communications Commission	An independent agency of the United States government that regulates communications by radio, television, wire, satellite, and cable across the United States.
Functional Exercise	Involves various levels of facility and local emergency management personnel. Involves the simulation of a facility failure or other specified events that require rapid responses by trained personnel “acting out” their actual roles.
Federal Emergency Management Agency	The federal agency responsible for leading the Nation's efforts to prepare for, protect and mitigate against, respond to, and recover from the impacts of natural disasters and man-made incidents or terrorist events.
Full-Scale Exercise	A full-scale exercise simulates a real event as closely as possible. It is multi-agency, multi-jurisdictional, multi-discipline exercise designed to evaluate the operational capability of emergency management systems in a highly stressful environment that simulates actual response conditions. To accomplish this realism, it requires the mobilization and actual movement of emergency personnel, equipment, and resources. Ideally, the full-scale exercise should test and evaluate most functions of your damage assessment plan on a regular basis.
US Department of Health and Human Services	A cabinet-level executive branch department of the U.S. federal government created to protect the health of the U.S. people and providing essential human services. Its motto is "Improving the health, safety, and well-being of America".
Homeland Security Exercise and Evaluation Program	Provides a set of guiding principles for exercise and evaluation programs, as well as a common approach to exercise program management, design and development, conduct, evaluation, and improvement planning.
Homeland Security Presidential Directive	A specific form of Executive Order that state the Executive Branch's national security policy, and carry the force and effect of law, stating requirements for the Executive Branch.
Incident Command	Concept to oversee all incident operations from the field level and located as close to the response scene as appropriate.
Incident Command Post	The location from which the Incident Commander oversees all incident operations.

TERM	DEFINITION
Incident Command System	A standardized approach to the command, control, and coordination of emergency response providing a common hierarchy within which responders from multiple agencies can be effective.
Improvement Plan	Sums up key information related to the after-action report and/or overall evaluation. It includes how the objectives were reached, strengths, and areas for improvement.
Integrated Preparedness Plan	A plan for combining efforts across the elements of the Integrated Preparedness Cycle to make sure jurisdictions/organizations have the capabilities to handle threats and hazards.
Interagency Resource Ordering Capability	A dynamic, modern, flexible and scalable application that aligns with interagency business needs for resource ordering for all hazard incidents. IROC is web-based and supports PC devices.
Information Technology Services	Refers to the application of business and technical expertise to enable organizations in the creation, management, and optimization of or access to information and business processes.
Joint Information Center	A facility established to coordinate critical emergency information, crisis communications and public affairs functions. The Joint Information Center is the central point of contact for all news media. The Public Information Officer may activate the JIC to better manage external communication.
Local Assistance Center	Normally staffed and supported by local, state and federal agencies, as well as non-profit and voluntary organizations. A LAC provides a single facility at which individuals, families and businesses can access available disaster assistance programs and services.
Law Enforcement Mutual Aid	Established in 1961 and has been used to restore order during emergencies, including civil unrest, and to provide assistance to local agencies during other unusual events or catastrophic disasters.
Long Term Disaster Recovery Plan	A plan developed based on the results of a local recovery needs assessment.
Multiagency Coordination System	Part of ICS, a MAC provides the basic architecture for facilitating the allocation of resources, incident prioritization, coordination and integration of multiple agencies for large-scale incidents and emergencies.
Medical and Health Coordination Center	State level coordination center activated to support the MHOAC program across the state of California.

TERM	DEFINITION
Medical Health Operational Area Coordinator	Represents the single point of contact for the MHOAC program at the Operational Area level and is responsible for monitoring and ensuring adequate medical and health resources are in place during a local emergency.
Megahertz	A measure of the frequency of radio transmissions or the clock speed of a computer.
Multi-Jurisdictional Hazard Mitigation Plan	A cross-jurisdictional effort to analyze jurisdictional hazards (including natural and man-made disasters) and plan for the reduction of risk from the hazards.
Medical Reserve Corps	A national network of more than 300,000 volunteers, organized locally to improve the health and safety of their communities.
National Warning System	An automated telephone system used to convey warnings to United States-based federal, state and local governments, as well as the military and civilian population.
Napa Community Animal Response Team	Brings together volunteers with a broad range of relevant skills in support of animals involved in disasters, emergencies, or accidents in Napa County, California. These include veterinary, operations, incident management, volunteer coordination and financial experience.
Natural Disaster Assistance Act	Funding for the repair, restoration, or replacement of public real property damaged or destroyed by a disaster is made available when the Director concurs with a local emergency proclamation requesting state disaster assistance.
Non-Governmental Organizations	A group that functions independently of any government with the objective of improving social conditions. NGOs are typically non-profit institutions.
National Incident Management System	A comprehensive, national approach to incident management that is applicable at all jurisdictional levels and across functional disciplines.
National Response Framework	Establishes a single, comprehensive approach to domestic incident management. The NRF is used to prevent, prepare for, respond to, and recover from terrorist attacks, major disasters, and other emergencies.
Napa Valley's Transportation Authority	Serves as the transportation agency for Napa Valley. Provides short- and long-term regional planning, working closely with local, regional, state, and federal partners to improve Napa County's streets, highways, and bicycle and pedestrian paths.

TERM	DEFINITION
Napa Valley Television	A nonprofit, non-commercial TV station has offered community members, schools, nonprofits, and local government in Napa County the tools and training needed to produce their own TV programs on Comcast Channel 27 and 28, and AT&T U-Verse Channel 99.
National Weather Service	An agency of the United States federal government that is tasked with providing weather forecasts, warnings of hazardous weather, and other weather-related products to organizations and the public for the purposes of protection, safety, and general information.
Operational Area	Intermediate level of the state's emergency management organization which encompasses the county and all political subdivisions located within the county including special districts.
Operational Area Satellite Information System	A network of terminals which provide broadband internet and telephone access immune to regional failures in the terrestrial network. The inventory of terminals includes both fixed and transportable terminals. Fixed terminals are sited at Emergency Operations Centers in all 58 California Counties. Additional fixed remotes serve locations of particular importance to Disaster Response, seismological laboratories, California National Guard Headquarters, etc.
Office of Emergency Services	Serves as the state's leadership hub during all major emergencies and disasters.
Pacific Gas & Electric	Provides natural gas and electric service to residential and business customers in northern and central California.
Public Health Emergency	Defined as "an occurrence or imminent threat of an illness or health condition, caused by bio terrorism, epidemic or pandemic disease, or an infectious agent or biological toxin, that poses a substantial risk to humans by either causing a significant number of human fatalities or permanent or long-term disability."
Public Health Ordering System	A public health resource request ordering system managed by CDPH.
Public Safety Power Shutoffs	A safety procedure utilized by electric utilities to proactively turn off power when and where conditions present an increased wildfire risk. The practice of de-energization is used as a last resort and is supported by the California Public Utilities Commission (CPUC) as a safety best practice.



TERM	DEFINITION
Regional Disaster Medical Health Coordination	Regional coordination under the MHOAC program for monitoring and ensuring adequate medical and health resources are in place during a local emergency.
Standard Emergency Management System	A state-wide California system police officers, firefighters and other disaster responders use in disaster events. The primary goal of SEMS is to aid in communication and response by providing a common management system and language.
Short Message Service	A text messaging service component of most telephone, Internet and mobile device systems.
State Operations Center	A central command and control facility responsible for carrying out the principles of emergency management and disaster management at a statewide strategic level during an emergency, and ensuring California's continuity of operations. During an emergency, the SOC plays a primary role in assisting the Governor in carrying out State emergency responsibilities. The SOC is responsible for support leaders' strategic direction and operational decisions and does not normally directly control field assets, instead leaving tactical decisions to lower commands.
Standard Operating Procedures	Detailed instructions, checklists, information that describe how to perform an activity or how a facility is operated.
State Threat Assessment Center	Serves as California's information sharing clearinghouse of strategic threat analysis and situational awareness reporting to statewide leadership and the public safety community in support of efforts to prevent, prepare for, mitigate and respond to all crimes and all hazards impacting California citizens and critical infrastructure, while preserving civil liberties, individual privacy, and constitutional rights.
Telecommunications Device for the Deaf	It is used by people who cannot use a regular telephone due to a hearing or speech disability. A TDD is usually the size of a small laptop computer that includes a keyboard and small screen. By typing the message, a TDD user is able to send a message to another TDD device.
Tactical Interoperable Communications Plan	Intended to document the interoperable communications resources available within the designated area, who controls each resource, and what policies or operational procedures exist for the deployment and demobilization of each resource.

TERM	DEFINITION
Tabletop Exercise	A tabletop exercise involves key personnel discussing simulated scenarios in an informal setting. TTXs can be used to assess plans, policies, and procedures.
Unified Coordination Group	Unified coordination is typically directed from a Joint Field Office (JFO), a temporary federal facility that provides a central location for coordination of response efforts.
Ultra-High Frequency	Ultra-high frequency is the ITU designation for radio frequencies in the range between 300 megahertz and 3 gigahertz, also known as the decimetre band as the wavelengths range from one meter to one tenth of a meter.
United States Geological Survey	An agency of the United States government whose work spans the disciplines of biology, geography, geology, and hydrology.
Very High Frequency	VHF signals offer superior clarity and a relatively long range, crucial for uninterrupted communication over significant distances, especially in en-route phases of flight.
Voice over Internet Protocol	A technology that allows you to make voice calls using a broadband Internet connection instead of a regular (or analog) phone line.
Wireless Emergency Alert	Short emergency messages from authorized federal, state, local, tribal and territorial public alerting authorities that can be broadcast from cell towers to any WEA-enabled mobile device in a locally targeted area.
World Health Organization	The World Health Organization (WHO) is a specialized agency of the United Nations responsible for international public health.
Wildland Urban Interface	An area where human development meets or intermingles with undeveloped wildland and vegetative fuels that are both fire-dependent and fire-prone.