

California Unified Program Agency Disaster Emergency Assistance Plan

Prepared for the California CUPA Forum Board



Prepared by:

Emerge Technologies
P.O. Box 2098 Davis, CA 95617
www.emerge-technologies.com
(530) 304-2387

Emerge Technologies
experience that works

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PREFACE

The California CUPA Forum (CCF) is an organization with representatives from Certified Unified Program Agencies (CUPAs) and Participating Agencies (PAs), collectively known as Unified Program Agencies (UPAs), for promoting consistent implementation of hazardous materials/waste regulatory programs. The CCF works cooperatively with federal, State and local agencies, industry and members of the public to promote a single, united voice statewide for the handling, storage, and disposal of hazardous materials and waste. UPAs are mostly fire and environmental health organizations with a primary responsibility to inspect regulated facilities and enforce applicable laws and regulations.

UPA personnel are often involved with emergencies involving hazardous materials and may be called to disaster situations such as major fires, earthquakes, civil unrest or potential terrorism events to provide technical assistance and other services. Although not a “program” within the Unified Program, emergency preparedness, response and recovery are key functions within UPA programs. The ability to share UPA resources on a statewide basis for large-scale incidents has been an unmet need recognized by the CUPA Forum Board and the California Conference of Directors of Environmental Health (CCDEH). Funding for this Disaster Emergency Assistance (DEA) Plan Manual was provided through the CUPA Forum Environmental Protection Trust Fund, established to manage and disburse funds from enforcement case settlements. The purpose of this DEA Plan (DEAP) is to present a standardized, statewide UPA emergency assistance and services for hire to provide necessary assistance on a voluntary basis following a major disaster.

The plan was developed by Emerge Technologies, Inc. through research and consultation with representatives from local CUPA and fire department hazmat agencies, CCDEH, Cal OES, and CalEPA. The project manager for the CCF was Division Chief Bill Jones, Los Angeles County Fire Department. Comments and suggestions may be directed to Chief Jones at Bill.Jones@fire.lacounty.gov or the CCF Manager Sheryl Baldwin at Sheryl@calcupa.org.

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- Personal and Family Preparedness Checklist
- Personal Emergency Data Sheet
- DEAR Credentialing Form
- DEAR Request and Assignment Form
- Health and Safety Checklist for Deploying DEA Personnel
- Safety Assessment Checklist
- Hazardous Materials Handlers Assessment Checklist
- Disaster Activation Checklist for Deploying DEA Personnel
- Common Responsibilities Checklist – DEA Members and Leaders
- DEAR Personnel Roster
- DEAR Equipment Log
- DEAR Exit Survey
- DEAR Member Demobilization Checkout Form
- DEAR Member Performance Rating
- DEAR Hazardous Materials Handlers Placard
- DEAR Weekly Time and Mileage Log
- Situation Status Update ICS 209-1
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- Unit Log ICS 214

Appendix G. Sample DEA Job Action Sheets

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- Standard Operating Procedure – Requesting a DEAR
- Standard Operating Procedure – Responding to a DEAR
- Standard Operating Procedure – Mobilizing DEARs for Assessments
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- Standard Operating Procedure – Conducting Post-Disaster Assessments
- Standard Operating Procedure – Field Safety
- Standard Operating Procedure – Cost Recovery Guidance

Appendix I. Sample Pre/Post Event Emergency Assistance Agreement

INTRODUCTION

Emergency management in California is as complex and diverse as the State itself. While California is the most populous and economically productive State in the nation with several of the country's largest cities, resources are unevenly distributed. The State's emergency management challenges vary from densely populated urban areas with multiple emergency response agencies and organizations to rural communities that have more limited resources. This plan describes a system to effectively provide post-disaster emergency assistance¹ to assess hazardous materials threats to people, property, and the environment based on the voluntary participation of Unified Program Agencies (UPAs) that organize their personnel and other resources into hazardous materials assessment and recovery teams.²In performing this initial function following a major disaster, smaller releases can hopefully be captured within facilities before they become larger events impacting public health, safety and the environment.

Purpose and Intent

The purpose of this plan is to present a standardized, statewide UPA emergency assistance system specifically designed to:

- Provide guidance for the organization, mobilization, and operation of UPA emergency assistance resources to promote community assessment/recovery during and/or after emergencies and disasters.
- Provide options for emergency assistance and services cost recovery agreements consistent with SEMS, NIMS, and other applicable requirements.
- Promote on-going coordination, training and exercising among participating UPAs to enhance DEA effectiveness and efficiency.

This plan is based on the concepts and principles contained in the State of California Emergency Plan (SEP), California's Emergency Services Act, California's Disaster Assistance Act, the California Disaster and Civil Defense Master Emergency Assistance Agreement, the Incident Command System (ICS), the Standardized Emergency Management System (SEMS),

¹ Although this plan references "emergency assistance", it covers the various options available for sharing resources on a voluntary basis depending on the needs and capabilities of the "requesting agency". Flexibility is an underlying premise towards implementation of this plan.

² This plan describes activities that typically involve "recovery" operations, although activities may involve the "response" portion of a disaster.

and the National Incident Command System (NIMS) see Appendix C for more information. A number of appendices are included to provide forms and additional information on topics discussed in this plan.

Background

A variety of natural and human-caused hazards present potential threats to the health, safety and property of 38 million Californians and to the State's environment, economy and infrastructure. These hazards include: earthquake, tsunami, major fires, severe weather, dam/levee failure, flooding, volcanic eruption, drought, terrorism, infrastructure failure, chemical and radiological releases, and disease outbreaks. The most prominent natural threat in California is a moderate to catastrophic earthquake caused by one or more of the fault systems in the State. A strong earthquake or similar disaster in an urban area presents the potential for hundreds or thousands of hazardous materials releases over a widespread geographic area. This might include events requiring initiation of an immediate response and mitigation or secondary events or emergencies handled over subsequent weeks or months.

The 1994 Northridge earthquake in Southern California demonstrated that secondary hazardous materials emergencies can occur within the context of a larger disaster. Following the earthquake, the Los Angeles County Fire Department's Health Hazardous Materials Division (HHMD) deployed personnel to conduct surveys of hazardous materials handlers to identify releases and threats caused by the earthquake³. Over a period of several days and with staff assistance from the California Environmental Protection Agency (Cal EPA), HHMD conducted 2,290 hazardous materials handler assessments that identified 139 facilities with significant hazardous materials releases or concerns. HHMD teams also worked with city and county building inspectors to conduct assessments of sensitive facilities such as schools, medical facilities, and industrial facilities known to handle acutely hazardous materials.

The California Environmental Reporting System (CERS) contains an inventory of approximately 140,000 regulated facilities in the State that store, transport, and/or handle hazardous materials above threshold limits. These facilities can pose a risk to the public and/or environment from disaster related damage to buildings and containment systems, or a

³ This included both regulated and non-regulated facilities at the time. For example, many "retail" home improvement stores or pool supply houses had significant issues.

disruption in utilities, workers, supplies, and contractor availability. A disaster-caused release from a hazardous materials handler can also pose a secondary emergency that increases the potential for injury, illness, and damage to property and the environment. These risks are not limited to industrial facilities and commercial businesses --- damaged homes, critical infrastructure and unregulated facilities may also be sources of hazardous materials. California's vast inventory of hazardous materials handlers coupled with the State's well-documented disaster vulnerabilities create a substantial disaster recovery challenge. The threat posed by actual or potential releases from regulated hazardous materials handlers requires a timely disaster assessment capability. While it is the responsibility of businesses that handle hazardous materials to develop contingency plans for emergencies within their facilities, following a disaster, operators may be unavailable or unable to respond to releases. To address this threat, the California Office of Emergency Services (Cal OES) developed the Threat and Hazard Identification and Risk Assessment (THIRA) guidance that includes the following Environmental Response/Health and Safety Core Capability Targets:

- *Conduct health and safety hazard assessments within 36 hours of the incident by deploying hazardous materials response teams over a geographical area spanning 7,000 square miles and containing up to 140,000 potential hazardous materials incidents in order to detect, identify, contain, decontaminate, remove, dispose of, or minimize discharges of oil or the release of hazardous materials.*
- *Deploy resources during the first 72 hours after an incident to assess, respond to, mitigate, and eliminate threats to public safety, including hazardous materials spills and releases, debris, damaged structures, and other potential public health threats.*

The capability to conduct surveys of hazardous materials handlers once conditions are safe to do so would require the rapid deployment of a robust assessment resource, likely consisting of a combination of local, State, and emergency assistance resources working together on the following activities in the impacted area:

- *Reconnaissance to determine the extent of the affected area and degree of damages*
- *Assessment of facilities that handle hazardous materials*
- *Response and mitigation activities involving hazardous materials*
- *Response to high-priority hazardous materials handlers and/or releases*
- *Assistance and support to hazardous materials handlers in recovery operations*

While California has a number of locally-maintained Hazardous Materials Response Teams (HMRTs) that have been typed by level of capability (Type I, II, III), these teams would focus on dynamic hazardous materials incidents caused by the disaster; leaving a need for additional resources to assess and oversee mitigation activities at hazardous materials handlers. All counties and a number of cities have Certified Unified Program Agencies (CUPAs) and Participating Agencies (PAs), collectively known as Unified Program Agencies (UPAs), that implement State and federal hazardous materials programs. The State's 107 UPAs are typically fire department or environmental health departments that administer the following regulatory programs:

- Hazardous Material Release Response Plans and Inventories
- California Accidental Release Prevention (Cal ARP) Program
- Underground Storage Tank (UST) Program
- Aboveground Petroleum Storage Act (APSA) Program
- Hazardous Waste Generator and Onsite Hazardous Waste Treatment Programs, and
- California Fire Code: Hazardous Material Management Plan/Hazardous Material Inventory Statement (HMMP/HMIS) Programs.

California's UPAs employ field personnel who collectively conduct 40,000 to 45,000 routine inspections of hazardous materials handlers annually. These individuals form a pool of uniquely qualified personnel able to conduct post-disaster, hazardous materials assessments. In cases where hazards to human health and safety and the environment are identified, UPAs are vested with the authority to make determinations of imminent and substantial endangerment situations. This authority is vested within their health, fire or specific unified program statutes, regulations or local ordinances. These capabilities form the basis of the DEAP designed to provide assistance to a local jurisdiction in need of additional assessment personnel during the response/recovery phase of a disaster.

To identify resources available for DEA deployment, the CUPA Forum Board conducted a survey of the State's UPAs in November 2014. The 29 UPAs that responded to the survey represented over eighty percent (80%) of the State's UPA field workforce (approximately 700 personnel). Almost half of the survey respondents expressed a willingness to deploy fifty percent (50%) or more of their workforce to assist another UPA with post-disaster work including assessments. The survey found that UPA capabilities vary, with resources more

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robust in urban areas versus rural, and some UPAs with more capacity for emergency response work than others. Nonetheless, a cadre of available UPA personnel currently exists to populate DEA Teams (DEAT) as described in this plan⁴.

Cal EPA coordinates the State's environmental regulatory programs to ensure consistent enforcement of environmental laws. Cal EPA has also been designated by the SEP as the lead State agency for development, implementation and maintenance of the Hazardous Materials and Oil Emergency Function (EF 10). The EF 10 Annex to the SEP provides a framework for a coordinated response between State agencies with a jurisdictional or regulatory authority for hazardous materials. This includes the Boards, Departments and Offices within Cal EPA that have direct responsibility to support local hazardous materials response operations, other State agencies and stakeholders. Cal EPA, through EF 10, could assist with the deployment of local UPA emergency assistance resources at the regional and/or State level. In a catastrophic event, federal resources may also be required.

US EPA is the lead agency for the federal Emergency Support Function (ESF) 10 for hazardous materials incidents inland, and the U.S. Coast Guard is the lead agency for coastal incidents. For incidents affecting both inland and coastal areas, U.S. EPA is the primary agency with the U.S. Coast Guard as the co-lead⁵. It is expected that California EF 10 and federal ESF 10 resources would coordinate to support local jurisdiction response actions following a disaster.

This document is the framework of the *Disaster Emergency Assistance Plan* (DEAP) and resources are reflected as *Disaster Emergency Assistance Resources* (DEAR) that can be formed into *Disaster Emergency Assistance Teams* (DEATs).

GENERAL PROVISIONS/ASSUMPTIONS

This plan is based on a number of assumptions that serve as the basis of understanding the Hazmat DEAP:

- Basic to California's emergency planning is a statewide system of emergency assistance in which each jurisdiction relies first upon its own resources.
- No community has resources sufficient to cope with any and all potential emergencies.
- The development of discipline-specific resource management systems is desirable and appropriate, i.e., law enforcement, fire haz-mat and rescue, etc.

⁴ Although this document references "teams", single resources may be available to join teams once they arrive on scene.

⁵ These statements regarding USEPA or Coast Guard lead may change and evolve, depending on the specific circumstances of the spill or release being managed. The statements contained herein are not intended to be absolute.

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- UPA personnel are uniquely qualified to assess facilities with hazardous materials after a disaster.
- Local jurisdictions requiring assistance retain authority within their jurisdiction, including responsibility for the direction of incoming resources.
- UPAs in disaster-affected areas retain primary responsibility for regulated hazardous materials handlers within their jurisdiction.
- UPAs in the affected areas may be unable to meet hazardous materials handler assessment needs or oversight of mitigation activities in required time frames without assistance from outside agencies.
- UPA participation in the DEA system is voluntary.
- No UPA shall be required to unreasonably deplete its own resources in providing emergency assistance. This decision lies solely within the providing agency management.
- DEARs may be deployed in the response or recovery phase of a disaster to perform assessments
- DEARs may be activated under a federal or State declared emergency.
- DEARs activate and operate consistent with the principles of SEMS and ICS.
- Participation in the UPA emergency assistance system is voluntary; however, the following minimum requirements apply to UPAs that wish to join. Each participating UPA must agree to:
 - Identify credentialed personnel for DEA duty using the criteria described in this plan,
 - Provide DEARs with basic deployment Go-Kits,
 - Provide DEARs with sufficient personal protective equipment (PPE) and other equipment commensurate with the team resource request and assignment,
 - Provide DEARs with transportation to the assignment location⁶, and participate in DEA drills, exercises and after-action reviews.

⁶ This is not absolute where transportation is provided. It is recommended that government vehicles only be used in a disaster area but there may be situations where this may not be possible. For example, some UPAs do not provide government vehicles for their staff and requesting agencies might similarly not have government owned vehicles available.

DEAR FUNCTIONS

California’s emergency assistance system will benefit from having Hazmat DEATs (or DEARs) available for activation and mobilization in the event of emergencies and disasters. DEATs assist local jurisdictions in the assessment of hazardous materials handlers to determine if there are any actual or potential health and safety hazard risks to workers, the public or the environment. The goal of these assessments is to prevent or mitigate the release of hazardous materials resulting from a disaster. DEATs are temporary teams of appropriately trained and equipped hazardous materials and environmental health specialists organized for a specific disaster or emergency incident to augment local capabilities⁷.

Because it is critical that communities return to normal as quickly as possible, short term disaster recovery begins as soon as it is deemed safe for workers to begin field activities. DEARs perform field- level assessment assignments during the short-term recovery phase of an emergency or disaster that often overlaps the emergency response phase. Actions taken in the short-term recovery phase typically include assessing hazards and advising on protective measures to reduce and eliminate hazards and overseeing mitigation activities during the recovery phase. Table 1 shows DEAR post-disaster activities.

Table 1. DEAR Activities

Post-Disaster Assessment Activities
Obtain and review chemical inventory information for facilities that use or store hazardous materials, generate or store hazardous wastes, or operate above or underground storage tanks.
Identify large quantity, acutely hazardous, hazardous materials/waste facilities, aboveground/underground storage tank facilities and impacted sites.
Prioritize facility assessments based on hazard type, facility size, damage, proximity to vulnerable populations/sensitive environments, etc.
Conduct windshield/field surveys.
Conduct rapid initial assessments.
Conduct detailed follow-up assessments.

⁷ UPA resources throughout the state are a mix of mostly fire and environmental health (EH) entities. In a major disaster EH and HM resources will be able to handle their distinct concerns. In smaller scale disasters, it is possible that resources may do both traditional EH work and haz mat work (HM).

Post-Disaster Assessment Activities
Assess hazards posed by potential hazardous materials releases ⁸ .
Assist in documentation of field observations/actions.
Post hazardous materials handlers to indicate that an assessment has been conducted.
Refer identified releases or threatened releases to typed teams for response.
Oversee mitigation activities where appropriate or give direction to facilities to perform specific activities during the recovery phase.

Hazmat DEATs are organized under the Operations Section of the Incident Command System⁹ and may function as a force multiplier for typed HMRTs, allowing typed teams to focus on response to immediate hazards. If during the course of assessment operations, hazardous materials releases or threatened releases are identified by DEATs, their actions will be limited to identification, isolation, and notification functions. HMRTs will be notified to conduct any emergency response actions. Post-disaster assessments of hazardous materials handlers are not intended to assess structural damage, scope of damage, or damage valuations. However, DEARs may be teamed with other assessment personnel, e.g. building inspectors, to conduct surveys in facilities that pose overlapping threats.

DEAT STRUCTURE

When activated, Hazmat DEARs will be organized into teams of individuals with similar capabilities and assigned assessment tasks commensurate with those capabilities. A Strike Team is a combination of resources from a single discipline with a leader and a common communications system. For example, firefighters engaged in combating wildland fires are often organized into Strike Teams along with many pieces of tactical equipment. DEARs are organized using the Strike Team format described in the ICS as follows:

- Organized for a specific function,
- Consist of the same type of resources,
- Have a leader,

⁸ DEATs are not intended to perform emergency response function at dynamic haz-mat events although might serve in a Technical Reference function.

⁹ This is not absolute. During recovery, DEATs may fall under Plans Section.

- Have a common method of communications between team members and the leader,
- Have transportation, and
- Operate within ICS span of control limits.

Each DEAT may consist of seven personnel (one team leader and six paired team members) who deploy into the field to conduct assessments. Each assessment will be conducted by a minimum of two DEA members, and depending on the size of the facility, more team members may be employed. Additional personnel may be deployed to provide administrative or logistics support for the teams but will not be considered part of the DEAT. These personnel will not work in the field, but may be assigned to an Incident Command Post (ICP), Department Operations Center, or Emergency Operations Center (EOC). The team leader supervises the work needed to carry out recovery objectives and interfaces with the incident management structure, and is responsible to ensure informational data collected in appropriately processed.

DEA Team CAPABILITIES

Resource typing enhances emergency readiness and response at all levels of government through a system that provides for the categorization and description of resources commonly exchanged through emergency assistance systems. Typing provides emergency responders the information and confidence they need to request and receive the appropriate resources during an emergency or disaster. Ordering resources that have been typed using standard definitions makes the resource request process more accurate and efficient. Standard resource typing definitions help responders request and deploy the resources they need through the use of common terminology. Typing assists emergency management to identify, locate, request, order, and track outside resources quickly and effectively and facilitate the movement of these resources to the jurisdiction that needs assistance.

Personal Protective Equipment (PPE)

The highest priority of the UPA emergency assistance system is the safety of DEAT members. DEATs will be typed by capability; this is based on the level of PPE and monitoring equipment provided, and personnel training and qualifications. Existing capabilities of UPA field personnel range from Level D to Level A PPE, depending on the home jurisdiction and an individual's program assignment. When activated, DEATs will work within their existing training and equipment capabilities and will be assigned assessment duties commensurate with those capabilities.

Level D PPE is the minimum standard for all UPA field personnel. It consists of a work uniform that affords minimal protection against chemical hazards and is used for minor contamination only. Level D PPE typically consists of coveralls and chemical resistant boots or shoes with steel toe and shank. Optional equipment may include work gloves, safety glasses, hardhat, and other items. This level of protection should be used when the atmosphere is known to contain no hazard and work conditions preclude contact with hazardous materials. Level D teams will be restricted to performing low level hazard assessment work such as surveys of retail facilities including grocery stores, pharmacies, and hardware and home improvement stores; assessments conducted at a distance from a potential point of origin (e.g., visual assessments using binoculars).

Many UPA personnel are equipped and trained by their employer to Level C. Level C PPE consists of chemical-resistant clothing with respiratory protection and is used when contaminants are known and cannot be absorbed through the skin, and an air-purifying respirator (APR) can remove the contaminant. Level C PPE consists of full or half-face APR, coveralls or a two-piece splash suit, inner and outer chemical-resistant gloves and boot covers. The APR might be powered (with or without a loose-fitting hood) with a multi-gas cartridge for better protection and comfort. Optional equipment may include an escape mask and face shield. Level C DEATs will be assigned to facilities that have the potential for a higher level of chemical hazard than retail facilities. This may include critical infrastructure such as water and wastewater treatment facilities, gasoline stations, and other facilities where the chemical hazards are well known.

UPA personnel trained and equipped to Level B will be reserved for higher level assessment work such as surveying Cal ARP facilities and to provide support to the lesser-equipped DEATs, when needed. Level B is selected when the highest level of respiratory protection is necessary, but a lesser level of skin protection is needed. Typically, Level B consists of chemical-resistant clothing, inner and outer chemical-resistant gloves, chemical-resistant boots, and a positive pressure, full-face self-contained breathing apparatus¹⁰.

A three-tier system has been developed for DEA deployment based on FEMA resource typing protocol and assessment capability in order to best utilize UPA resources. DEA typing was modeled after California's typed HMRT system and ensures that DEAs are equipped with PPE commensurate with the duties to be assigned. The difference between DEA types is based on

¹⁰ Logistically, level B will be used sparingly as SCBA air filling capacity may or may not exist. Arrangements with local fire resources should be made to determine compatibility.

the hazards expected to be encountered and the corresponding PPE and field monitoring equipment. A Type II Hazmat DEA has the highest level of PPE capabilities (Level B), followed by Type III (Level C), with Type IV (Level D) having the lowest level of protection. In lieu of using “Type II, III, and IV,” teams may be called “Level B, C, or D Hazmat DEA.” Table 2 shows typical DEA assessment assignments based on PPE capabilities. See Appendix D for more information on PPE and monitoring equipment for each level.

Table 2. DEA Capability Typing

Personnel Resources	Type	PPE Level	Assessment Assignments
“Health Hazmat” UPA Personnel	II	Level B	Higher hazard facility assessments, i.e., Cal ARP facilities, unknown materials
UPA Inspectors	III	Level C	Moderate hazard assessments of facilities with known materials
UPA Inspectors	IV	Level D	Low level hazard assessments, i.e., retail establishments

Participating UPAs that deploy personnel for DEA assignment will provide the necessary PPE and training, as well as any associated qualitative fit testing and medical monitoring. DEATs will have communication equipment of sufficient type and quality as to allow for effective communications between the team leader and members of the team, such as interoperable, hand-held radios¹¹. Other communication devices that may be used include cellular phones with data and image transfer capabilities, and satellite phones. Communications equipment, Go-Kits (see Appendix E for a recommended list) and team transport vehicles will be provided by participating UPAs to the extent possible.

Team Training

Safe, effective and coordinated hazardous materials disaster recovery operations require the application of specialized knowledge, skills and abilities ranging from basic safety awareness to the application of sound professional judgment acquired through training and experience.

Hazmat DEAs members are UPA field inspectors who have received standardized training and have gained qualifying experience as part of their routine employment. It is the responsibility of participating UPAs to provide training for DEA members, typically as part of an on-going UPA training program for field personnel in accordance with federal and State regulations. DEA

¹¹ Simple resources or staff from smaller jurisdictions may require communications from the requesting agency.

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members must receive UPA training that includes recognition of hazards, the selection, care and use of PPE and safe operating procedures to be used during field operations. Typical UPA training includes:

- Basic Business Plan Program,
- Federal and State hazardous materials and waste laws and regulations,
- General inspection guidelines (right of entry; documentation; inspection report writing and return to compliance),
- Basic knowledge of chemistry and toxicology,
- Hazards posed by chemical, biological, explosive, radiological, nuclear material fire, basic knowledge of industrial procedures and the type of chemicals that might be found.
- Household hazardous waste collection operations,
- Medical waste, universal waste, special wastes, and storm water issues,
- Identification of potential release/spill scenarios, solid waste and debris removal issues,
- Release notification and reporting requirements,
- Use of PPE and how to read a Safety Data Sheet (SDS), and
- State and national emergency management systems including ICS, SEMS, and NIMS, working with the regulated community, working in difficult and stressful situations.

UPA personnel assigned to lead a DEA should receive training that provides an understanding of:

- Complex facilities such as university laboratories, research and development, biotechnology, refineries, metal finishing, and power plants,
- Hazardous waste classification and waste generator requirements,
- Compliance assistance and administrative enforcement processes,
- Hazardous materials release scenarios and off-site consequences,
- Site assessment, mitigation, and remediation strategies,
- Problem solving skills in dealing with complex situations,
- Supervisory principles, and
- Supervisory responsibilities in a disaster situation.
- Ensuring a safe work environment

The adherence to a standardized training framework ensures the DEAs deploy and function in a coordinated and consistent manner throughout the State. These training requirements recognize the existing training regime adopted by most of the State’s UPAs. Additional incident-specific, just-in-time, and/or refresher training may be required at the time of DEA deployment. DEA members and their employers must maintain documentation of the training listed in Table 3.

Table 3. DEAT Training Topics

Health and Safety
Required
24-hour Hazardous Waste Operations Emergency Response (HAZWOPER)
First Responder Operations Level (FRO) for Hazardous Materials
Field Safety, First Aid, Cardio-Pulmonary Resuscitation (CPR), Disaster Injury/Illness Prevention
Hazard Communication / Worker Right-to-Know
Blood Borne Pathogens
Use of Self-Contained Breathing Apparatus (Type II DEA)
Respiratory Protection Training and Qualitative Fit Test (Type II and III DEA)
Recommended
40-hour HAZWOPER
Confined Space Awareness
Asbestos Awareness
Emergency Management
Required
Overarching DEAT Training
Introduction to the Standardized Emergency Management System (SEMS)
Introduction to Incident Command System (ICS): IS-100.b
ICS for Single Resources and Initial Action Incidents: IS-200.b
Intermediate ICS: IS-300
National Incident Management System (NIMS), Introduction: IS-700.a
CA Haz Mat Technician
Recommended
National Response Framework (NRF), An Introduction: IS-800. (Required for Team Leaders)

Emergency Management
CA Haz Mat Specialist
Advanced ICS: IS-400
Dealing with Stressful Situations/Mental Health
EHTER
Field Communications/Field tools/instruments/Data management and reporting

While 24-hour HAZWOPER training is required, it is recommended that DEA members complete the 40-hour course. First Responder Operations (FRO) training allows responders to act in a defensive manner to actual or threatened hazardous materials releases.

Hazmat DEA members are trained to this level so that they are able to take defensive actions to prevent or contain a release of hazardous materials from a safe distance to keep it from spreading and prevent exposures without intervening to stop the release.

Participating UPAs must maintain training records and be able to provide documentation of the required training for each DEA member. It is the joint responsibility of individual DEA members and his or her employer to ensure that team members do not perform a function for which they are not adequately trained or equipped. By typing teams and credentialing personnel for team assignment, a mismatch between capability and assignment can be avoided.

DEA MEMBER CREDENTIALING

Credentialing entails documenting the qualifications of emergency responders to ensure that personnel possess a standard level of training, experience, and physical and medical fitness. The Federal Emergency Management Agency (FEMA) recommends that State, local and tribal authorities identify, type, and qualify their responders in accordance with published NIMS job titles, where they exist. Currently, NIMS does not include typed job titles for hazardous materials assessment personnel. State and local authorities are encouraged to develop additional typing for positions not included in NIMs based on the essential functions of the position, the training and experience needed, any certifications required, and the physical and medical fitness need for the position.

Non-credentialed personnel will not be used in the statewide DEA cadre. DEA members must be credentialed using the criteria in this plan because it helps ensure that a jurisdiction requesting

emergency assistance receives the type of assistance needed and it promotes safety.¹²

Certification

Certification involves measuring an individual’s competence through a testing or evaluation process. Personnel are certified by their discipline’s relevant certifying authority, if one exists. For example, Environmental Health Specialists are certified by the Registered Environmental Health Specialist (REHS) Program within the State Department of Public Health after completion of specific college coursework, on-the-job training, and a comprehensive standardized exam.

Additionally, certification programs are offered by the California Specialized Training Institute (CSTI) for Hazardous Materials Specialists and Hazardous Materials Technicians. Some DEA members will be REHSs and Hazardous Materials Technicians and Specialists. Although these certifications are not required for participation in Type III or IV DEATs, a Hazardous Materials Technician or Specialist certification is recommended for Type II DEA members with required refresher training.

Qualification

“Certified” responders are not necessarily “qualified” to perform a specific activity. Additional qualification criteria, such as participation in a required number of exercises, actual incidents, field experience, mentoring, etc. may be desirable. For example, a Hazardous Materials Specialist who has completed the CSTI program may have a certification, but would also need a minimum level of field and supervisory experience before becoming qualified for a DEA Leader assignment¹³. DEAT Leaders are required to have two years’ experience in a supervisory or management position¹⁴. Physical and medical fitness qualifications are also required for DEA deployment; Table 4 describes those requirements.

Table 4. DEA Physical and Medical Fitness Requirements

¹² At this time, support and administrative staff are not included in this resource request, however, it is recognized that their services may become critical and necessary. Requesting agencies should anticipate these needs given the specific situations.

¹³ It is recognized that “team leader” experience will not be robust due to the time between disasters in most cases. The requesting agency will use its best judgment to decide who will be assigned to team leaders (TL) until a cadre is developed and obtain recovery experience. Also, there may be opportunities in the future to develop exercises where potential DEAT Leaders may gain some basic experience.

¹⁴ There is recognition that rank should not define participant assignments. However in this program, DEAT Leaders may not have these credentials.

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Physical Requirements
Able to work 12-hour shifts
Able to tolerate austere conditions (minimal meals, lack of showers, housing in tents, portable toilets, etc.) and sparsely available resources
Able to tolerate severe weather (exposure to heat and humidity, lack of air conditioning, cold or wet environments)
Duties involve field work requiring complete control of all physical faculties and may include considerable walking over irregular ground, standing for long periods of time, lifting 25-50 pounds, climbing, bending, stooping, squatting, twisting and reaching. Occasional demands may be required for moderately strenuous activities in emergencies over long periods of time. Individuals usually set their own work pace.
Able to be deployed for up to 14 days and capable of being self-sufficient for up to 72 hours.
Medical Requirements
Cannot depend on medications that require refrigeration
Cannot not have any physical conditions, impairments, or restrictions that would preclude participation in the moving and lifting of equipment and supplies, or assessment activities
Monitoring under an Employer Medical Monitoring Program (29 CFR 1910) as required
Recommendations
Hepatitis B vaccination for workers who are exposed to blood or body fluid. Tetanus, Diphtheria, and Pertussis (Tdap).

Upon meeting the minimum DEAT qualifications requirements included in this plan, team member candidates work with their employers to document that their qualifications for DEA duty. See Appendix F for a sample form that may be used to document credentials.

REQUESTING DEA RESOURCES

Hazmat DEA is requested by the jurisdiction responsible for regulating hazardous materials handlers through the Incident Commander or the Emergency Operations Center (EOC). Resource requests originate at the lowest level of government and are progressively forwarded to the next level until filled: local jurisdiction to operational area (OA), OA to region, region to State, State to other regions and/or federal government. When a local jurisdiction requires assistance, it contacts the OA EOC. The OA EOC coordinates requests for resources within that county's boundaries including all political subdivisions located within that county. If the OA is unable to provide the necessary requested assistance, it forwards the request for assistance to the

CUPA Disaster Emergency Assistance Plan

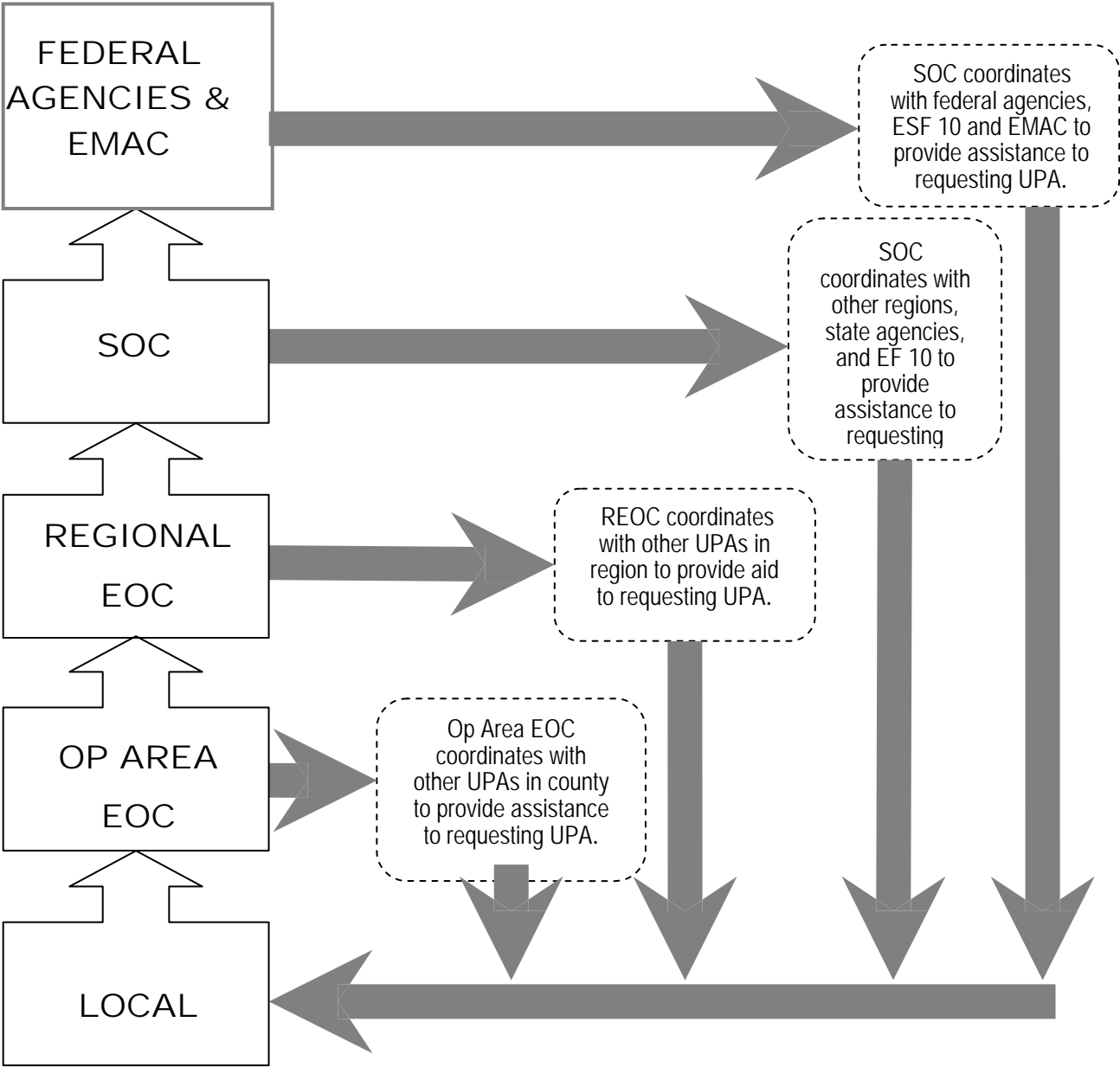
Regional Emergency Operations Center (REOC). Each administrative region has a REOC that coordinates resource requests among OAs and also between the OA and the State level. California is divided into three administrative regions: Inland, Coastal and Southern and six emergency assistance regions to facilitate the coordination of emergency assistance as shown in Figure 1.

Figure 1. Administrative and Mutual Aid Regions of California



The Cal OES State Operations Center (SOC) coordinates State agency resources in response to the requests from the regional level and coordinates emergency assistance between the three administrative regions. The SOC also serves as the coordination and communication link between the State and the federal emergency response system. When resource requirements cannot be met with State resources, the State may request assistance from federal agencies or other States through EMAC. The flow of resource requests and assistance is shown in Figure 2.

Figure 2. Resource Requests Flow Up, Assistance Flows Down



CUPA Disaster Emergency Assistance Plan

The county, cities, and special districts forward their requests for emergency assistance through their OA. The OA acts as the coordination point between the county, cities, and special districts in the OA and within the region. The REOC acts as the coordination point to facilitate emergency assistance among OAs and emergency assistance regions within their jurisdiction. The SOC will facilitate assistance between administrative regions, other states via EMAC, or federal resources.

California's SEP designates Cal EPA as the Lead Agency for the Hazardous Materials and Oil Emergency Function (EF 10)¹⁵ that coordinates the activities of State agencies in response to and recovery from hazardous materials-related incidents. Cal OES may request activation of EF 10 or Cal EPA may self-activate when conditions indicate the need for coordination of State resources to support an impacted jurisdiction. Activation of EF 10 will likely occur when emergency incidents significantly impact or involve multiple agencies, more than one emergency assistance regions or a wide geographic area, or local jurisdictions request State assistance.

EF 10 representatives may support the UPA hazardous materials emergency assistance system by coordinating resource requests and information reporting at the regional and State level. In situations when resources are scarce, EF 10 may convene a Multi-Agency Coordination (MAC) group to facilitate resource allocation. EF 10 representatives may work with OA and regional emergency assistance coordinators to ensure the effective deployment of hazardous materials emergency assistance resources. In that case, hazardous materials emergency assistance resource requests would be reviewed by the EF 10 Coordinator at either the REOC or SOC, who would assist with filling the resource request.

DEA ACTIVATION AND MOBILIZATION

In the event of a declared State or federal emergency, UPA emergency assistance in the form of Hazmat DEATs may be requested by the affected jurisdiction(s) to conduct assessments of hazardous materials handlers. DEAR requests originating at the local level should be entered into the Cal OES web-based emergency information management system, Cal EOC.

DEATs should not self-deploy. The mission/resource request process must be used as the mechanism for team deployment and will facilitate cost reimbursement, if it becomes available. This is especially relevant in State or federally declared disasters where locals may

¹⁵ While not finalized, OES is going to the ESF nomenclature so CA ESF may be the new term for all functions.

receive a certain amount of cost recovery. Upon receiving a request for emergency assistance, UPAs may refuse the request if it will negatively impact local efforts or if the requested resources are otherwise unavailable.

DEARs have the option of turning down an activation request or assignment extension based on employment or personal reasons. They also have the right to request an early release from an assignment for personal or employment reasons¹⁶. UPA personnel assigned under the DEAP cannot be transferred to another assignment in a different jurisdiction without the knowledge and consent of the providing jurisdiction.

Pre-Deployment

To effectively respond to the need for post-disaster assessments of hazardous materials handlers, specialized resources are necessary, including trained personnel, equipment, and supplies. In addition to training and credentialing their personnel for emergency assistance deployment, participating UPAs should take steps to minimize their need for emergency assistance should a disaster affect their jurisdiction. Maintaining a continuity plan will help ensure the restoration of local hazardous materials programs after a disaster-related disruption. This will help reduce the need for assistance from outside agencies.

All UPAs should have the ability to quickly identify and locate on maps, hazardous materials handlers that pose a risk of release. Inventory information for facilities that handle large quantities of hazardous materials, acutely hazardous materials, and facilities that have large open top tanks, pipelines, and laboratories should be readily accessible. In addition to information available to the UPA, the California Regulated Site Portal is available and has a wide variety of information from multiple agencies and programs ([Regulated Site Portal](#)). This information can provide an awareness of the degree of risk in the community and help with prioritizing facilities and areas for post-disaster assessments.

Pre-deployment DEA activities also include emergency planning, coordination, and program development with applicable partners¹⁷. Individual DEA members should prepare their households for their potential absence following an emergency; see Appendix F for

¹⁶ Again, the expectation is that staff will deploy for a minimum two weeks unless less resources are necessary as recovery proceeds.

¹⁷ UPAs should review existing agreements within their regions or begin discussions on how to move forward to establish agreements that can be used in a disaster scenario to share resources or address cost recovery mechanisms to name a few.

information on personal and family preparedness.

DEA Coordinator Position

The affected jurisdiction that requests assistance remains in charge of the requested resource/team member(s) and all team assignments during the deployment with the understanding that no resources will be assigned to tasks outside of their general capabilities. The affected jurisdiction should conduct a pre-resource request DEA needs assessment using initial damage information and hazardous materials inventory information. If a need for emergency assistance is indicated, especially if multiple DEAs are required, the requesting jurisdiction should consider designating a DEA Coordinator who will assist with resource utilization.

Ideally, a senior official or manager from the local UPA, environmental health manager, emergency services coordinator, or public works director would serve as a DEA Coordinator, when activated, depending on the organization of local UPA resources. The DEA Coordinator for the requesting jurisdiction may be in the Planning or Operations Section, typically in the Hazardous Materials Branch, if activated. See Appendix G for Job Action Sheets for key DEA positions.

Travel

One or more Hazmat DEATs may be pre-assembled by a UPA or UPAs providing emergency assistance and caravan to the incident together or, individual team members may be directed to report to the incident command post (ICP), staging area, or other location where they are assembled into teams. Providing UPAs should communicate with the requesting UPA on how they are filling a DEAR request. Providing UPAs are responsible for the mobilization and transport of their personnel when they respond to a DEAR request. The requesting jurisdiction may be responsible for the reimbursement of the providing jurisdiction's expenses for travel, ground support, and expended equipment and supplies¹⁸.

All DEARs are required to deploy with a valid government-issued photo identification card. Any DEAR driving a vehicle during deployment are required to have a driver's license appropriate for the vehicle they are driving. The requesting jurisdiction may assist with DEA field work by providing local jurisdiction vehicles that offer the added benefit of lending an

¹⁸ Reimbursement provisions are some of the issues that can be pre-negotiated for service contracts. This can be done regionally prior to the incident or on an as needed basis using standard agreement formats as the needs arise.

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official presence to the assessment work or DEARs may travel to assessment assignments using vehicles provided by their employer. Use of personal vehicles is not recommended as a method of transportation for deploying DEARs. While it may be necessary to use a personal vehicle, rental or government-owned vehicles are preferred. If a personal vehicle is used during a deployment, it is important that it meets the insurance requirements of the providing jurisdiction and a form of identification that the vehicle is being used for official; purposes. Parking tickets and moving violations incurred during deployment are the responsibility of the providing jurisdiction's individual drivers.

Response time is dependent on travel time. It is expected that DEARs will be deploy within 12-24 hours of a request. Work assignment duration is contingent on the incident scope and location however; team members should be prepared to be deployed for up to 14 days and capable of being self-sufficient for up to 72 hours. DEA assignments should not exceed 14 days unless express approvals from the providing jurisdiction are obtained and the individual resource is willing and able.

The requesting jurisdiction is usually responsible for providing support (when available) for the teams including lodging, meals, security, fuel, recharging for phones, batteries, power, etc. This is dependent on the agreement reached between the requesting and providing agencies and is why it is important to have an existing agreement or work out those details early. The requesting jurisdiction may also provide identification cards and/or other identifying items such as vehicle placards, vests, badges or business cards. Lodging in the affected area may be unavailable or in limited have an existing agreement or to supply immediately following a disaster, so the requesting jurisdiction may need to makespecial arrangements to house and feed DEARs. The requesting agency might consider a completing a checklist of available logistical support available. In some cases, team members may be asked to endure unusual conditions such as sleeping in a warehouse or in tents or obtain housing a distance from the incident and commute to the jurisdiction. The Team Leader may determine logistical and other support available for the teams through the incident liaison officer or incident contact person.

DEARs should be provided with a Go-Kit by their employer (except personal items) for their personal safety and comfort during time away from home¹⁹. Go-Kits are pre-assembled, typically packaged in a duffle bag or carry-all, and maintained by participating individuals. This

¹⁹ Some of the contents of the go-kits, especially personal items are not the responsibility of the employer and what is provided is at the discretion of the employer.

saves a considerable amount of time when activating DEARs for deployment. Go-Kits are essential for deploying DEARs as arrangements for meals and lodging at the assignment destination may be uncertain or delayed due to circumstances. See Appendix D and E for a recommended Go-Kit item list.

DEAR ASSIGNMENT

Deployed Hazmat DEARs check into the incident ICP or other designated location and receive assignments consistent with the Incident Action Plan (IAP) or recovery objectives and the team's capabilities. DEARs may be instructed to report directly to field locations as assigned. The incident management system established for the incident will dictate how and where the teams will be organized as resources within the ICS structure. For example, DEAs may operate within the Operations Section Hazardous Materials Group or Hazardous Materials Branch, depending upon the organizational structure established. In some situations, DEARs may operate in the Plans Section as a component of situational awareness.

DEA assessment activities should be managed by the requesting jurisdiction's DEA Coordinator, if activated, who may be located at the ICP, EOC, or the UPA's Department Operations Center (DOC). The UPA DOC would typically be the preferred coordination point as it should have space enough for team briefings and just-in-time refresher training, if needed.

There are three types of hazardous materials handler assessments formats that may be utilized:

- Windshield Survey – Minimal labor is required. Consists of drive-by assessments to gain an understanding of the scope and extent of the damage in an area. Windshield surveys are often used to plan DEA assessment work.
- Rapid (Initial) Assessment – An assessment conducted initially to determine if a release has occurred or potential release conditions exist. If this assessment indicates a hazard exists on premises, a typed HMRT will be notified for incident response. See Appendix F for a sample Rapid Assessment form (and other DEA forms).
- Detailed (Follow Up) Assessment – Conducted following or in lieu of a Rapid Assessment and is a comprehensive inspection of the entire premises using the local UPA's customary inspection form or one developed for the disaster assessment work.

For safety considerations, Hazmat DEARs should deploy into the field with a minimum 2-person team. The DEAR team leader may organize multiple teams, coordinate team activities,

assign areas of concern, and maintain communications with teams. Teams will cover a specific area or type of facility depending on the assignment. Unless otherwise deemed safe, assessments should be conducted during daylight hours only. Additional team members may be needed for specific assessments (for example a large industrial complex, university or college location) depending on the size, type and difficulty of the facility assessment.

DEARs may be assigned to assist other agency assessment workers such as the Cal OES Safety Assessment Program (SAP) Evaluators who conduct structural building and critical infrastructure assessments. The SAP deploys building inspectors and engineers to evaluate building safety after a disaster and may form Hazardous Materials Buildings Strike Teams for buildings that contain hazardous materials. These Strike Teams would focus on identifying which buildings are safe for cleanup or need structural mitigation prior to cleanup. DEARs may also assist the California Office of Statewide Health Planning and Development (OSHPD) that inspects hospitals and skilled nursing facilities for structural damages and life safety hazards.

DEARs should be issued a set of assessment forms, signs, placard, and related supplies that are replenished as needed for the duration of their deployment period. Requesting jurisdictions are responsible for providing these supplies as well as any special equipment or computer applications required to submit the assessment data electronically. If communications systems are not operational or unavailable, assessment data may be manually or digitally collected in the field and compiled once the DEARs return from the field. DEARs should be prepared to use paper and pen data collection methods in case other methods fail or are unavailable.

Assessment Priorities

After a catastrophic event, more than one jurisdiction may be in need of hazardous materials handler assessments resulting in the number of DEARs available being less than what is requested. In such cases, it may become necessary to prioritize the assistance to be provided. Affected communities may be best served by deploying DEARs to assess critical infrastructure first facilities close to vulnerable populations, then moving on to essential community facilities (retail grocery stores, hardware stores, gas stations, etc.) or high hazard facilities, and then later, when more resources become more available, to moderate and low risk facilities. This type of triage may be necessary in order to accomplish the most good in the shortest period of time with the limited resources. The assessment of critical infrastructure and essential community facilities should not be overlooked because obtaining basic supplies such as water, gasoline, and building materials can

be difficult after a disaster. Prioritizing assessments is a simple but effective way to assist a recovering community when resources are limited, and is the responsibility of the requesting jurisdiction.

Assessment Organization

Upon arrival, the requesting jurisdiction will brief DEARs and provide the procedures, supplies, and equipment necessary to perform their assignments. The briefing should take place upon arrival to the deployment location and on each following day to:

- Account for all deployed DEARs,
- Review safety issues,
- Discuss procedural issues,
- Provide situation status information,
- Review Incident Action Plan objectives,
- Review recovery assessments progress to date, and
- Answer questions from DEARs.

Team members may arrive already formed into 7-person teams (one leader and three paired team members) or may require organization into teams at the staging area. All will receive a briefing packet, and, if needed, just-in-time or refresher training. Training should include a review of procedures on how to conduct Hazardous material handler assessments including a review of the jurisdiction's assessment form and safety considerations.

The briefing package should include information on the mission tasking, field assignments, forms, placards/signs, identification, handouts, contact information for law enforcement, fire, hazardous materials emergency response team, utilities, and animal control. If there is a designated DEA Coordinator, his or her contact information should also be in the packet. The briefing packet will also contain any necessary travel expense claim forms and a map of the area.

The briefing should also cover procedures for submitting completed assessment reports. These are the property of the requesting jurisdiction and must be submitted by the team leader to the DEA Coordinator or designated point of contact promptly each operational

period for the following reasons:

- Written reports constitute a record of what was accomplished,
- Reports serve as a starting point for more detailed assessments or follow-up actions,
- Hazardous materials handlers may request copies of the reports, and
- Reports may help support reimbursement claims

It may be advisable to have a sign or placard that can be affixed to each facility upon completion of an assessment. Placards identify which facilities have been assessed and provide any needed warnings to the public and/or facility operator. DEARs should consult with the requesting jurisdiction on the use of placards. Placards and forms may need to be translated into languages other than English in communities with significant populations that would benefit from multi-lingual assessment materials. For more information on assessment-related procedures see the sample DEA Standard Operating Procedures (SOPs) in Appendix H.

STATE AND FEDERAL PROCLAMATIONS/DECLARATIONS

As a State, California has an abundance of resources. However, individual communities may not have sufficient resources to cope with an emergency or disaster. In such instances, California relies on its tradition of “neighbor helping neighbor,” i.e. unaffected jurisdictions providing available resources to help those impacted by a disaster. California’s statewide emergency assistance system is based on the voluntary sharing of personnel and other resources when a jurisdiction cannot deploy sufficient resources to adequately respond to an emergency. California’s emergency assistance system is based on the following concepts:

- Emergency assistance is rendered when an emergency condition exists that poses an imminent threat to life, property, and the environment.
- A jurisdiction relies first upon its own resources making use of its own equipment, facilities and services before requesting aid. Emergency assistance does not require the actual exhaustion of all resources, but full mobilization and commitment to the emergency.
- Emergency assistance is not a mechanism to shift the costs of responding to an emergency to another jurisdiction; or used only when it is anticipated there will be cost reimbursement by State or federal disaster funds.
- Emergency assistance requests are filled first from surrounding communities (closest

available resources) and then from other regions and State agencies.

- No jurisdiction is required to unreasonably deplete its own resources in furnishing emergency assistance.
- The jurisdiction requesting emergency assistance shall remain in charge of the emergency including the direction of emergency assistance resources.
- All personnel deployed for emergency assistance must be qualified for the job for which they are being deployed.
- Emergency assistance is provided without expectation of reimbursement unless otherwise expressly provided by agreement.

The basis for California's system is the *California Disaster and Civil Defense Master Mutual Aid Agreement (MMAA)*. Under the MMAA, local jurisdictions and the State have agreed to a comprehensive program of voluntarily-provided resources rendered free of charge without expectation of reimbursement. While MMAA emergency assistance is provided without the expectation of reimbursement, under certain circumstances the costs associated with providing emergency assistance may be reimbursable. Few jurisdictions would refuse to assist others in an emergency but rendering emergency assistance, especially during larger incidents, can lead to overtime, backfill, and other costs for the providing jurisdiction that make reimbursement desirable. California allows requesting and providing jurisdictions to enter into agreements referred to as "assistance for hire." When an emergency assistance agreement is in place, the jurisdiction providing emergency assistance can be reimbursed through the requesting jurisdiction's claims to federal and State government for eligible costs.

A Governor's State of Emergency Proclamation authorizes Cal OES to administer the California Disaster Assistance Act (CDAA) that provides financial assistance for recovery efforts to counties, cities, special districts, and eligible non-profit organizations. When damages are so extensive that combined local and State resources are not sufficient for emergency response and recovery, the Governor may submit a request for a federal emergency or major disaster declaration.

The federal disaster declaration process starts with a joint FEMA, State and local preliminary damage assessment (PDA) to determine if there is a need for supplemental federal assistance. FEMA and State teams visit local applicants to view damages and assess scope and costs. Cal OES uses the results of the PDA to determine if the situation is beyond local and State resource capabilities. DEAT activities may be useful in identifying impacts to calculate the PDA. When

federal assistance is justified, the President issues an emergency or disaster declaration and various emergency or disaster programs are made available. A federal (Presidential) disaster declaration supports federal agency response and recovery activities including Public Assistance (PA) that provides support to local jurisdictions.

PA grant assistance may be available to reimburse local jurisdictions for hazardous materials emergency assistance costs. The Governor proclaims a State of Emergency, local government and some non-profit organization response costs may be eligible for cost reimbursement under the State California Disaster Assistance Act (CDAA). When damages are so extensive that the combined local and State resources are not sufficient for response to an emergency, the Governor may submit a request for a federal disaster declaration through FEMA. This initiates a joint FEMA, State and local preliminary damage assessment (PDA) to determine if there is a need for federal assistance. If federal assistance is justified, the President issues an emergency or major disaster declaration that triggers the availability of emergency and disaster programs.

FEMA's PA program provides federal disaster grant assistance for emergency work and protective measures that address threats to public health and safety. The federal share of this assistance is established in the Presidential declaration and is generally seventy five percent (75%) of the eligible costs. The State determines how the non-federal share (up to 25%) is covered. PA program funds may be used to reimburse eligible deployed resources.

Emergency Assistance Agreement

Having an emergency assistance agreement in place is an effective way to efficiently provide resources following a disaster. Without an agreement, sending aid and hoping for reimbursement from State or federal agencies lessens the potential for cost recovery. The costs incurred by a providing jurisdiction may be eligible for reimbursement if there was an expectation of payment from the requesting jurisdiction evidenced by an emergency assistance agreement. FEMA regards mutual assistance provided without an emergency assistance agreement as a tacit donation of services. Reimbursement claims can be denied eligibility without a written agreement between the requesting and providing jurisdictions. Therefore, FEMA encourages jurisdictions to develop (emergency assistance) agreements prior to an emergency that address the subject of reimbursement and will generally honor the reimbursement provisions of emergency assistance agreements to the extent that they meet FEMA policy.

Agreements serve as the foundation for navigating emergency assistance cost issues.

Formalized emergency assistance agreements are desirable in disciplines that are heavily involved in disaster response; for example, the *California Fire Assistance Agreement* provides emergency assistance guidance for federal and State firefighting agencies. A statewide, pre-event emergency assistance agreement offers the advantage that the State can be designated as responsible for administering the reimbursement of emergency assistance costs allowing the providing jurisdiction to apply for reimbursement directly to the State with the consent of the requesting jurisdiction. Otherwise, jurisdictions providing emergency assistance are reimbursed indirectly through the requesting jurisdiction.

Post-Event Emergency Assistance Agreement

If a requesting jurisdiction and providing jurisdiction do not have an emergency assistance agreement in place at the time when resources are needed, the jurisdictions may enter into a verbal agreement on the type and extent of the assistance to be provided, as well as the cost and other conditions and expectations. After a verbal agreement has been reached it must subsequently be documented in writing and executed by authorized officials within each jurisdiction within no more than 30 days. Further, the written agreement must be consistent with past emergency assistance practices between the jurisdictions. Having a post-event agreement does not guarantee reimbursement; however, it will provide the basis for cost recovery. Emergency assistance agreement should also set forth applicable regulations, timelines, and protocols guiding the reimbursement process. For example, some emergency assistance agreements make assistance free of charge up to a certain length of time; anything after that is billed to the requesting jurisdiction. Fewer problems over reimbursement will arise when cost issues are dealt with in a clear manner in an emergency assistance agreement.

It is important to note that there are administrative requirements associated with assistance for hire. All personnel and material costs must be tracked, recorded, and invoiced to the requesting jurisdiction in a clear, written format in accordance with FEMA and Cal OES requirements. See Appendix H for cost recovery guidance and procedure information.

UPA Emergency Assistance Agreement

The UPA hazardous material emergency assistance concept of operations is based on activation of DEAs in response to an emergency or disaster. In a major disaster, State and federal funds may be available to reimburse public agencies that provide aid to other

jurisdictions providing there is a pre- or post-event assistance for hire agreement in place.

Pre-incident agreements provide advantages to the signatory parties since the terms and conditions of assistance are determined in advance. The *California Fire Assistance Agreement (CFAA)* together with the *California Fire Service and Rescue Emergency Assistance Plan* form a solid foundation for firefighting emergency assistance cost recovery and related terms and conditions such as resource typing. For example, emergency assistance resources provided under the CFAA are required to be certified and typed under the auspices of FIRESCOPE. Typed HMRTs maintained by local jurisdictions in California are not covered by the CFAA or a discipline-specific agreement; instead, they are covered under the provisions of the MMAA.

Post-incident assistance for hire agreements offer flexibility that may be more suited to UPA hazardous materials emergency assistance that is expected to be activated infrequently. Post-incident agreements offer the ability to create an incident-specific agreement that is not subject to the need for continual maintenance and negotiations. See Appendix I for a sample pre/post event emergency assistance agreement developed for emergency managers.

DEA Deployment Outside of California

California is a member of the Emergency Management Assistance Compact (EMAC) and the Civil Defense and Disaster Compact that are the primary tools that all states use to send and receive emergency personnel and other resources during a major disaster. The State of California is a signatory to both compacts and, depending on the level of the declaration, can send or seek assistance from other states.

EMAC, established in 1996, is a congressionally-ratified emergency assistance agreement that provides form and structure to interstate emergency assistance. All 50 states, the District of Columbia, Puerto Rico, Guam and the U.S. Virgin Islands have enacted legislation to become EMAC members. EMAC is a direct state-to-state emergency assistance system administered by the National Emergency Management Association (NEMA).

Through EMAC, a disaster impacted area can request and receive assistance from other states quickly and efficiently. The EMAC system resolves upfront liability, cost reimbursement, workers compensation, and travel issues for personnel who are sent to other states under EMAC. Also, professional licenses and certifications recognized in California are also accepted in receiving states and vice versa. Cal OES coordinates EMAC requests for aid and sending

assistance to other states through EMAC. UPA resources, if made available, would typically be deployed out of state in response to an EMAC request that describes the specific hazardous materials response and recovery resource capabilities needed.

Federal emergency assistance reimbursement policies apply to emergency assistance provided through EMAC --- FEMA recognizes the standard EMAC agreement as a valid form of emergency assistance agreement between member states.

DRILLS AND EXERCISES

The key to testing the effectiveness of emergency plans and procedures lies in conducting and/or participating in periodic drills and exercises that simulate realistic situations. Drills are brief repetitions of one specific action or function and are usually conducted by individual agencies to ensure that their personnel know and understand their SOPs.

Exercises use different types of activities varying in purpose and complexity to test a plan and include tabletop exercises, functional exercises, and full-scale exercises:

- Tabletop exercise – Often the first type of exercise conducted in order to review existing plans and procedures using a fabricated scenario.
- Functional exercise – Evaluates functional capabilities of an emergency plan by simulating the mobilization of resources in a stressful, timed environment.
- Full-scale exercise – Personnel and other resources are mobilized and interact with other emergency responders to test an emergency plan under stressful, field conditions.

Drills and exercises are important part of the development of the DEA concept into an effective, coordinated emergency assistance system that functions smoothly and efficiently during an actual emergency. UPAs participating in the DEA program should take part in multi-agency exercises that provide an opportunity to test DEA deployment and field assessment procedures. Exercising DEA plans and procedures allows for:

- Improving plans and procedures,
- Identifying shortcomings in resources,
- Evaluating the effectiveness of the training program, and
- Practicing skills and working with team members from other jurisdictions.

The CUPA Forum Board Emergency Response Technical Advisory Group (ER TAG) encourages UPAs to participate in exercises that will test all or portions of this plan.

AFTER ACTION REVIEWS

Both real incidents and exercises should culminate in an after-action review and report to ensure that the exercise met its objectives and to define any corrective actions/improvements needed. The providing and receiving UPAs and the CUPA Forum Board ER TAG should conduct a DEA after action review following each activation whether for an exercise or actual event, and develop a report with corrective actions, as needed. After Action Reports and Improvement Plans are to be shared with all participating UPAs. The After Action Report also serves as a valuable source of documentation of response-related activities performed by DEAS which may be reimbursable by the State and federal government disaster funds.

Participating UPAs should allow DEA members to participate and contribute to program development by sharing best practices and lessons learned, assisting with training, and when appropriate, acting as an instructor or mentor.

This plan is a dynamic document designed to be maintained and updated, with input from all participating UPAs and relevant stakeholders, by the CUPA Forum Board ER TAG. Plan review and update will occur on an annual basis and when:

- UPA responsibilities and authorities change,
- UPA response capabilities change,
- Federal and/or State guidance and requirements change,
- New standard operating procedures (SOPs) are developed,
- Activations and exercise lead to corrective actions to address lessons learned, and
- Implementing After Action Report/Improvement and Corrective Action Plans.

This plan is intended to be used in conjunction with SOPs that provide purpose, direction and details for the preferred method of performing a DEA function or functions in a uniform manner. The ER TAG develops new/revised SOPs that describe specific, action-oriented activities and tasks to support DEA activities.

REFERENCES

California

- State (of California) Emergency Plan, 2009
- Standardized Emergency Management System Regulations (SEMS)
- California Disaster and Civil Defense Master Emergency Assistance Agreement California Emergency Services Act
- California Disaster Assistance Act
- California Government Code Section 3100-3109 and California Labor Code, Section 3211.92 (Disaster Services Workers)
- Threat and Hazard Identification and Risk Assessment (THIRA), 2014
- Unified Program Training Framework Draft, 2012, Cal EPA Department of Toxic Substances Control (DTSC)

Federal

- National Response Framework (NRF)
- National Incident Management System (NIMS)
- Robert T. Stafford Disaster Relief and Emergency Assistance Act
- Homeland Security Presidential Directive-5

Appendix A. Acronyms

APR	Air Purifying Respirator
APSA	Aboveground Petroleum Storage Act
AST	Aboveground Storage Tank
CA	California
Cal ARP	California Accidental Release Prevention
Cal EPA	California Environmental Protection Agency
Cal OES	California (Governor's) Office of Emergency Services
CCDEH	California Conference of Directors of Environmental Health
CCR	California Code of Regulations
CDA	California Disaster Assistance Agreement
CDC	Centers for Disease Control and Prevention
CERCLA	Comprehensive Environmental Response, Compensation and Liability Act
CERS	California Environmental Reporting System
CFAA	California Fire Assistance Agreement
CFR	Code of Federal Regulations
CFB	CUPA Forum Board
ConOps	Concept of Operations
CPR	Cardiopulmonary Resuscitation
CSTI	California Specialized Training Institute
CUPA	Certified Unified Program Agency
DEAC	Disaster Emergency Assistance Coordinator
DEAM	Disaster Emergency Assistance Member
DEAP	Disaster Emergency Assistance Plan
DEAR	Disaster Emergency Assistance Resource
DEAT	Disaster Emergency Assistance Team
DOC	Department Operations Center
DTSC	Department of Toxic Substances Control

EF	Emergency Function
EHS	Extremely Hazardous Substances
EMAC	Emergency Management Assistance Compact
EMEA	Emergency Management Emergency Assistance
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
ER TAG	Emergency Response Technical Advisory Group
ESA	Emergency Services Act
ESF	Emergency Support Function
FEMA	Federal Emergency Management Agency
FIRESCOPE	Firefighting Resources of Southern California Organized for Potential Emergencies
FRA	First Responder Awareness
FRO	First Responder Operational
HAZWOPER	Hazardous Waste Operations and Emergency Response
HHMD	Health Hazardous Materials Division
HMIS	Hazardous Materials Inventory Statement
HMMP	Hazardous Materials Management Plan
HMRT	Hazardous Materials Response Team
IAP	Incident Action Plan
ICP	Incident Command Post
ICS	Incident Command System
MEAA	California Disaster and Civil Defense Master Emergency Assistance Agreement
NEMA	National Emergency Management Association
NFPA	National Fire Protection Association
NIMS	National Incident Management System
NIOSH	National Institute for Occupational Safety and Health
NRF	National Response Framework
OA	Operational Area

OSFM	Office of State Fire Marshall
PA	Participating Agency
PA	Public Assistance
PDA	Preliminary Damage Assessment
PPE	Personal Protective Equipment
RCRA	Resource Conservation and Recovery Act
REHS	Registered Environmental Health Specialist
REOC	Regional Emergency Operations Center
SAP	Safety Assessment Program
SCBA	Self-Contained Breathing Apparatus
SEMS	Standardized Emergency Management System
SEP	State of California Emergency Plan
SOC	State Operations Center
SOP	Standard Operating Procedures
Td	tetanus and diphtheria
Tdap	tetanus, diphtheria and pertussis
THIRA	Threat and Hazard Identification and Risk Assessment
UPA	Unified Program Agency
USEPA	U.S. Environmental Protection Agency
UST	Underground Storage Tank

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Appendix B. Glossary

Administrative Region - An Emergency Assistance Region or several Emergency Assistance Regions assigned to a Cal OES Administrator to facilitate effective emergency response and span of control during emergency operations. There are three Administrative Regions in California.

Air Purifying Respirator (APR) - A breathing mask with specific chemical cartridges designed to either filter particulates or absorb contaminants before they enter the worker's breathing zone. They are intended to be used only in atmospheres where the chemical hazards and concentrations are known.

Assessment - The process of determining the nature and degree of hazard of a hazardous material or hazardous materials incident.

Assistance for Hire - The MEAA allows requesting and providing jurisdictions to enter into agreements referred to as "assistance for hire." When an agreement is in place, the jurisdiction providing emergency assistance can be reimbursed through the requesting jurisdiction's claims to federal and state government for eligible costs.

California Accidental Release Prevention Program (Cal ARP) - The Cal ARP Program is the federal Accidental Release Prevention Program with some CA-specific requirements. On January 1, 1997, Chapter 6.95, Sections § 25531 to § 25545.3 H&SC repealed statutes for California's former Risk Management and Prevention Program and mandated the new Cal ARP program.

California Disaster and Civil Defense Master Emergency Assistance Agreement (MEAA) - An agreement entered into by and between the State of California, its various departments and agencies and the political subdivisions, municipal corporations and public agencies of the State of California to assist each other by providing resources during an emergency. The agreement obligates each signatory entity to provide aid to each other during an emergency without expectation of reimbursement.

California Emergency Services Act (ESA) - An Act within the California Government Code to ensure that preparations within the State will be adequate to deal with natural, manmade, or war- caused emergencies which result in conditions of disaster or in extreme peril to life, property and the natural resources of the State. Recognizes the State and its political subdivisions' responsibility to mitigate the effects of emergencies. The ESA confers emergency powers upon the Governor and the chief executives and governing bodies of political subdivisions of the State, provides State assistance for the organization of local emergency response programs and creates Cal OES. The ESA recognizes the need to assign emergency functions to state agencies and to coordinate and direct the emergency actions of those agencies. It provides for the rendering of emergency assistance by the State and its political subdivisions to carry out the purposes of the ESA.

Certification – Certification involves measuring an individual's competence through a testing or evaluation process. Personnel are certified by their discipline's relevant certifying authority.

Containment - Activities necessary to bring a situation or incident to a point of stabilization and to establish a degree of safety for emergency personnel greater than existed upon arrival.

Cost Recovery - Procedures that allows for the agency having jurisdiction to pursue reimbursement for all costs associated with an emergency.

Credentialing – Credentialing involves providing documentation that can quickly authenticate and verify the qualifications and certification of emergency responders. This system helps ensure that responders possess a minimum common level of training, experience, physical and medical fitness for the position they are tasked to fill.

Damage Assessment - Gathering information on the type, extent, and cost of damage after an incident.

Declared Emergency - An action taken by a jurisdiction according to the California Emergency Services Act and local ordinances in response to the impact of a real or threatened hazard that exceeds local resources.

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

Emergency Function (EF) - Emergency Functions are a grouping of state agencies, departments and other stakeholders with similar functional activities and responsibilities whose responsibilities lend to improving the State’s ability to collaboratively prepare for, effectively mitigate, respond to and recover from an emergency. EFs unify a broad-spectrum of State and local stakeholders with various capabilities, resources and authorities to improve collaboration and coordination for a particular discipline. They also provide a framework for the State government to support regional and community stakeholder collaboration and coordination at all levels of government and across overlapping jurisdictional boundaries.

EF 10 Hazardous Materials and Oil - Coordinates State and local resources and supports the responsible jurisdictions to prepare for, prevent, minimize, assess, mitigate, respond to and recover from a threat to the public or environment by actual or potential hazardous materials releases.

Emergency - Any incident(s), whether natural or manmade, that requires responsive action to protect life or property. Under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, an emergency means any occasion or instance for which, in the determination of the President, federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States.

Emergency Management Assistance Agreement - A contract-for-hire agreement that describes the details that govern the deployment of emergency management personnel and other resources for longer-term (normally 2-14 days) support.

Emergency Management Assistance Compact (EMAC) - EMAC is a state-to-state emergency assistance system that can be utilized during a declared state of emergency. Through EMAC, a disaster- affected state can request and receive assistance from other member states quickly and efficiently, resolving liability and reimbursement issues upfront.

Emergency Operations Center (EOC) - The physical location at which the coordination of information and resources to support incident management (on-scene operations) activities take place. An EOC may be a temporary facility or may be located in a permanently established facility, perhaps at a higher level of organization within a jurisdiction. An EOC may be organized by major functional disciplines (e.g., fire, law enforcement and medical services), by jurisdiction (e.g., Federal, State, regional, tribal, city, county), or some combination thereof.

Emergency Response - Response to any occurrence, which has or could result in a release of a hazardous substance.

Extremely Hazardous Substances (EHS) - USEPA uses this term for chemicals that must be reported pursuant to SARA, Title III. The list of these substances and the threshold planning quantities are identified in 40 CFR § 355. Releases of EHSs as defined by USEPA must be reported to the National Response Center. In California, the term Acutely Hazardous Material is used.

First Responder - Trained person(s) that arrive at the scene of a hazardous materials incident. May be from the public or private sector of emergency services.

First Responder, Awareness (FRA) Level - Training intended for individuals who are likely to witness or discover a hazardous substance release who have been trained to initiate an emergency response sequence by notifying the proper authorities of the release. They would take no further action beyond notifying the authorities of the release.

First Responder, Operations (FRO) Level - Training intended for individuals who respond to releases or potential releases of hazardous substances as part of the initial response to the site for the purpose of protecting nearby persons, property, or the environment from the effects of the release. They are trained to respond in a defensive fashion without actually trying to stop the release.

Full-Scale Exercise – Full scale exercises are conducted in the field and are the costliest and time consuming but as close to “real” as it gets. This type of exercise challenges the emergency management system in a stressful environment. Personnel and resources are mobilized and field personnel interact with emergency operations centers.

Functional Exercise – The functional exercise tests or evaluates broad functional capabilities in an emergency plan, procedures, and/or training and involves the simulated commitment of resources in a stressful environment – similar to an actual emergency.

Hazardous Material - Any hazardous substance under the Clean Water Act, or any element, compound, mixture, solution, or substance designated under CERCLA; any hazardous waste under RCRA; any toxic pollutant listed under pretreatment provisions of the Clean Water Act; any hazardous pollutant under Section 112 of the Clean Air Act; or any imminent hazardous chemical substance for which the administrator has taken action under TSCA Section 7.

Hazardous Materials Handlers – Can be classified as regulated facilities, non-regulated facilities, or residential properties having hazardous materials.

Hazardous Materials Response Team - An organized group of personnel who are expected to perform work to handle and control actual or potential leaks or spills of hazardous substances requiring possible close approach to the substance. The team members perform responses to releases or potential releases of hazardous substances for the purpose of control or stabilization of the incident.

Hazardous Waste - Waste materials or mixtures of waste which require special handling and disposal because of their potential to damage health and/or the environment. USEPA uses the term hazardous waste for chemicals that are regulated under the Resource Conservation and Recovery Act and are listed in 40 CFR § 261.33 (d). USEPA or California Department of Toxic Substances Control regulated hazardous waste, when in transport, must also meet 49 CFR parts § 170 through § 179. California's definition of hazardous waste is more inclusive.

Incident - An occurrence or event, natural or man caused, that requires a response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, civil unrest, wild-land and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, tsunamis, war-related disasters, public health and medical emergencies and other occurrences requiring an emergency response.

Incident Action Plan (IAP) - A plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also provide direction and important information for management of the incident during one or more operational periods.

Jurisdiction - A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority. Jurisdictional authority at an incident can be political or geographical (e.g., Federal, State, tribal and local boundary lines) or functional (e.g., law enforcement, public health).

Mitigation - Any action to contain, reduce, or eliminate the harmful effects of a spill or release of a hazardous substance/material. The mitigation phase of an emergency is the effort to prevent or lessen future emergency or disaster incidents and the impacts they have on people, property, and the environment. Mitigation should be viewed as the means to decrease demands for emergency response resources; it reduces the principal causes of injuries and deaths; it enables a quicker lifesaving response and economic recovery because the community infrastructure remains intact; and it reduces the societal impacts of the emergency because it results in less disruption to the social environment.

Emergency Assistance - The sharing of personnel, equipment, and other resources when a jurisdiction cannot sufficiently respond to an emergency. Resources are requested by the impacted jurisdiction through a recognized system established by the California Master Emergency Assistance Agreement and Emergency Services Act. This cooperative system may be executed at the local, operational area, regional, state, and interstate basis. Generally, there is no expectation of reimbursement for providing emergency assistance, however emergency assistance agreements may be established that allow for assistance for hire.

Emergency Assistance Region - A Emergency Assistance Region is a geographic area comprised of multiple Operational Areas. A Emergency Assistance Region coordinates resources between Operational Areas within the region and the regional level. California has been divided into six (6) emergency assistance regions to more effectively apply, administer, and coordinate emergency assistance.

Emergency Assistance Agreements - Written or oral agreements between and among agencies and organizations and/or jurisdictions that provide a mechanism to quickly obtain emergency assistance in the form of personnel, equipment, materials and associated services. The primary objective is to facilitate rapid, short-term deployment of emergency support prior to, during, and/or after an incident.

National Incident Management System (NIMS) - The NIMS was developed under Homeland Security Presidential Directive 5 Management of Domestic Incidents by United States Department of Homeland Security. NIMS provides a systematic, proactive approach guiding government agencies at all levels, the private sector and non-governmental organizations to work seamlessly to prevent, protect against, respond to, recover from and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life or property and harm to the environment.

National Response Framework (NRF) - The NRF is a guide to how the nation conducts all-hazards response. It is built upon scalable, flexible, and adaptable coordinating structures to align key roles and responsibilities across the nation, linking all levels of government, nongovernmental organizations, and the private sector. It is intended to capture specific authorities and best practices for managing incidents that range from the serious but purely local, to large-scale terrorist attacks or catastrophic natural disasters. The NRF presents the guiding principles that enable all response partners to prepare for and provide a unified national response to disasters and emergencies from the smallest incident to the largest catastrophe.

Operational Area (OA) – The Operational Area manages and/or coordinates situational status information and resource requests among the political subdivisions (local governments and special districts) within a county’s geographical area. The OA provides communication and coordination between local jurisdictions and the Cal OES administrative Regions via the OA Emergency Operations Center (EOC).

Personal Protective Equipment (PPE) - Equipment used to shield or isolate a person from the chemical, physical, and thermal hazards that can be encountered at a hazardous materials incident. Adequate personal protective equipment should protect the respiratory system, skin, eyes, face, hands, feet, head, body, and hearing. Personal protective equipment includes protective clothing, self-contained positive pressure breathing apparatus, and air purifying respirators. Types of PPE based on NFPA standards include:

- Level A - Vapor protective suit plus self-contained breathing apparatus
- Level B - Liquid splash protective suit plus self-contained breathing apparatus
- Level C - Limited use protective plus respiratory protection
- Level D - Work uniform with minimal skin protection and no respiratory protection

Providing (Assisting) Jurisdiction - The government entity providing the requested resources.

Qualification – Necessary experience and/or training to perform assigned tasks. Qualifications are typically position-specific determined through a job analysis process.

Qualitative Fit Test - A physical testing of a breathing apparatus face piece to the wearer, performed using irritant smoke to evaluate whether the wearer can detect the contaminant, indicating mask leakage and improper fit.

Recovery - The recovery phase of an emergency seeks to restore communities and/or the environment to their pre-emergency condition, and includes measures such as: physical restoration and reconstruction; financial assistance programs; temporary housing; cleaning up contaminated areas; debris removal; eliminating and/or reducing hazards; restoring businesses and community facilities; etc. The transition from the response phase to the recovery phase occurs when the acute adverse aspects of the incident are eliminated.

Release - Any spill, leak, emission, discharge, leaching, or disposing of hazardous materials into the environment (including the abandonment or discharging of barrels, containers, and other closed receptacles containing any hazardous substance or pollutant or contaminant).

Remediation - Actions taken to mitigate the effects of a release or threatened release of a hazardous material to protect health or the environment.

Requesting Jurisdiction: The government entity requesting resources.

Resource - Personnel, equipment, supplies facilities, and associated services available or potentially available for assignment to incident. Resources are described by kind and type.

Response – The response to an incident includes measures such as the implementation of emergency plans; activation of emergency operations centers; mobilization of resources; and declaration of emergencies. The response phase of an emergency is designed to eliminate or control the immediate, acute threat to public health and safety and the environment.

Stafford Act - The Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93 □ 288, as amended, 42 U.S.C. 5121 et seq., and Related Authorities) establishes the programs and processes for the Federal Government to provide disaster and emergency assistance to States, local governments, tribal nations, individuals, and qualified private nonprofit organizations. The provisions of the Stafford Act cover all hazards including natural disasters and terrorist events. Relevant provisions of the Stafford Act include a process for Governors to request Federal disaster and emergency assistance from the President.

Standardized Emergency Management System (SEMS) - A system established in California for managing the response to multi-agency and multi-jurisdictional emergencies. SEMS consists of five organizational levels, which are activated as necessary: Field, Local Government, Operational Area, Region and State.

Standard Operating Procedure (SOP) - Details of specific actions to be taken during an emergency. SOPs may be required as part of an existing plan or may be included in a plan even if not required; or may be found in a separate document.

State Emergency Plan (SEP) - The Governor is responsible to coordinate the SEP and programs necessary for the mitigation of the effects of an emergency. The Governor is also responsible for coordinating the preparation of local plans and programs, and to see they are integrated into and coordinated with the SEP and the plans and programs of the federal government (and of other states) to the fullest possible extent. By law, the SEP is in effect in each political subdivision of the State, and the governing body of each political subdivision is obligated to take whatever action may be necessary to carry out its provisions. As part of the SEP, the Governor can assign to a State agency any activity concerned with the mitigation of the effects of an emergency of a nature related to the existing powers and duties of the agency, including interstate activities. Such an assignment makes it the duty of the agency to undertake and carry out that activity on behalf of the State.

State of Emergency - A proclamation of a local emergency is a prerequisite for requesting a Governor's Proclamation of a State of Emergency and/or a Presidential Declaration of an Emergency or Major Disaster, which is needed to enable State and federal assistance. During a State of Emergency, the Governor has authority over all agencies of State government and the right to exercise within the area or regions designated, all police power vested in the State by the Constitution and laws of the State of California. State of War Emergency 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.

Strike Team - Teams of like resources with a common function, a supervisor, and common communications.

Tabletop Exercise – No real movement of personnel or resources occurs, and no time pressure or stress is placed on participants. Participants review existing plans and procedures to discuss how response actions might be conducted based on the scenario provided.

Typing – Typing is categorizing by capability personnel, equipment and other resources that can requested, deployed and utilized in emergency incidents. The type assigned to a resource is based on a minimum level of capability. Typing requires the development of standards for qualifying positions and job titles.

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Appendix C. Emergency Management System Information

National Response Framework

The National Response Framework (NRF) is a guide to how the nation conducts all-hazards response. It is built upon scalable, flexible, and adaptable coordinating structures to align key roles and responsibilities across the nation, linking all levels of government, nongovernmental organizations, and the private sector. It is intended to capture specific authorities and best practices for managing incidents that range from local emergencies to catastrophic disasters. The NRF builds upon and supersedes the National Response Plan and is based on the National Incident Management System (NIMS), particularly on its Incident Command System (ICS). The Framework is also intended to accelerate the assessment and response to incidents that may require Federal assistance.

National Incident Management System (NIMS)

NIMS provides a consistent, flexible and adjustable national framework within which government and private entities at all levels can work together to manage domestic incidents, regardless of their cause, size, location or complexity. This flexibility applies across all phases of incident management: prevention, preparedness, response, recovery and mitigation. NIMS offers a set of standardized organizational structures – including the Incident Command System (ICS), Multi-Agency Coordination Systems and public information systems – as well as requirements for processes, procedures and systems to improve interoperability among jurisdictions and disciplines in various areas. To provide the framework for interoperability and compatibility, NIMS is based on a balance between flexibility and standardization with a core set of doctrine, principles, terminology, and organizational processes to enable effective, efficient and collaborative incident management at all levels. A basic premise of NIMS is that incidents are handled at the lowest jurisdictional level possible.

Incident Command System (ICS)

ICS has been established by NIMS as the standardized incident organizational structure for the management of emergency incidents. State and local adoption of NIMS is a condition for receiving federal preparedness funding. ICS standardizes the organizational structure and terminology used by response agencies and organizes emergency management functions during an incident response through key concepts.

Command/Management under ICS

Command: Command controls tactical operations of response organizations at the incident sites and is responsible for directing, ordering, and/or controlling of resources at the field

response level. Command and tactical control are established at the lowest level that can perform that role effectively in the emergency management organization.

Management: Responsible for overall emergency support and coordination at the EOC levels.

Operations Section – Responsible for all incident operations and implementation of the Incident Action Plan to accomplish goals and objectives established by command/management.

Planning/Intelligence Section – Collects, evaluates, and disseminates operational information related to the incident, and prepares documents to support operations including the Action Plan and Advance Plan. Also maintains information on the current and forecasted situation and on the status of resources assigned to the incident.

Logistics Section – Provides facilities, services, and material support for the incident.

Finance/Administration Section – Responsible for all administrative and financial considerations surrounding an incident.

Unity of Command – Each individual participating in the emergency response operation reports to only one supervisor. Unified Command in ICS is a management process that allows all agencies that have jurisdictional authority for the incident to jointly develop a common set of incident objectives and strategies. The Unified Command establishes a common set of objectives and strategies and a single Incident Action Plan. This is accomplished without losing or abdicating agency authority, responsibility or accountability.

Common Terminology – Use of similar terms and definitions for resource descriptions, organizational functions, and incident facilities across disciplines. Emergency response organizations are often made up of individuals that normally do not work together as a team; therefore, the use of common terminology is essential for team building and clear communication. Common facilities that may be used in an incident are given standard names: Incident Command Post (ICP), Emergency Operations Center (EOC), Staging Area, etc.

Management by Objective – All response actions should be directed towards satisfying an objective based on an analysis of the incident potential and impacts and cover four essential steps, which occur at every incident regardless of size and complexity:

- Know agency policy and direction
- Establish incident objectives
- Develop appropriate strategies

- Perform tactical direction

Integrated/Interoperable Communications – The ability to send and receive information within an organization, as well as externally to other disciplines. The use of a common communications plan is essential for ensuring communication during an incident.

Flexible/Modular Organizations – Response resources are organized according to their responsibilities during the incident. Only positions that are required for an adequate response should be filled. As an incident changes in nature, the organization is expanded or contracted as needed.

Manageable Span of Control – The response organization is structured so that each supervisory level oversees an appropriate number of resources for effective supervision. ICS defines this as supervising no more than three to seven entities, with five being ideal.

Action Plans – Formal documentation of incident goals, objectives, strategies and major assignments. Incidents should have an Incident Action Plan (IAP) to provide direction for actions by identifying incident objectives, strategies, and priorities. The IAP is prepared for each Operational Period which is typically, 12 hours.

Comprehensive Resource Management – System processes to describe, maintain, identify, request, dispatch, track and recover all resources within the system during an incident. Typically, resources are assigned, available (ready for deployment), or out of service.

Standardized Emergency Management System (SEMS)

The Standardized Emergency Management System (SEMS) is the comprehensive California state-wide emergency management system that law, fire, and other responders use in emergency situations, and is applicable to all local jurisdictional levels. The primary goal of SEMS is to aid in communications and response by providing a common management system and language. SEMS incorporates the use of ICS, multi-agency coordination, and the California Master Emergency Assistance Agreement. SEMS provides an organizational framework and acts as the umbrella under which all response agencies may function in an integrated fashion. SEMS helps unify all elements of California's emergency management organization into a single integrated system. Its use is required for State response agencies. Local government agencies must use SEMS to be eligible for State funding of certain response-related personnel costs resulting from a disaster

SEMS does not take command authority away from local authorities. SEMS simply provides the framework to enhance the ability of responders, including the private sector and non-government organizations, to work together more effectively. SEMS consists of five

organizational levels that are activated as necessary: field response, local government, operational area, region, and State:

Field Level – The Field Level is where emergency response personnel carry out tactical activities in direct response to an emergency. An ICP is established at the Field Level and an Incident Commander is assigned. A Unified Command is established if multiple agencies (for example, public health, law enforcement, and fire) have jurisdiction over an incident and/or the incident crosses jurisdictional boundaries.

Local Level – The Local Level includes city and county governments, and special districts within an OA. Local governments manage and coordinate the overall emergency response and recovery activities within their jurisdiction. The Local Level has the primary responsibility for the protection of the health, safety, property and resources of their residents.

Operational Area (OA) Level – An OA Level is the intermediate level of California's emergency management organization which encompasses a county's boundaries and all political subdivisions located within that county. 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.

Regional Level –The State is divided into three Administrative Regions: Inland, Coastal and Southern. Each region has a Regional Emergency Operations Centers (REOC) that coordinates information and resources among OAs and also between the OA and the State level. Whenever one or more OA EOC is activated, Cal OES will activate the corresponding REOC.

State Level – The State Level prioritizes tasks and coordinates State resources in response to the requests from the Regional Level and coordinates emergency assistance between the three Administrative Regions. The State level also serves as the coordination and communication link between the State and the federal emergency response system. When support requirements cannot be met with State resources, the State may request assistance from federal agencies. When one or more REOC is activated, Cal OES will activate the State Emergency Operations Center (SOC). The SOC coordinates resources among the regions and also serves as the State's coordination point for requests for federal assistance.

Appendix D. Equipment Requirements for PPE Levels

(based on National Fire Protection Agency [NFPA] standards)

Equipment	Level B	Level C	Level D
Respiratory Protection	Self-Contained Breathing Apparatus	Full-face or half-mask, air purifying respirator (APR)	n/a
Clothing	Hooded, chemical-resistant clothing (one or two-piece chemical- splash suit or disposal chemical-resistant overalls)	Hooded, chemical-resistant clothing (one or two-piece chemical splash suit or disposal chemical-resistant overalls)	Work uniform, safety vest
Footwear	Chemical-resistant boots with steel toe and shank, boot covers	Chemical-resistant boots with steel toe and shank, boot covers	Work boots with steel toe and shank
Gloves	Inner and outer chemical-resistant gloves	Inner and outer chemical-resistant gloves	Work gloves
Hat	Hardhat	Hardhat	Hardhat
Eyewear	Safety glasses or chemical resistant goggles	Safety glasses or chemical resistant goggles	n/a
Monitoring Equipment	Advanced monitoring equipment to detect the presence and concentration of unknown contaminants in addition to Level C equipment.	Air monitoring equipment to detect the presence and concentration of known gases and vapors, radiation, flammable atmosphere, oxygen, carbon monoxide and hydrogen sulfide concentrations	n/a

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Appendix E. Sample Go-Kit*

Field Equipment/Supplies	
• digital camera	• scientific calculator
• laptop with document and image software	• flashlight with extra batteries
• clipboard and assessment forms	• portable AM/FM radio
• writing implements	• personal radiation dosimeter
• tape measure	• inspection mirror
• basic toolkit	• office supplies
• N95 respirators	• ear plugs
• safety glasses	
Personal Items	
• photo ID/UPA ID badge	• duffle bag type carry-all and lock
• cold weather/rain gear	• sleeping bag, pad, ground cloth
• disposable clothing/boot covers	• medications
• Clothing	• toiletries/hygiene supplies
• towel	• first aid kit
• knee pads	• insect repellent
• sunscreen lotion	• sunglasses
• hand sanitizer	• wet wipes
• food/snacks	• water bottle and water
• debit card/credit card/cash	
Communications Equipment	
• cell phone with charger	• 800 MHz hand-held, interoperable radio**
• USB thumb drive with resources/forms	• laptop or tablet with WIFI
Miscellaneous	
• fuel card	• pre-printed ICS forms
• maps/GPS	• other forms i.e. OSHA, accident, etc.
References	
• NIOSH Pocket Guide	• CCDEH Disaster Field Manual
• 29 Code of Federal Regulations 1910	• 29 Code of Federal Regulations 1926

* This Sample Go-Kit is only a suggested list. More or less items can and should be considered by individuals and individual providing agencies.

** Radios provided by the requesting agency should be obtained. These radios are for **DEAT** communications in the absence of other radios.

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Appendix F. Sample DEA Forms

DEAR Form #001	Personal and Family Checklist
DEAR Form #002	Personal Emergency Data Sheet
DEAR Form #003	DEAR Credentialing Form
DEAR Form #004	DEAR Request and Assignment Form
DEAR Form #005	Health and Safety Checklist
DEAR Form #006	Safety Assessment Checklist
DEAR Form #007	Hazardous Materials Handlers Assessment Checklist
DEAR Form #008	Disaster Activation Checklist for Deploying DEA Personnel
DEAR Form #009	Common Responsibilities Checklist
DEAR Form #010	DEA Personnel Roster
DEAR Form #011	DEA Team Asset/Equipment Log
DEAR Form #012	DEAR Exit Survey
DEAR Form#013	DEAR Member Demobilization Checkout Form
DEAR Form #014	DEAR Member Performance Rating
DEAR Form #015	DEAR Hazardous Materials Handler Placard
DEAR Form #016	DEAR Weekly Time and Mileage Log
DEA Form#017	DEA Assignment List
DEAR Form #018	Unit Log 214
ICS Form #209	Situational Status
ICS Form #202	Incident Objectives

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Personal and Family Preparedness Checklist

First responders, who are well-prepared, will have the peace of mind to focus on the task at hand, rather than worrying about whether their family is taken care of. First responders can also serve as role models for other members of the community, leading by example to encourage preparedness. Start by:

1. Building a family emergency kit
2. Making a family emergency plan, including a communications plan.
3. Becoming informed about the types of emergencies that you may be called upon to respond to, and teach your family about what they should do when disaster strikes.
4. Preparing for any special considerations like individuals with access or functional needs, older adults, children and pets.

Individual and Family Preparedness

- Know the safe spots in each room (under sturdy tables, desks or against walls).
- Know the danger spots (windows, mirrors, hanging objects, fireplaces, tall furniture).
- Conduct practice drills. Physically place yourself and your children in safe locations.
- Learn first aid and CPR
- Decide where your family will reunite if separated.
- Keep a list of emergency phone numbers with you at all times.
- Choose an out of state friend or relative whom family members can call after a disaster to report whereabouts and conditions.

Home Preparedness

- Learn how to shut off gas, water and electricity.
- Check chimneys, roofs and wall foundations for stability. Make sure your home is bolted to the foundation.
- Secure water heater and appliances that could move enough to rupture utility lines.
- Keep breakable and heavy objects on low shelves.
- Put latches on doors to keep them closed during shaking.
- Keep flammable or hazardous liquids (paint, pesticides and cleaning products) in cabinets or on lower shelves.
- Keep emergency food, water and other supplies (medicine, clothing, first aid kits).

Community Preparedness

- Organize or participate in a neighborhood earthquake preparedness program.
- Conduct training for neighborhood residents in preparedness, first aid, damage

assessment and search and rescue.

- ___ Develop self-help networks between families and neighbors.
- ___ Identify neighbors with special needs or that will require special assistance.
- ___ Have neighbors agree to hang out a **white flag** if everyone and everything is okay.

Personal and Family Preparedness Checklist

Can You Go It Alone for Three Days?

The first 72 hours after a major emergency or disaster are critical. Electricity, gas, water, and telephones may not be working. In addition, public safety services such as police and fire departments will be busy handling serious crises. You should be prepared to be self-sufficient — able to live without running water, electricity and/or gas, and telephones — for at least three days following a major emergency. To do so, keep on hand in a central location the following items.

Essentials

- One-week supply of drinking water: minimum of one gallon per person per day
- Water disinfection kit i.e. unscented bleach
- First aid kit
- One-week supply of non-perishable food
- Can opener (non-electric)
- Blankets or sleeping bags (1 per person)
- Portable radio with batteries
- Flashlight with batteries
- Essential medications
- Extra pair of eyeglasses
- Extra clothes
- Rain ponchos
- Extra pair of house and car keys
- Fire extinguisher A-B-C type
- Food, water and restraint (leash or carrier) for pets
- Cash
 - Baby supplies: i.e. formula, bottle, pacifier, soap and baby powder, clothing, blankets, baby wipes, disposable diapers, canned food and juices.
- Sturdy shoes

Sanitation Supplies

- Large plastic trash bags for waste
- Tarps
- Five-gallon size buckets

- Large trash cans
- Bar soap and liquid detergent
- Shampoo
- Toothpaste and toothbrushes
- Feminine hygiene supplies
- Toilet paper
- Household bleach

Safety and Comfort

- Tent
- Communication kit: cellphone with charger, paper, pens, stamps

Cooking

- Single use knives, forks, spoons
- Paper plates and cups
- Paper towels
- Heavy-duty aluminum foil
- Camping stove for outdoor cooking (caution: before using fire to cook, make sure there are no gas leaks; never use charcoal indoors)
- Fuel for stove
- Cooking pots/utensils
- Detergent
- Re-sealable plastic bags

Tools and Supplies

- Heavy gloves for clearing debris
- Candles and matches
- Light sticks
- Knife or razor blades
- Garden hose for siphoning and firefighting
- Axe, shovel, broom
- Adjustable wrench for turning off gas
- Tool kit including a screwdriver, pliers and a hammer
- Coil of 1/2 "rope
- Duct tape, staple gun and plastic sheeting for window replacement
- Bicycle tire pump
- City map

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Personal Emergency Data Sheet

The following information is necessary to mobilize DEAs in the event of an emergency. Please complete the following information and submit this information in CONFIDENCE. Information provided will only be used in the event of an emergency.

Date: _____

Name _____

Title _____

Home Address _____

Street _____

City/Zip _____

Home Phone _____ Cell Phone # _____

County ID Badge? Yes _____ No _____

Emergency Contact Information:

Name	Relationship	Phone
------	--------------	-------

Medical Information:

Any Special medical considerations _____

CPR Expiration date _____

Vaccinations: Hep B _____ Tetanus _____ PPD _____

Training Information:

Other languages spoken _____

List training in disaster preparedness _____

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DEAR Credentialing Form

To be completed by team member's employing UPA prior to deployment.

DEA POSITION:		TEAM MEMBER		TEAM LEADER
DATE:				
TEAM MEMBER NAME:				
HOME ADDRESS:				
PHONE:				
CELL PHONE:				
EMAIL:				
EMPLOYER:				
SUPERVISOR:				
PHONE:				
CELL PHONE:				
EMAIL:				
CERTIFICATION				
TRAINING REQUIREMENTS (indicate date when completed):				
	24-HOUR HAZWOPER			
	40-hour HAZWOPER (recommended)			
	First Responder Operational (FRO) Level			
	First Aid, Cardio-Pulmonary Resuscitation (CPR), Disaster Injury/Illness Prevention			
	Hazard Communication/Worker Right-to-Know			
	Blood-borne Pathogens			
	Confined Space Awareness (recommended)			
	Asbestos Awareness (recommended)			
	Intro to the Standardized Emergency Management system (SEMS)			
	Introduction to Incident Command System (ICS): IS-100.b			
	ICS for Single Resources and Initial Action Incidents: IS-200.b			
	National Incident Management System (NIMS), Intro: IS-700.a			
	National Response Framework IS-800 (required for Team Leaders)			
	Intermediate ICS: IS-300 (required for Team Leaders)			
	Advanced ICS: IS-400 (recommended for Team Leaders)			
PHYSICAL AND MEDICAL REQUIREMENTS:				
	Medically/physically fit to complete multiple operational periods			
	Under an employer medical monitoring program			
QUALIFICATIONS				
TEAM MEMBER HAS DEMONSTRATED KNOWLEDGE OF:				

Federal and State hazardous materials laws and regulations, General inspection guidelines (right of entry; documentation; inspection report writing and return to compliance), Basic Business Plan Program, Basic knowledge of chemistry and toxicology, Hazards posed by chemical, biological, explosive, radiological, nuclear materials, Household hazardous waste operations, Medical waste, universal waste, special wastes, and storm water considerations, Identification of potential release/spill scenarios, Release notification and reporting requirements, Use of PPE and how to read a Safety Data Sheet (formerly Material Safety Data Sheet), and Working with the regulated community in difficult and stressful situations.

TEAM LEADER HAS DEMONSTRATED KNOWLEDGE OF:

In addition to the items above: Complex facilities such as universities, research and development, biotech, refineries, metal finishing, and power plants, Hazardous waste classification and waste generator requirements, Compliance assistance and administrative enforcement processes, Hazardous materials release scenarios and off-site consequences, Site assessment, mitigation, and remediation strategies, Problem solving skills in dealing with complex situations, Good judgment and Supervisory principles.

CREDENTIALING

Level II DEA members: Indicate date team member attained certification for one of the following:

Hazardous Materials Technician (CSTI)

Hazardous Materials Specialist (CSTI)

OTHER INFORMATION/COMMENTS

SIGNATURES

Team Member/Leader	Date
--------------------	------

--	--

UPA Supervisor	Date
----------------	------

--	--

DEAR Request and Assignment Form

PART A IS COMPLETED WHEN THE RESOURCE REQUEST IS SUBMITTED	DATE:
	RESOURCE REQUEST #:
	INCIDENT NAME:
	APPROVED MISSION #:
PART B IS COMPLETED WHEN A RESOURCE HAS BEEN SELECTED	
PART A (COMPLETED BY REQUESTING JURISDICTION)	
REQUESTING JURISDICTION NAME:	
POINT OF CONTACT NAME:	
POSITION/TITLE:	
CONTACT PHONE #: CONTACT FAX#:	
EMAIL ADDRESS:	
ALTERNATE CONTACT NAME:	
POSITION/TITLE:	
CONTACT PHONE #: CONTACT FAX#:	
EMAIL ADDRESS:	
REQUEST AUTHORIZED BY:	
PRINT NAME AND TITLE	SIGNATURE

RESOURCE REQUESTED	
TYPE OF DEA (TYPE II, III, IV):	
NUMBER OF DEAS NEEDED:	
SPECIAL EQUIPMENT NEEDED:	
VEHICLE NEEDED:	
OTHER NEEDS:	
CHECK-IN LOCATION INFORMATION	
CHECK-IN LOCATION ADDRESS:	
POINT OF CONTACT NAME:	
24 HOUR PHONE #:	
EMAIL:	
EXPECTED WORKING CONDITIONS	

SPECIAL HEALTH OR ENVIRONMENTAL CONCERN IN THE ASSIGNMENT AREA?	
HARDSHIP LIVING CONDITIONS (LACK OF POWER, WATER, ETC.)?	
SPECIAL HOUSING / TRANSPORTATION INSTRUCTIONS:	
PART A IS COMPLETED WHEN THE RESOURCE REQUEST IS SUBMITTED PART B IS COMPLETED WHEN A RESOURCE HAS BEEN SELECTED	DATE:
	RESOURCE REQUEST #:
	INCIDENT NAME:
	APPROVED MISSION #:
PART B (COMPLETED BY PROVIDING JURISDICTION)	
PROVIDING JURISDICTION NAME:	
POINT OF CONTACT NAME:	
POSITION/TITLE:	
CONTACT PHONE #: CONTACT FAX#:	
EMAIL ADDRESS:	
ALTERNATE CONTACT NAME:	
POSITION/TITLE:	
CONTACT PHONE #: CONTACT FAX#:	
EMAIL ADDRESS:	
ASSISTANCE AUTHORIZED BY:	
PRINT NAME AND TITLE	SIGNATURE
PROVIDED RESOURCE INFORMATION	
TYPE OF DEA (TYPE II, III, IV):	
NUMBER OF DEAS PROVIDED:	
SPECIAL EQUIPMENT PROVIDED:	
VEHICLE PROVIDED:	
OTHER RESOURCES PROVIDED:	
ADDITIONAL COMMENTS:	

Health and Safety Checklist for Deploying DEA Personnel

Note: This checklist must be completed prior to field deployment. For DEA activation, only the DEA Leader is required to fill out this form.

DEA Leader Name:	In Case of Emergency Contact Info:	Supervisor Contact Info:
DEA Member(s) Name (s):	In Case of Emergency Contact Info:	Supervisor Contact Info:
1.		
2.		
3.		
4.		
5.		
6.		
Reason for Deployment:		DEA TYPE (II, III, IV):
Date of Deployment:	Expected Duration of Deployment:	
Incident-specific Safety Concerns:		
Lodging Contact Info:		
Name:		
Address:		
Phone:		

SAFETY CONTACTS

Hospital/Medical Facility nearest deployment location:

Name:

Address:

Contact info:

	Name	Contact Info
California Highway Patrol:	DISPATCH	
Incident Safety Officer:		
Site (UPA) Contact:		
Other:		

PERSONEL PROTECTIVE EQUIPMENT (PPE)

What level of PPE is required for this deployment:

(Type II DEA: B; Type III DEA: C; Type IV DEA: D)

If Level B or C required, answer the following questions.

YES

NO

Have team members had respirator medical clearance in past year?

Have team members had respirator training in past year?

Have team members had respirator fit testing in past year?

Do team members have all PPE required including replacements for any disposable items?

Comments:

IN CASE OF EMERGENCY, CALL: 911

<p>If a non-emergency injury/illness happens</p> <ol style="list-style-type: none"> 1. Render first aid, if possible 2. Call supervisor or safety officer 3. Drive to nearest hospital/medical facility 	<p>If a vehicular accident happens</p> <ol style="list-style-type: none"> 1. Call 911 or CHP dispatch. 2. Take photographs or sketch/diagram the accident scene and note important details. 3. Relate details to police, CHP and safety officer only. 4. Fill out employer's vehicle accident report. 	<p>Safety Precautions</p> <ol style="list-style-type: none"> 1. Before leaving for field deployment, check first aid kit, water and food supplies, and review deployment safety procedures. 2. Will there be a potential exposure to: <ul style="list-style-type: none"> <input type="checkbox"/> Chemicals <input type="checkbox"/> Radiation <input type="checkbox"/> Biologicals <input type="checkbox"/> Noise <input type="checkbox"/> Bloodborne pathogens <input type="checkbox"/> Other: 3. If any of the above are checked, review specific safety information related to the hazard. 		
SIGNATURES				
<table border="0" style="width: 100%;"> <tr> <td data-bbox="180 974 1218 1050">Team Leader</td> <td data-bbox="1218 974 1455 1050" style="text-align: right;">Date</td> </tr> </table>			Team Leader	Date
Team Leader	Date			
<table border="0" style="width: 100%;"> <tr> <td data-bbox="180 1272 1218 1348">UPA Supervisor</td> <td data-bbox="1218 1272 1455 1348" style="text-align: right;">Date</td> </tr> </table>			UPA Supervisor	Date
UPA Supervisor	Date			

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Safety Assessment Checklist

Incident Name				Safety Officer	
Incident Address					
Incident Type					
Assessment Points	Status				Comments
	YES	NO	NA	UNK	
Itinerary/location notification					
Health and safety plan provided					
Appropriate PPE provided					
PPE checked for fit/integrity					
Adequate communications					
Adequate supplies/ go-kit provided					
Adequate training for task assigned					
Adequate training for PPE assigned					
Adequate action plan provided					
Adequate field instructions					
Potential hazard – chemical					Type:
Potential hazard – biological					Type:
Potential hazard – radiological					Type:
Potential hazard – physical					Type:
Potential hazard – personal health					Type:
Potential hazard – social (conflict)					Type:
Potential hazard – other					Type:

Additional comments

Specialist Name

Date/Time

Hazardous Materials Handlers Assessment Checklist

Report #				Way Point #			
Facility Name:			CERS ID#:		Contact Name:		
			INC. #:				
Facility Address					Contact Phone/Cell Phone:		
					GPS Position:		
Type	Haz materials	Haz wastes	USTs	ASTs	Other _____		
Type of Structure	Single Family	Multi Family	Mobile Home	Commercial	Manufacturing	Other _____	
Access:			Status		Comments		
Assessment Points			YES	NO	NA	UNK	
Facility/ equipment operable							
Structural damage							
Container/ equipment/ piping leaks							
Damaged systems emptied							
Flood water/ debris inundation							
Power supply interruption							Duration:
Adequate spill response supplies							
Monitoring system operable							
Any off-site release							
Release contained/ cleaned up							
Clean up contractor secured							
Adequate materials segregation							
Adequate waste containment							
Materials storage area secure							

Any safety hazards					
Adequate management					
Contingency plan activated					
Emergency notifications made					
Date/Time Haz Mat ER Team Notified					
Contractor secured for repairs					
Comments					
Facility Status:	Operating	Not operating	Closure/Permit modification		Follow up needed
Referral:	Yes	No	Referred to: EOS AQMD B&S Other _____		
Specialist Name				Date/Time	

[DEAR Form#007]

Disaster Activation Checklist for Deploying DEA Personnel

DONE	ACTIVITY	NOTES
	Obtain Mission Tasking/Resource Request #	Cal OES provides it to OA EOC
	Arrange for Transportation	Assisting OA provides transportation Any special travel routes/instructions
	Identify Lodging	Requesting OA should make arrangements
	Obtain Assignment Point of Contact Info	Name Phone #/Cell Phone #
	Identify Qualified Team Members for Deployed	Develop staffing plan/schedule
	Contact Team Members for Deployment	Verify availability
	Inform Team Members on Deployment Details	Mission Location Duration of Deployment Reporting Date/Time Departure Location Items for personal Go-Kit
	Identify Team Leader (s)	One Leader per 6 team members
	Appoint driver(s) and navigator(s)	
	Provide set of applicable SOPs	
	Check out Team Members equipment	Field equipment PPE Mission Go-kits
	Provide briefing to deploying Team	Safety issues Disaster etiquette Just-in-time/refresher training Communications protocols
	Provide Team Member briefing packet	Mission orders/Requesting agency letter Team Member roster Contact info for families
	NAME/SIGNATURE	DATE

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Common Responsibilities Checklist – DEA Members and Leaders

Job Assignment	Receive assignment from your agency, including: <ol style="list-style-type: none">1. Job assignment;2. Resource order number and request number;3. Reporting location;4. Reporting time;5. Travel instructions; and6. Any special communications instructions, e.g., phone numbers, travel frequency.
Check-in	Upon arrival at the incident, check in at designated Check-in location. Check-in may be found at: <ol style="list-style-type: none">1. Department operations Center (DOC);2. Incident Command Post;3. Base or Camps;4. Staging Areas; or5. If you are instructed to report directly to a line assignment, check in with the Division/Group Supervisor.
Initial Briefing	Receive briefing from immediate supervisor. Agency Representatives from assisting or cooperating agencies report to the Liaison Officer (LO) at the ICP after check-in.
Work Materials	Acquire work materials.
Work Safe	Conduct all tasks in a manner that ensures safety and welfare of you and your co-workers.
Supervision	Organize and brief subordinates. Supervisors shall maintain accountability for their assigned personnel with regard as to exact location(s) and personal safety and welfare at all times, especially when working in or around incident operations.
Communication	Know the assigned radio frequency of your area of responsibility and ensure that communication equipment is operating properly. Use clear text and ICS terminology (no codes) in all radio communications. All radio communications to the Incident Communications Center will be addressed: "(Incident Name) Communications" e.g. "Webb Communications."
Documentation	Complete forms and reports required of the assigned position and send through supervisor to Documentation Unit.
Demobilization	Respond to demobilization orders and brief subordinates regarding demobilization.

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DEA Personnel Roster

Note: This checklist must be completed prior to field deployment, and for each Operational Period. One roster for each DEA.

Incident Name:				Operational Period:			
				DATE:	TIME: From	to	
DEA Type (II, III, IV):				Team Assignment:			
TEAM LEADER INFORMATION							
Last Name	First Name	Contact Info Cell Phone/Email	Home UPA	From	To	Total Hours	Signature
TEAM MEMBER INFORMATION							
Last Name	First Name	Contact Info Cell Phone/Email	Home UPA	From	To	Total Hours	Signature

TEAM MEMBER INFORMATION							
Last Name	First Name	Contact Info Cell Phone/Email	Home UPA	From	To	Total Hours	Signature
VERIFIED BY	Last Name	First Name	Title	Contact Info Cell Phone/Email		Signature	

DEA Team Asset/Equipment Log

Note: This checklist must be completed prior to field deployment and after return. DEA Leader is required to fill out for each Team Member.

INCIDENT NAME:			CHECK OUT DATE:		
TEAM MEMBER:			CHECK IN DATE:		
EQUIPMENT ISSUED	INVENTORY/SERIAL #	QUANTITY/DESCRIPTION/CONDITION New/Working/Damaged/Lost/Stolen	EQUIPMENT RETURNED	INVENTORY/SERIAL #	QUANTITY/DESCRIPTION/CONDITION New/Working/Damaged/Lost/Stolen
SCBA			SCBA		
Air Purifying Respirator			Air Purifying Respirator		
APR Filters			APR Filters		
Hard Hat			Hard Hat		
Level B Suit			Level B Suit		
Level C Suit			Level C Suit		
Work Gloves			Work Gloves		
Chemical Gloves			Chemical Gloves		
Disposable Gloves			Disposable Gloves		
Work Boots			Work Boots		
EQUIPMENT ISSUED	INVENTORY/SERIAL #	QUANTITY/DESCRIPTION/CONDITION New/Working/Damaged/Lost/Stolen	EQUIPMENT RETURNED	INVENTORY/SERIAL #	QUANTITY/DESCRIPTION/CONDITION New/Working/Damaged/Lost/Stolen

Chemical Boots			Chemical Boots		
Other PPE			Other PPE		
Other PPE			Other PPE		
Go-Kit			Go-Kit		
O2 Meter			O2 Meter		
CGI Meter			CGI Meter		
CO Meter			CO Meter		
Radiation Meter			Radiation Meter		
Hand Held Radio			Hand Held Radio		
Cell Phone			Cell Phone		
Satellite Phone			Satellite Phone		
Vehicle			Vehicle		
Vehicle Keys			Vehicle Keys		

TEAM MEMBER SIGNATURE			
Date	Last Name	First Name	Signature
CHECKOUT DATE:			
RETURN DATE:			
TEAM LEADER SIGNATURE			
The signature below verifies that the equipment checked out and returned has been verified and the conditions are as stated.			
Date	Last Name	First Name	Signature
CHECKOUT DATE:			
RETURN DATE:			

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DEAR Exit Survey

The information collected in this survey will be used during the after-action review process to identify opportunities to strengthen the overall DEA Plan. Please complete this form and leave a copy with your supervisor prior to departure.

Assignment Information:				
Incident Name:				
Assignment Location (EOC, Command Post, Field, etc.):				
Position/Task:				
Shift (Day / Night):				
Assignment Dates:				
Number of Shifts (In days, do not include travel):				
A. Mobilization Process:				
Alert Notification	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Poor	<input type="checkbox"/> N/A
Recruitment	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Poor	<input type="checkbox"/> N/A
Assignment Briefing	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Poor	<input type="checkbox"/> N/A
Comments (Attach an additional page if necessary):				
B. Assignment Support:				
Travel Arrangements	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Poor	<input type="checkbox"/> N/A
EOC In-processing	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Poor	<input type="checkbox"/> N/A
Deployment Support Kit	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Poor	<input type="checkbox"/> N/A
SOPs/Forms	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Poor	<input type="checkbox"/> N/A

Comments (Attach an additional page if necessary):

C. Demobilization Process:

EOC Out-processing	<input type="checkbox"/> _Excellent	<input type="checkbox"/> _Good	<input type="checkbox"/> _Poor	<input type="checkbox"/> _N/A
Personal Expense Reimbursement	<input type="checkbox"/> _Excellent	<input type="checkbox"/> _Good	<input type="checkbox"/> _Poor	<input type="checkbox"/> _N/A
Post-Assignment Debriefing	<input type="checkbox"/> _Excellent	<input type="checkbox"/> _Good	<input type="checkbox"/> _Poor	<input type="checkbox"/> _N/A
Overall Experience	<input type="checkbox"/> _Excellent	<input type="checkbox"/> _Good	<input type="checkbox"/> _Poor	<input type="checkbox"/> _N/A

Comments (Attach an additional page if necessary):

D. General Comments/Suggestions:

DEAR Member Demobilization Checkout Form

INCIDENT NAME/NUMBER:	RELEASE NOTIFICATION DATE/TIME:	ARRIVAL DATE/TIME :
NAME OF RELEASED:	POSITION OF RELEASED:	
TRANSPORTATION TYPE:		
ACTUAL RELEASE DATE/TIME:	MISSION TASKING #:	
RELEASE DESTINATION:	NOTIFICATIONS: AGENCY__REGION__AREA DISPATCH__ NAME:	
EMERGENCY CONTACT #:	DATE : TIME:	
EMERGENCY ASSISTANCE COORDINATOR NAME:		
UNIT/PERSONNEL		
YOU HAVE BEEN RELEASED SUBJECT TO SIGN OFF FROM THE FOLLOWING: (DEMOB UNIT LEADER TO CHECK APPROPRIATE BOX)		
LOGISTICS SECTION	COMMENT AND SIGN OFF	
<input type="checkbox"/> EMERGENCY ASSISTANCE COORDINATOR		
<input type="checkbox"/> SUPPLY UNIT		
<input type="checkbox"/> COMMUNICATIONS UNIT		
<input type="checkbox"/> FACILITIES UNIT		
<input type="checkbox"/> GROUND SUPPORT UNIT		
PLANS/INTEL SECTION	COMMENT AND SIGN OFF	
<input type="checkbox"/> DOCUMENTATION UNIT		
FINANCE/ADMIN SECTION	COMMENT AND SIGN OFF	
<input type="checkbox"/> TIME UNIT		
OTHER	COMMENT AND SIGN OFF	
<input type="checkbox"/>		
REMARKS:		
PREPARED BY:		

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DEAR Member Performance Rating

INSTRUCTIONS: The Team Leader will prepare this form for a Team Member after a deployment. Rating will be reviewed with the individual who will sign and date the form. The individual reviewed will retain a copy of the form to use as documentation for credentialing.

TEAM MEMBER NAME:		DATE:		
INCIDENT NAME:		DEA ASSIGNMENT (TYPE II,III,IVTEAM):		
PERFORMANCE RATING				
Enter an "X" in the column that best describes individual's performance.	Deficient	Needs Improvement	Satisfactory	Superior
Knowledge of the job				
Ability to perform				
Attitude				
Decisions Under Stress				
Initiative				
Consideration of others				
Use of equipment and supplies				
Physical ability for the job				
Safety habits				
Other (specify)				
REMARKS:				
This rating has been discussed with me. Signature of individual rated.				Date
Rated by (Team Leader):				
Last Name	First Name	Signature	Date	

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DEAR Hazardous Materials Handlers Placard

HAZARDOUS MATERIALS HANDLERS EMERGENCY DETERMINATION

FACILITY NAME:

FACILITY ADDRESS:

FACILITY ID #:

DATE:

DETERMINATION:

**THIS FACILITY HAS BEEN VISITED AND THE HAZARDS
ASSESSED. BASED ON THE ASSESSMENT FINDINGS,
THIS FACILITY:**

**CAN
RESUME/CONTINUE
OPERATIONS**

**REQUIRES CLEAN
UP/REPAIR AND
REINSPECTION
PRIOR TO
RESUMING
OPERATIONS**

IF THIS BOX IS CHECKED, PLEASE CONTACT THE SPECIALIST BELOW:

SPECIALIST NAME:

CONTACT
INFORMATION:

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DEAR Weekly Time and Mileage Log

NAME	POSITION	EMPLOYER						DATE
							FROM	TO
ASSIGNMENT/TASK	MON	TUE	WED	THU	FRI	SAT	SUN	COMMENTS
TOTAL HOURS:								
TOTAL MILEAGE:								

PREPARED BY _____ TITLE _____ DATE _____

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ICS Forms

ICS 209-1 Situational Status

Incident Name:				Date Prepared:		Time Prepared:		
Operational Period Date:			From:		To:		Operational Period Time:	
			From:		To:			
Temperature:	Wind Speed:	Wind Chill:	Visibility:	Water Flow:	Sunrise:	Sunset:		
DEA #:	Type:							
Time:								
Progress Summary:								
Personnel Deployed:								
Equipment Deployed:								
Safety Concerns:								
Discrepancies:								
Additional Concerns:								
Group Leader:								
Channel No.:								

DEA #:	Type:
Time:	

Progress Summary:

Personnel Deployed:

Equipment Deployed:

Safety Concerns:

Discrepancies:

Additional Concerns:

Group Leader:

Channel No.:

DEA #:	Type:
--------	-------

Time:

Progress Summary:

Personnel Deployed:

Equipment Deployed:

Safety Concerns:	
Discrepancies:	
Additional Concerns:	
Group Leader:	
Channel No.:	
Prepared By:	ICS Position:
Approved By:	ICS Position:

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Incident Objectives	1. Incident Name <i>(Incident Name Here)</i>	2. Date Prepared <i>(insert Date)</i>	3. Time Prepared <i>(Insert Time)</i>
4. Operational Period (Date and Time) <i>(insert Date)</i> <i>(Insert Time)</i>			
5. General Control Objectives for the Incident (include Alternatives)			
6. Weather Forecast for Operational Period			
7. General Safety Message			

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DEA ASSIGNMENT LIST		1. Branch		2. Division/Group			
3. Incident Name <i>(Incident Name Here)</i>		4. Operational Period Date: <i>(insert Date)</i> Time: <i>(Insert Time)</i>					
5. Operations Personnel							
Operations Chief				Division/Group Supervisor			
Branch Director				DEA Coordinator			
6. Resources Assigned this Period							
DEA Type	DEA Leader	DEA Members	Trans. Needed	Drop Off PT./Time	Pick Up PT./Time		
7. Control Operations							
8. Special Instructions							
9. Division/Group Communication Summary							
Function	System	Grp/Channel	Frequency	Function	System	Grp/Channel	Frequency
Command				Support			
Prepared by (RESL)		Approved by (PSC)			Date <i>(insert Date)</i>		Time <i>(Insert Time)</i>

[DEA Form#018]

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Appendix G. Sample DEA Job Action Sheets

DEAR #019	Job Action Sheet Disaster Assessment Recovery Team (DEA) Leader
DEAR #020	Job Action Sheet Disaster Assessment Recovery Team (DEA) Coordinator

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Job Action Sheet Disaster Assessment Recovery Team (DEA) Leader

Position Reports to: _____

Date: _____ Time: Start: _____ End: _____

Name: _____

RESPONSIBILITIES: DEAs assess hazardous materials handlers to ensure that chemicals do not pose a health and safety risk. The DEA Leader's primary responsibility is the safety of the team.

Note: The checklist below should be considered as a minimum requirement for this position. Some activities are one-time actions while others are ongoing or repetitive for the duration of an incident.

ACTION	INITIAL
Check in/Receive appointment	
Put on identification and review this Job Action Sheet.	
Obtain briefing from Supervisor.	
Participate in Action Plan preparation, briefings, and meetings as needed; assist in identifying strategies; determine tactics, work assignments, and resource requirements.	
Assist with assembling and scheduling DEAs to assess hazardous materials facilities. For extended operations consideration should be given to relief personnel. Shifts should not exceed 12 hour periods.	
Ensure the DEA is properly typed and equipped according to assignment.	
Ensure that your assigned DEA members: depart and return at the same time, know their assignments, work in teams of at least 2, locations are known, can be reached, are briefed daily, and are carrying enough food and water for themselves.	
Develop hazardous materials assessment priorities based on conditions and resources.	
Supervise assessment operations in the field. Work with Operations Section Chief and Safety Officer to ensure compliance with safety policies and procedures. Resolve problems.	
Identify resources required for field ops and advise Operations Section Chief.	

Establish reporting frequency and methodology for DEA and reporting assessment findings. Collect field data and submit on an established basis.	
Report assessment data to supervisor in the ICS structure under the Ops Section Chief. Report information in a clear and concise manner, report most urgent information first.	
Ensure Unit log is maintained. Document all key activities, actions, and decisions in a Unit Log on a continual basis.	
Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques.	
Observe DEA members for signs of stress and inappropriate behavior. Report concerns to the Operations Section Chief. Provide for DEA members rest periods and relief.	
Upon shift change, brief your replacement on the status of all ongoing operations, issues, and other relevant incident information.	
Demobilize team when required by DEA Coordinator or supervisor.	
Upon deactivation of your position, ensure all documentation and Units Logs are submitted to the Ops Section Chief, brief the Ops Section Chief on current problems, outstanding issues, and follow-up requirements. Complete assessment of team members' performance.	
Participate in stress management, after-action, and other briefings as needed.	
Compile Group documentation and assist the preparation of a DEA After Action Report (AAR) for that includes a summary of operations and accomplishments with recommendations to improve future operations.	

Job Action Sheet

Disaster Assessment Recovery Team (DEA) Coordinator

Position Reports to: _____

Date: _____ Time: Start: _____ End: _____

Name: _____

RESPONSIBILITIES: DEAs assess hazardous materials handlers to ensure that chemicals do not pose a health and safety risk. The DEA Coordinator’s primary responsibility is providing support for the team.

Note: The checklist below should be considered as a minimum requirement for this position. Some activities are one-time actions while others are ongoing or repetitive for the duration of an incident.

ACTION	INITIAL
Check in/Receive appointment	
Put on identification and review this Job Action Sheet.	
Obtain briefing from Supervisor.	
Participate in Action Plan preparation, briefings, and meetings as needed; assist in identifying strategies; determine tactics, work assignments, and resource requirements.	
Determine how many DEAs are needed and any specific qualifications required. DEAs should be typed and assigned task according to capabilities (Type II, III, IV). Set up specialized DEAs to focus on certain sectors of hazardous materials handlers (i.e. retail, low hazard, high hazard facilities).	
Work with the Operations and logistics Section to complete a Resource Request for DEA.	
Work with Logistics to coordinate food and lodging support for incoming DEAs	
Identify resources required for field ops and advise Operations Section Chief.	
Perform intake and make team assignments for the incoming DEA members making sure that teams all have enough work to do to carry them through the day.	
Organize briefing session for incoming DEAs with a situation briefing, any refresher training, assignment duration, expectations, and field assignments.	
ACTION	INITIAL
Develop hazardous materials assessment priorities based on conditions and resources.	

Ensure that DEAs have the necessary equipment and supplies to perform assigned functions (timesheets, assessment forms, daily logs, travel claim forms, etc.)	
Establish personnel schedule and rosters. For extended operations consideration should be given to relief personnel. Shifts should not exceed 12-hour periods.	
Establish reporting frequency and methodology for DEA Leaders and reporting assessment findings.	
Collect and compile field data and disseminate to Planning and Operations Sections.	
Assist DEA Leaders with safety policies and procedures. Help to resolve problems. It may be necessary at times to assign law enforcement officers to accompany the teams.	
Manage requests for follow-up assessments and referral of releases to hazardous materials response teams, when needed.	
Ensure Unit log is maintained. Document all key activities, actions, and decisions in a Unit Log on a continual basis.	
Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques.	
Observe DEA members for signs of stress and inappropriate behavior. Report concerns to the Operations Section Chief. Provide for DEA members rest periods and relief.	
Periodically evaluate the justification and need for DEA resources, and notify the supervisor when demobilization becomes necessary.	
Upon shift change, brief your replacement on the status of all ongoing operations, issues, and other relevant incident information.	
Upon deactivation of your position, ensure all documentation and Units Logs are submitted to the Ops Section Chief, brief the Ops Section Chief on current problems, outstanding issues, and follow-up requirements.	
Participate in stress management, after-action, and other briefings as needed.	
Compile Group documentation and assist the preparation of a DEA After Action Report (AAR) for that includes a summary of operations and accomplishments with recommendations to improve future operations.	

[DEAR Form#020]

Appendix H. Sample DEA Standard Operating Procedures (SOPs)

SOP #001	Requesting a DEA Resource
SOP #002	Responding to a DEA Resource Request
SOP #003	Mobilizing DEAs for Assessments
SOP #004	Demobilizing DEAs
SOP #005	Conducting Post-Disaster Facility Assessments
SOP #006	Field Safety
SOP #007	Cost Recovery Guidance

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Standard Operating Procedure – Requesting a DEA Resource

UPA:	SUBJECT:	POLICY#:001	PAGE 1 OF 2
DATE:	REVISED DATE:	NEXT REVIEW DATE:	
SUBMITTED BY:	REVIEWED BY:	APPROVED BY:	

Purpose: To provide guidance on requesting Disaster Assessment Recovery Team (DEA) assistance for disaster recovery operations

Policy: Requests can be sent to UPAs outside of the affected OA to provide assistance with Hazardous material handler assessments in the form of DEA deployment. DEAs are intended for activation only in a major emergency or disaster situation and operate only in the disaster- affected areas.

Scope: UPA activities involve mobilizing DEAs for hazardous materials handler assessments.

Procedure:

1. Existing UPA resources within the affected OA must be determined to be reasonably committed or inadequate before a DEA resource is requested. When DEA assistance is needed or anticipated, UPA personnel should coordinate with the OA Emergency Operations Center (EOC) or emergency management agency on preparing a mission/resource request. The OA first checks to see if these resources are available through emergency assistance within the cities or the special districts of the county. If assessment resources can be found within the OA then the request process is complete.
2. If the OA finds that no DEA assistance are available within its borders it forwards the request to the Cal OES Regional Emergency Operations Center (REOC) or Regional Duty Officer. The REOC works with the OAs within its emergency assistance regions and borders to secure DEA resources. If none are available, the region passes the request to State Operations Center (SOC). The EF 10 Coordinator at the SOC (or REOC) may assist with processing the request.
3. UPAs located within the same emergency assistance region/administrative region should be contacted before those that are farther away, unless specific capabilities are needed. The EF 10 Coordinator may assist by contacting UPAs within the region, or statewide, if necessary. The UPAs are responsible for team members call-down, and then reports back, through the REOC through the OA to the requestor on what assistance can be provided.
4. The REOC or Regional Duty Officer may enter the mission/resource request into the Cal OES information management system called “Cal EOC.” Requests must be specific to the number and type of DEA(s) (Type II, III, IV) needed, when the teams are required to report, and the expected length of deployment. When possible, the requesting jurisdiction should provide advance notice to participating UPAs of the pending resource request.

5. To avoid self-deployment by responders, some form of authorization is a key component of deployment. The requesting UPA/OA should prepare a deployment authorization/mission assignment letter and send it to the providing (assisting) UPA(s). This letter will be carried by each DEA member and serve as their authorization to perform essential emergency duties in the disaster zone.
6. Once the mission/resource request is entered into Cal EOC, Cal OES will issue a mission number. Issuance of mission number does not guarantee cost reimbursement; however, it will assist with cost recovery. Records, data, and timesheets other pertinent information of emergency assistance resources committed must be maintained. The requesting UPA is responsible for coordinating support for DEAs including lodging and meals, whenever possible.
7. The providing UPA(s) is responsible for deploying properly credentialed and equipped team members as per the mission/resource request and for providing their transportation to the staging area. Providing UPAs may send an entire DEA (6 team members and a Team Leader) or individual members that may be combined with other DEA resources and assembled into teams upon arrival. The providing UPAs must communicate to the requesting UPA/OA how they are filling the resource request prior to deployment and receive their concurrence.

Responding to a DEA Resource Request

UPA:	SUBJECT:	POLICY#:002	PAGE 1 OF 2
DATE:	REVISED DATE:	NEXT REVIEW DATE:	
SUBMITTED BY:	REVIEWED BY:	APPROVED BY:	

Purpose: To provide guidance on responding to a Disaster Assessment Recovery Team (DEA) assistance request.

Policy: Resource requests are sent to UPAs outside of the disaster-affected OA asking for assistance with hazardous materials handler assessments in the form of DEA deployment. DEAs are intended for activation only in a major emergency or disaster situation and operate only in the disaster-affected areas.

Scope: UPA activities involve mobilizing DEAs for hazardous materials handler assessments.

Procedure:

1. Resource requests for DEA assistance are generated by the affected OA (county) once existing UPA resources within the OA are determined to be reasonably committed or inadequate for the assessment task. If the OA determines that no additional resources available within its borders it forwards the mission/resource request to the Cal OES Regional Emergency Operations Center (REOC) or Regional Duty Officer.
2. The REOC works with the OAs within its emergency assistance regions and borders to secure DEA resources. If none are available, the Region passes the request to State Operations Center (SOC). The EF 10 Coordinator at the SOC (or REOC) may assist with processing the request.
3. UPAs located within the same emergency assistance region/administrative region should be contacted before those that are farther away, unless specific capabilities are needed. The EF 10 Coordinator may assist by contacting UPAs within the region, or statewide, if necessary. The providing UPAs are responsible for team members call-down, and then reports back, through the REOC through the OA to the requestor on what assistance can be provided.
4. The REOC or Regional Duty Officer may enter the mission/resource request into the Cal OES information management system called "Cal EOC." Requests must be specific to the number and type of DEA(s) (Type II, III, IV) needed, when the teams are required to report and the expected length of deployment.
5. The EF 10 Coordinator may contact nearby UPAs to ascertain the availability of UPA personnel for deployment into DEAs. California's emergency assistance system provides that no party shall be required to unreasonably deplete its own resources in furnishing emergency assistance; the provision of emergency assistance is therefore voluntary.
6. Once the mission/resource request is entered into Cal EOC, Cal OES issues a mission number. Issuance of mission number does not guarantee cost reimbursement; however, it will assist with cost recovery.

7. Records, data, and timesheets other pertinent information of emergency assistance resources committed must be maintained. The receiving/requesting the requesting UPA is responsible for coordinating the activities of the incoming DEAs and for providing logistical support including lodging and meals, whenever possible.
8. The providing UPA(s) is responsible for deploying properly credentialed and equipped team members as per the mission/resource request and for providing their transportation to the staging area. Assisting UPAs may send an entire DEA (6 team members and a Team Leader) or individual members that may be combined with other DEAs and assembled into teams upon arrival. Providing UPAs must communicate to the receiving UPA/OA how they are filling the resource request prior to deployment and receive their concurrence.

Standard Operating Procedure Mobilizing DEAs for Assessments

UPA:	SUBJECT:	POLICY#:003	PAGE 1 OF 2
DATE:	REVISED DATE:	NEXT REVIEW DATE:	
SUBMITTED BY:	REVIEWED BY:	APPROVED BY:	

Purpose: This guidance is for mobilizing DEA resources for the purposes of conducting Hazardous material handler assessments following a disaster in an affected jurisdiction.

Policy: The providing UPA(s) is responsible for deploying properly credentialed and equipped team members that match the resource request and for providing their transportation to the staging area. The requesting UPA is responsible for coordinating the activities of the incoming DEAs and for providing logistical support including lodging and meals.

Scope: UPA activities involve mobilizing DEAs for hazardous materials handler assessments.

Assessments Equipment: None

Procedure:

1. Once an offer of emergency assistance is accepted, the requesting UPA/OA should send a deployment authorization/mission assignment letter to the providing UPA(s) indicating the aid to be provided and the tasks to be performed.
2. This letter should be duplicated and carried by each DEA member and serve as their authorization to perform essential emergency duties in the disaster zone. Providing UPAs may send an entire DEA (6 team members and a Team Leader) or individual members that may be assembled into teams upon arrival. Providing UPAs must communicate to the requesting UPA/OA how they are filling the DEA resource request prior to deployment.
3. The providing UPA/OA informs all qualified DEA members of incident details and determines which are available for deployment. The providing UPA(s) is responsible for deploying properly credentialed and equipped team members that match the resource request and for providing their transportation to the staging area. Vehicle drivers and navigators will be appointed from DEA members and briefed on the travel route and driving safety issues. Contingency routes may be required. Maps of the area showing the travel routes will be provided, if needed.
4. A contact roster should be distributed among deploying team members with cell phone, radio number, pager, other contact information. DEA Leaders will be provided the contact information of the requesting UPA/OA point of contact. Team Leaders will brief Team Members on safety, disaster etiquette, and deployment details prior to departure and issue any required equipment.
5. DEAs may report and check in to a staging area, the ICP, or alternate location to receive

assignments. The incident management system established for the incident will dictate how and where the teams will be organized as resources within the ICS structure. For example, DEAs may operate within the Operations Section Hazardous Materials Branch or Group depending upon how the organizational structure is established.

6. Upon arrival, team members attend a situation briefing to receive instructions regarding jurisdictional policies, a brief review of assignments, assessments forms, etc. and attend refresher or just-in-time training, as needed. The briefing will include information on the situation status, incident action plan, current priorities, daily meeting, work, and reporting schedules, safety and security information, etc.
7. Team Members will conduct assessment assignments in the field in pairs, and three pairs will be supervised by one Team Leader. DEAs carry out the hazardous materials assessment tasks outlined in the Incident Action Plan. A DEA Coordinator may be appointed by the requesting OA to provide support and assist in the integration of DEAs into recovery operations.

Demobilizing DEAs

UPA:	SUBJECT:	POLICY#:004	PAGE 1 OF 1
DATE:	REVISED DATE:	NEXT REVIEW DATE:	
SUBMITTED BY:	REVIEWED BY:	APPROVED BY:	

Purpose: This guidance is for demobilizing DEA resources.

Policy: Disaster recovery operations must be coordinated through the use of SEMS, typically by the OA Emergency Operations Center (EOC) to ensure efficient use of resources, to avoid duplication of effort, and maintain fiscal accountability.

Scope: Activities involve demobilizing DEAs.

Equipment: None

Procedure:

1. As the assessment work winds down, DEAs may be re-assembled to optimize the available expertise and the remaining work. Once the DEAs have finished their assignments, the DEA Leader makes arrangements with the DEA Coordinator or Incident Command to demobilize.

At that time, the DEA Leader(s) are responsible for:

- Completed work assignments.
 - Accounting for all the DEA members.
 - Submitting all completed assessment forms/reports.
 - Turning in any local equipment assigned to the DEAs.
 - If any equipment was lost or damaged, prepare an incident report.
 - Submitting any travel expense receipts to facilitate reimbursement.
 - Debriefing the DEA members.
 - Conducting team member performance evaluation.
 - Checking out with DEA Coordinator or point of contact.
 - Finalizing return travel plans.
 - Assisting with after action reports/improvement plans.
2. Once all the assessments are completed and the DEAs demobilized, then the work is complete and the DEA Leader can demobilize. Demobilization and personnel release will take place in accordance with the Incident Demobilization Plan. The Requesting UPA/OA demobilizes DEAs upon mission completion and informs REOC.

[SOP #004]

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Standard Operating Procedure Conducting Post-Disaster Facility Assessments

UPA:	SUBJECT:	POLICY#:005	PAGE 1 OF 3
DATE:	REVISED DATE:	NEXT REVIEW DATE:	
SUBMITTED BY:	REVIEWED BY:	APPROVED BY:	

Purpose: This guidance is for conducting post-disaster hazardous material handler assessments that will protect public health and safety, property, and the environment.

Policy: DEAs shall provide emergency assistance by conducting assessments of regulated hazardous materials handlers to determine if operations can continue/ resume in a manner consistent with safe practices. Assessments will identify any releases or potential releases of hazardous materials. Disaster recovery operations must be coordinated through the use of SEMS, typically by the OA Emergency Operations Center (EOC) to ensure efficient use of resources, to avoid duplication of effort, and maintain fiscal accountability.

Scope: UPA activities to assess hazardous materials handlers for risk and hazards.

Equipment: Prior to field activities, the DEA Leader (s) ensures that the following equipment is available:

- Personal Protective Equipment, as needed by team type
- Communications equipment
- Picture ID and “essential emergency duties” credentials
- Assessment forms for recording findings
- Warning placards/signs
- Pens, permanent markers, tape, stapler
- Clipboard
- Digital camera to document findings
- Flashlight with batteries
- Handouts

Procedure:

1. There are two primary types of post-disaster assessments performed: Rapid (or initial) using a checklist and Detailed (follow-up) using the host UPA’s routine inspection form. DEAs may also conduct windshield surveys designed to estimate the extent and nature of facility damage in an area and clearance assessments that allow an undamaged or repaired facility to resume

operations. Disaster assessments differ from routine inspections that determine extent of compliance with applicable codes.

2. The Rapid Assessment focuses on immediate health and safety issues. The Detailed and Clearance assessments focus on assisting operators in their recovery efforts.
3. Consideration must be given to prioritizing assessments after a disaster. The facilities that pose the greatest risk to human health and safety should be addressed first. Another priority should be those facilities that are essential for community recovery: critical infrastructure, retail grocery stores, gasoline stations, hardware stores, etc. In general, facilities should be provided priority based on:
 - Chemical properties of stored materials
 - Value to recovery efforts
 - Volume of stored material
 - Potential public health risk
 - Potential environmental impacts
4. Using hazardous materials inventory information from the California Environmental Reporting System (CERS), DEAs prioritize facilities and conduct assessments of hazardous material facilities within an assignment area. DEAs refer any identified releases/potential releases to Hazardous Material Emergency Response Teams. DEAs will close active facilities that present an imminent danger to public health or safety or the environment until emergency responders can take action.
5. DEAs may be provided handouts intended for facility operators that include lists of hazardous waste transporters, hazardous materials response and cleanup contractors, underground storage tank contractors, and other service providers. Note: The host UPA may also provide businesses with guidance on the issuance of operating permit modifications and/or waivers that will allow facilities to temporarily operate outside the terms of their operating permit, if needed and can be done safely i.e. hazardous waste storage time extension. The host UPA may provide DEAs with a placard to post building after the assessment.
6. Cal OES Safety Assessment Program (SAP) Evaluators may require DEA assistance when conducting building inspections. For example, SAP Evaluators may discover a building with a chemical hazard and post it as "Unsafe" as per their policy. After an assessment by a DEA and any subsequent mitigation, SAP may need to return to the site to revise the placard. (DEAs should never enter a building posted by the SAP as "Unsafe.") SAP Evaluators may request DEA assistance in assessing the safety of a variety of facilities and critical infrastructure including water and wastewater treatment plants, above ground and below ground storage tanks, pipelines, rail yards, etc.
7. Assessments are generally performed by teams of two or more DEA members, depending on the type and difficulty of the assessment. There should be a procedure in place for the rapid notification of the local hazardous materials response team.
8. DEA members should have a scheduled time to check in with the DEA Leaders, for example every 90 minutes to 2 hours. This is to confirm that the teams are not in any trouble in the field, and to

discuss any problems that they may be having. These routine call-ins are also an opportunity to update the DEA Leader on progress and hazards identified. The DEA Leader then provides an update to requesting jurisdiction at a pre-determined interval. The DEAs may be required to return to the ICP/EOC at the end of each day to be debriefed.

9. If paper-based assessment forms are being used, they need to be submitted at regular intervals. DEA Leader and/or DEA Coordinator may need to review them with the individual evaluators to make sure that all the pertinent information is on the forms. If data is to be submitted electronically via tablets or smart phones, the data will be either sent to the EOC or DOC throughout the day, or will be downloaded when the DEAs return from the field.
10. Day review needs to be done each day, while the team members are able to remember what was done in the field that day. The focus should be on an efficient review of the assessment information for accuracy so the DEAs can be dismissed promptly. In addition, there may be other things, such as safety issues and procedural changes that should be discussed at that time.
11. Because communications often are the weak link between field operations and incident command, DEA Leaders should coordinate with the incident's Communications Unit Leader to ensure that information exchanges are conducted in accordance with the Communications Plan.

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Standard Operating Procedure Field Safety

UPA:	SUBJECT:	POLICY#:006	PAGE 1 OF 2
DATE:	REVISED DATE:	NEXT REVIEW DATE:	
SUBMITTED BY:	REVIEWED BY:	APPROVED BY:	

Purpose: This guidance is intended to provide basic health and safety information related to conducting post-disaster hazardous materials handler assessments.

Policy: Health and Safety plans must be coordinated through the Incident Safety Officer. The foremost consideration is to ensure that field activities are conducted in a safe manner. Personnel conducting field activities must follow the provisions of their employer's Injury and Illness Prevention Program in addition to guidance provided by the Incident Safety Officer and incident-specific safety plans.

Scope: Field activities involve assessing risks and safety hazards associated with hazardous materials facilities including physical, chemical, biological, radiological and personal health concerns. Activities include conducting field activities as well as preparing for field activities and travelling to and from field assignment locations.

Procedure:

1. Safe work practices place significant emphasis on utilizing sound judgment and incorporating the principles of hazard awareness: hazard recognition, hazard evaluation and hazard avoidance. Integral in this process is planning which entails anticipating potential hazards and taking the appropriate measures to avoid, eliminate or mitigate the hazard. Disaster field activities require constant situational awareness and adherence to the provisions of the employer's Injury and Illness Prevention Program and established administrative work practices and as directed by the Safety Officer(s) including any incident-specific safety plans.
2. In an emergency situation where changes occur rapidly and with often grave consequences, situational awareness is critical. Situational awareness can be divided into:
 - Perception of information about yourself, your equipment, your team and your surroundings
 - Comprehension of current situation through assimilating information;
 - Projection of future status by considering "what if" scenarios.
3. Before entering a facility, conduct a situational awareness review to ascertain whether an area is safe to enter. In addition to the hazards of direct exposure to chemicals, be aware of the dangers posed by the unstable physical environment, the stress of working in protective clothing, the emotional trauma of the situation, and the possibility of confrontation/violence.
4. Ensure that communication equipment and systems are functioning properly. Follow established communications plans and procedures. Typically, this includes the following notifications:
 - Notify Incident Commander or Team Leader of your status periodically.
 - Notify the facility operator upon arrival of your presence and purpose.

- Notify the facility operator upon completion.
 - Notify Incident Commander or Team Leader of findings.
 - Notify local hazardous materials response teams when health and safety hazards are discovered.
 - Notify headquarters to update itinerary and proceed to next activity.
5. Bring appropriate personal protective equipment and other supplies into the field. Use PPE as directed by Safety Officer/Team Leader. You may only use PPE that you are authorized to use and has been issued for your use (trained and fitted as required). Examine PPE for integrity prior to use. Note: Check for any specific health and safety requirements established for the incident. In general, field activities should only be conducted after hazards have been identified and a determination has been made that field activities can be conducted in a safe manner. The incident Safety Officer can provide an update on specific safety issues and hazards.
 6. Use common sense when dealing with people. Avoid escalating a situation into a confrontation by being as diplomatic as possible. If the person you are dealing with is in an emotional state, break off contact and come back another time. Do not push for compliance with regulations if it may endanger your personal safety. Treat people as you would want to be treated. Note: If there is any question of personal safety, walk away from situation. If an assignment places team members in a situation they feel jeopardizes their personal safety, they are to ask for assistance from law enforcement.
 7. Wear easy to see identification at all times. Implement a 2-person buddy system. Work as a crew and correct the unsafe acts of each other. Place experienced personnel with less experienced employees. Recognize and address common disaster hazards including:
 - Fatigue Stress
 - Poor hygiene
 - Hazardous driving conditions
 - Heavy equipment
 - Unstable buildings and surfaces
 - Smoke, dust and debris
 - Confined spaces
 - Noise
 - Chemical exposure
 - Radiation exposure
 - Blood borne pathogens
 - Biological agents
 - Vectors and animals
 - Confrontations and violence
 8. Report all unsafe conditions. Do not perform tasks until proper safety and health controls have been put into place.

[SOP #006]

Standard Operating Procedure Cost Recovery Guidance

UPA:	SUBJECT:	POLICY#:007	PAGE 1 OF 3
DATE:	REVISED DATE:	NEXT REVIEW DATE:	
SUBMITTED BY:	REVIEWED BY:	APPROVED BY:	

Purpose: This guidance is for recovery of costs related to mobilizing DEA resources for the provision of hazardous materials emergency assistance.

Policy: The providing UPA(s) is responsible for invoicing the requesting UPA. The requesting UPA is responsible for submitting for reimbursement claims for the emergency assistance costs incurred by the providing UPA.

Scope: Activities involving seeking reimbursement of costs related to hazardous materials emergency assistance.

Equipment:

Non

e

Procedure:

1. There are three types of emergency assistance work eligible for FEMA assistance:

- Emergency work
- Permanent work
- Grant management work.

2. Eligible Costs May Include Direct and Indirect Costs Related to:

- Removal of health and safety hazards
- Search, rescue and evacuation operations
- Emergency medical care
- Debris removal
- Provision of shelters or emergency care
- Other eligible costs specified in agreements or deemed to be mission related

3. Emergency work is defined as work performed to reduce or eliminate immediate threats to life, public safety, and improved property. Reimbursable costs may include:

- Personnel costs including back-fill travel, lodging and meal costs
- Rental equipment costs
- Contracts and materials costs
- Equipment repair or replacement costs

4. To meet eligibility requirements for reimbursement, the emergency work must:

- Be required as the result of the emergency
- Have been requested by the impacted jurisdiction
- Have been properly dispatched
- Be the legal responsibility of the reimbursement applicant
- Have reasonable costs

5. Non-Eligible Costs Include:

- Costs related to self-deployment without a request for emergency assistance
- Costs for preparing to deploy or for “standing by”
- Replacement of items prior to deployment
- Costs for items not directly associated with deployment or mission assignments
- Capital equipment or non-consumable purchases
- Training, exercises, and on-the-job training
- Long-term recovery and mitigation consultation
- Those that are explicitly contingent upon a federal disaster declaration
- Costs for alcohol, tobacco, toiletries, or similar personal items

6. DEA costs may be eligible for reimbursement under State and federal disaster grant programs under Category B, Emergency Protective Measures. The requesting jurisdiction may be able to submit DEA costs for reimbursement. Reimbursement points to consider:

- The providing jurisdiction may not request or receive reimbursement through federal grant funds directly.
- The requesting jurisdiction receiving the aid may request grant assistance.
- The requesting jurisdiction is responsible to reimburse the providing jurisdiction.
- Both the requesting and providing jurisdictions are responsible for carefully tracking expenses related to the provision of emergency assistance.
- It is important to document the request for assistance in addition to documenting costs.
- Reimbursement is based on the supporting documentation.
- Documentation procedures are applicable to all claims.
- Documentation must be able to stand the test of audit.
- Reimbursement requests must utilize the forms prescribed by procedures.
- Improperly documented costs may result in part or the entire claim denied for reimbursement.
- Reimbursement claims for emergency assistance provided contingent on federal reimbursement may be rejected.

- Different criteria apply to different kinds of employees and the disaster work they perform.
- Personnel cost reimbursement is determined in accordance with the applicant's pre-disaster policies, which should be applied consistently in both disaster and non-disaster situations.
- The requesting jurisdiction's straight or regular time wages or salaries for permanently employed personnel performing or supervising emergency work are not generally eligible for reimbursement.
- The requesting jurisdiction's overtime costs may be eligible.
- If certain employees are exempt from overtime, overtime hours will not be paid.
- The requesting jurisdiction's contract or temporary labor may be eligible for reimbursement.
- The providing jurisdiction's labor is treated as contract labor with regular time and overtime may be eligible for reimbursement.
- The providing jurisdiction's costs for backfill are not eligible for reimbursement except that the overtime portion of replacement personnel may be eligible for reimbursement.
- Labor costs for the first operational period (normally considered to be one 12-hour shift) are not reimbursed.
- Subsequent labor costs incurred may be reimbursable provided the labor rates are reasonable and meet reimbursement eligibility requirements.
- Work-related injuries to emergency assistance personnel are handled by the providing jurisdiction under Workers Compensation.

7. Equipment reimbursement is based on FEMA equipment rates and policies. The applicant needs to document the customary rate for any specialty equipment. Equipment damage reimbursement is based on FEMA policy. Responsibility for the repair or replacement of durable equipment (vehicles, cell phones, laptop computers, etc.) damaged or destroyed in the provision of assistance should be detailed in the emergency assistance agreement between the requesting and providing jurisdictions.

8. Without a specific agreement in place, the requesting jurisdiction is typically not held responsible for repair or replacement costs unless deployment of the equipment was specifically requested and documented in the resource request. The requesting jurisdiction is not responsible for normal equipment wear and tear of equipment. The requesting jurisdictions should be expected to reimburse for supplies expended as part of providing emergency assistance if those supplies are included with a typed resource.

9. The requesting jurisdiction must provide an executive summary and certification of the emergency assistance services requested and received, and the associated costs for labor, equipment, materials, etc. Both requesting and providing jurisdictions must keep detailed records and keep those records for at least three (3) years. A copy of the pre- or post-event emergency assistance agreement (required) (see Appendix I for a sample agreement) must be submitted with the request for reimbursement.

10. Cal OES generally processes local agency requests for reimbursement within 120 days and urges local governments to reimburse providing jurisdiction claims as soon as possible. Nevertheless, there can be a lengthy wait for reimbursement. Typically, this period extends beyond one budget cycle.

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**Appendix I. Sample Pre/Post Event Emergency Assistance Agreement
(Emergency Managers)**

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MEMORANDUM OF AGREEMENT (MOA) BETWEEN__ (PROVIDING JURISDICTION) AND THE COUNTY OF _____ (REQUESTING JURISDICTION) PERTAINING TO EMERGENCY ASSISTANCE

NOTE: Use of such an agreement does not guarantee State or federal reimbursement.

WHEREAS, this event and associated conditions will collectively be referred to as (Name of incident); and

WHEREAS, on (DATE), this declared emergency event consists of (List type of incident, i.e. fire, flood, earthquake, etc.); and

WHEREAS, the following extreme conditions exist: (Briefly describe the incident, i.e. lives threatened, extent of property/infrastructure damaged and/or threatened. List the type of conditions contributing to the disaster such as strong winds and low humidity aiding fires that swept through the region); and

(If applicable) WHEREAS, on (DATE) a Presidential Declaration of Emergency (FEMA XXXX DR) was issued; and

WHEREAS, the Emergency Management Emergency Assistance Plan delineates the current State policy concerning Emergency Management Emergency Assistance; and

WHEREAS, the Emergency Management Emergency Assistance Plan describes the standard procedures used to acquire emergency management emergency assistance resources and the method to ensure coordination of emergency management emergency assistance planning and readiness; and

WHEREAS, the county emergency manager is the Operational Area Emergency Management Emergency Assistance Coordinator; and

WHEREAS, Emergency Management Emergency Assistance Plan provides, in pertinent part, "When an emergency develops or appears to be developing which cannot be resolved by emergency management resources within an Operational Area, it is the responsibility of the Operational Area Emergency assistance Coordinator to provide assistance and coordination to control the problem;" and

WHEREAS, the Emergency Management Emergency Assistance Plan provides, in pertinent part, "A request for emergency management emergency assistance requires the approval of an authorized official of the requesting jurisdiction;" and

WHEREAS, the (Authorized Official Title) of the County of _____ (Requesting Jurisdiction) requested the emergency assistance of _____ (Providing Agency/Jurisdiction), pursuant to the Emergency Management Emergency Assistance Plan to provide emergency management support in connection with the (Name of incident); and

WHEREAS, _____ (Providing Agency/Jurisdiction) provided emergency management emergency assistance consisting of emergency management personnel, equipment, and/or materials from (date through date) to assist with emergency management services in connection with the (Name of incident); and Emergency Management Emergency Assistance Plan

WHEREAS, _____ (*Providing Agency/Jurisdiction*) agrees to document all of its emergency assistance costs related to the (Name of incident) as attachments to this MOA and submit to the County of _____ (*Requesting Jurisdiction*) as soon as practicable;

NOW, THEREFORE, IT IS HEREBY AGREED by and between the County of _____ (*Requesting Jurisdiction*) and _____ (*Providing Agency/Jurisdiction*) that the County of _____ (*Requesting Jurisdiction*) shall reimburse all reasonable costs associated with _____ (*Providing Agency/Jurisdiction*) emergency management emergency assistance during the (Name of incident).

Providing Jurisdiction

Providing Agency (If different from Providing Jurisdiction)

By _____

By _____

(Signature)

(Signature)

Name:

Name:

Title:

Title:

County:

Agency:

Date:

Date:

Requesting Jurisdiction

By _____

(Signature) Name: Title: County: Date:

DEFINITIONS

Authorized Official: A person with expressed authority by a legal governing body to request resources, authorize purchases, and/or enter into contracts on behalf of a Requesting or Providing Jurisdiction during an emergency.

EMEA Resource: A person with a combination of training, experience and credentials that would serve in an ICS position, either in the field or an EOC, or as a technical specialist during an emergency response.

Operational Area (OA): An intermediate level of the state emergency services organization consisting of a county and all political subdivisions within the county area.

Providing Agency/Jurisdiction: The government entity providing EMEA resources. The different levels of providing jurisdictions include providing local jurisdiction, providing OA and providing region.

Requesting Jurisdiction: The government entity requesting EMEA resources. The different levels of requesting jurisdictions include requesting local jurisdiction, requesting OA and requesting region.