



TOWN OF PARADISE

5555 SKYWAY • PARADISE, CALIFORNIA 95969-4931
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www.townofparadise.com

Management Staff:

Charles L. Rough, Jr., Town Manager
Dwight L. Moore, Town Attorney
Joanna Gutierrez, Town Clerk
Lauren Gill, Assistant Town Manager
Craig Baker, Community Development Director
Chris Buzzard, Police Chief
Rob Cone, Interim Fire Chief
Gina Will, Finance Director/Town Treasurer

Town Council:

Steve "Woody" Culleton, Mayor
Tim Titus, Vice Mayor
Joe DiDuca, Council Member
Scott Lotter, Council Member
Alan White, Council Member

TOWN COUNCIL AGENDA

REGULAR MEETING – 6:00 PM – February 07, 2012

In accordance with the Americans with Disabilities Act, if you need a special accommodation to participate, please contact the Town Clerk's Dept., at 872-6291 at least 48 hours in advance of the meeting. Hearing assistance devices for the hearing impaired are available from the Town Clerk.

Members of the public may address the Town Council on any agenda item, including closed session. If you wish to address the Town Council on any matter on the Agenda, it is requested that you complete a "Request to Address Council" card and give it to the Town Clerk prior to the beginning of the Council Meeting.

All writings or documents which are related to any item on an open session agenda and which are distributed to a majority of the Town Council within 72 hours of a Regular Meeting will be available for public inspection at the Town Hall in the Town Clerk Department located at 5555 Skyway, Room 3, at the time the subject writing or document is distributed to a majority of the subject body. Regular business hours are Monday through Thursday from 8:00 a.m. to 5:00 p.m.

1. OPENING

- a. Call to Order
- b. Pledge of Allegiance to the Flag of the United States of America
- c. Invocation
- d. Roll Call
- e. Proclamations/Presentations:

(1) Teen Dating Violence Prevention and Awareness Month

(2) Recognitions by Police Chief and Interim Fire Chief:

Police Officer of the Year – Eric Reinbold
Public Safety Dispatcher of the Year – Meghan McGee
Volunteer in Police Services of the Year – Doug Runkle
Paradise Animal Shelter Helper(s) of the Year – Beth Michels and
Ellen Michels
Firefighter of the Year - Matt Palade
Volunteer Firefighter of the Year - Jim Lung

(3) Presentation of VIPS Annual 2011 Report

(4) Butte County Fire Safe Council Presentation of Award recognizing the Town's support of the Fire Safe Council and the Town's contribution to wildland fire safety.

2. ITEMS DEFERRED FROM PREVIOUS MEETINGS

None.

3. CONSENT CALENDAR

3a. Approve the Minutes of the January 10, 2012 Regular Meeting and the January 18, 2012 Special Meeting.

3b. Approve Cash Disbursements in the Amount of \$1,000,920.15.

3c. 1) Authorize the Town Manager to execute a contract with NoRTEC for the EECBG Grant Project; AND, 2) Accept bids from Castro Electric for Fluorescent Lighting Conversion in the amount of \$11,942.00, from Republic ITS, Inc. for Safety Lighting Conversion in the amount of \$44,005, and proposal from Sierra Refrigeration Heating and Cooling for HVAC Replacement in the amount of \$42,609.40; AND, 3) Authorize the Town Manager to execute contracts with all contractors.

4. PUBLIC HEARING PROCEDURE

- a. Staff report (15 minutes total maximum)
- b. Open hearing to the public
 - 1. Project proponents or in favor of (15 minutes total maximum)
 - 2. Project opponents or against (15 minutes total maximum)
 - 3. Rebuttals - when requested (15 minutes total maximum or 3 minutes maximum per speaker)
- c. Close hearing to the public
- d. Council discussion
- e. Motion
- f. Vote

5. PUBLIC HEARINGS

- 5a.** (1) Conduct a public hearing to announce Community Block Grant Funding for the 2012-2013 program year and to solicit input and public comments; and (2) Consider approving the formation of a public services sub-committee to consider input and requests for public services funding; and to determine whether or not to recommend changes to the levels of funding for the 2012-2013 program year.

The Plan establishes priorities and provides information on activities that are funded with the Town's CDBG allocation. Based on current estimates, approximately \$157,935 will be available for the program year. Projects may be funded in the areas of housing, economic development, community facilities and/or public services which primarily benefit low/moderate income persons, eliminate blight, or resolve an imminent threat to public health or safety. A second public hearing is scheduled for March 6, 2012 with final action scheduled for May 1, 2012.

6. PUBLIC COMMUNICATION

This is the time for members of the audience who have completed a "Request to Address Council" card and given it to the Clerk to present items not on the Agenda. Comments should be limited to a maximum of three minutes duration. The Town Council is prohibited by State Law from taking action on any item presented if it is not listed on the Agenda.

7. COUNCIL CONSIDERATION

- 7a.** Consider adopting the Town of Paradise Emergency Operations Plan (EOP) completed in November, 2011.
- 7b.** Concur to accept the application received after the deadline and consider applications and making appointments to the vacancies on the Tree Advisory Committee.
- 7c.** Consider directing staff to forward the Draft Paradise Master Bicycle and Pedestrian Plan to Butte County Association of Governments Staff for Transportation Agency Review.
- 7d.** Consider: (1) Authorizing the Town to contribute the 25% matching funds of the IECGP Grant (approximately \$24,875.00) for the purchase of the Police/Fire Radio Console, AND, (2) Authorizing the Police Chief to go out to bid for the purchase of a Police and Fire Voice Logger / Recorder system previously approved in the current year budget AND, (3) Authorizing the Town Manager to enter into a five year lease purchase for the above projects. **(ROLL CALL VOTE)**
- 7e.** Discuss the possible implementation of an electronic, automated agenda/meeting management solution for the Town of Paradise and consider: (1) Authorizing a budget allocation in the amount of \$1,995 for continued use of the solution provided by Agenda Pal through the end of

the fiscal year (\$399 mo); the solution is currently on trial for 90-days, scheduled to end February 7, 2012; and, if approved, (2) Directing the Town Attorney to review the master subscription agreement with Agenda Pal; and, (3) Upon approval of the agreement by the Town Attorney, authorizing the Mayor to execute the agreement with Agenda Pal; or, (4) Consider alternative direction to staff. **(ROLL CALL VOTE)**

8. COUNCIL COMMUNICATION (Council Initiatives)

8a. Council oral reports relating to their representation on Committees/Commissions.

9. STAFF/COMMISSION/COMMITTEE COMMUNICATION

9a. Town Manager Oral Report

10. CLOSED SESSION

10a. Pursuant to Government Code Section 54956.9(c), the Town Council will hold a closed session with the Town Attorney to consider initiating litigation, one potential case.

11. ADJOURNMENT

STATE OF CALIFORNIA) COUNTY OF BUTTE)	SS.
I declare under penalty of perjury that I am employed by the Town of Paradise in the Town Clerk's Department and that I posted this Agenda on the bulletin Board both inside and outside of Town Hall on the following date:	

TOWN/ASSISTANT TOWN CLERK SIGNATURE	

Town of Paradise, California
PROCLAMATION

WHEREAS, one in three adolescent girls in the United States is a victim of physical, emotional or verbal abuse from a dating partner, a figure that far exceeds victimization rates for other types of violence affecting youth; and

WHEREAS, youth who experience physical violence in a dating relationship are more likely to use drugs and alcohol, attempt suicide and carry patterns of abuse into future relationships; and

WHEREAS, females between the ages 16 and 24 are more vulnerable to intimate partner violence than any other age group, experiencing abuse at almost triple the national average; and

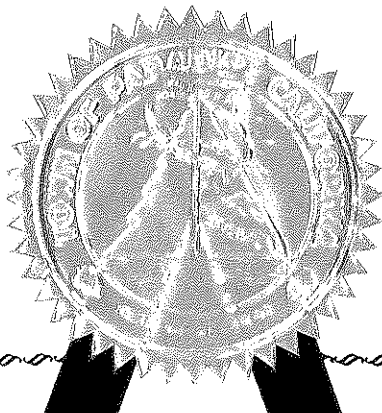
WHEREAS, only 33% of teens who are in an abusive relationship tell anyone; and

WHEREAS, 81% of parents either believe teen dating violence is not an issue or admit they do not know if it is; and

WHEREAS, by providing young people with education about healthy relationships and changing their attitudes away from supporting violence to embracing mutual respect, we recognize that dating violence can be prevented;

NOW, THEREFORE, I, Steve Woody" Culleton, do hereby proclaim February 2012 as National Teen Dating Violence Awareness and Prevention Month. I urge all lawmakers, educators and parents to respond to and work toward ending teen dating violence by supporting their communities' efforts to empower teens to develop healthier relationships. I encourage community leaders to assist victims in finding and accessing the resources they need, to develop a comprehensive response to dating violence and to engage in discussions with adult and youth community members to promote awareness and prevention of the quiet but heinous crime of teen dating violence in their communities.

IN WITNESS WHEREOF I have hereunto set my hand and caused the official seal of the Town of Paradise to be affixed hereto this 7th day of February, 2012.




Steve "Woody" Culleton, Mayor

ANNUAL REPORT – 2011

VIPS



**Volunteers in Police Services
Paradise Police Department**

ANNUAL REPORT SUMMARY



We volunteer to serve as part of the Paradise Police Department

2011 IN REVIEW

The Volunteers in Police Services (VIPS) averaged just over 275 hours per volunteer in 2011. There are currently 27 VIPS in the program.

Patrol and Communications are the major areas of VIPS service. But we also handle Special Events and Traffic and Disaster.

Patrol currently has 7 patrols out (morning, afternoon, evening) Monday through Friday to provide an extra presence throughout Paradise.

Communications (working the station's front counter) is operating 35 hours per week scheduled Monday through Friday.

VIPS handled over 24 Special Events in 2011

2011

Total Volunteer Hours for 2011

7400

Equivalent number of full time staff members

3.6

DOLLAR BENEFIT TO THE TOWN FOR 2011

The value of a volunteer is calculated at the rate of \$14 per hour, based on the latest data available on the average hourly wage for a town employee, as published in the Philanthropy Journal

\$103,600.00

Revenue generated by VIPS for Live Scan and rolled print cards:

\$13,130.00

The VIPS Program was initiated in August 1998

Chief of Police, Chris M. Buzzard

Patrol Lieutenant, Gabriela Tazzari

Coordinator, Community Service Officer Charles Rollo

This annual report compiled by the Unit Coordinators, Darlene Lowe
and Ed Rundle

COMMUNICATION UNIT ACTIVITIES

FRONT COUNTER TRAFFIC

The front counter is staffed by VIPS from 9:00am to 4:00pm, Monday through Friday. VIPS working in the Communication Unit have, over the years, become more skilled at assisting citizens with their counter requests. A typical request is for a copy of an Incident and/or Accident Report, asking an officer for advice regarding handling a problem with a neighbor or family member, reporting an incident or crime, registering as a sex or drug offender, signing off on a traffic violation ticket or retrieving an impounded vehicle.

The VIPS now handle many of the counter requests, while other more complicated requests continue to be taken to the Clerks or Dispatchers for assistance. This evolving expertise has directly benefited the Dispatchers and has allowed them to more fully concentrate on incoming emergency calls, and radio traffic.

Communications VIPS possess strong business, interpersonal, detail oriented skills and enjoy assisting residents and Department personnel with their needs.

DIGITAL SCANNING CASE FILES AND CASE LOGS

The department generates approximately 3400 case files each year. Volunteers scan the original file into an electronic database using Laser Fiche technology. On an on-going basis, individual case files are updated as supplemental documents are generated. This program directly benefits the Officers and staff, who are now able to access the case files from the electronic database rather than pulling the archived hard copy case file from a remote storage area.

Volunteers also prepare prior year case files for in-house scanning. Before 1999, when the VIPS Communications Unit was formed, prior year files were outsourced to a copying service in Sacramento at a cost to the Department of \$5000 per year.

VIPS, in addition to current year case file scanning, are also scanning the archived prior year case files. To date we have completed 18 prior years' files at a direct savings to the Department of \$90,000.

We will continue this process until all prior-year archived files from 1983 forward have been scanned (Case files prior to 1983 have been copied to microfilm.) We are currently scanning files from 1989. To date,

volunteers have currently scanned a total of approximately 46,600 case files and consequently donating approximately 5600 hours. Currently, VIPS are doing the initial purging of case files of years 1995-1999. This process allows unnecessary papers to be shredded and allow more storage space for current case files. In 2011 VIPS have donated approximately 300 hours to this endeavor. This figure reflects the fact that day to day scanning ended upon the activation of RIMS.

LIVE SCAN

Live Scan technology has almost completely superseded the old ink-print cards. Currently, four VIPS have been trained to process the ever-increasing requests for Live Scan services. Because of availability of VIPS personnel, Livescans are now scheduled Monday through Wednesday afternoons. 611 Live Scans were processed during 2011. This saved over 388 hours of Public Safety Dispatchers time. VIPS also processed 65 rolled card fingerprints. This has generated \$13,130.00 for the Town of Paradise.

TRAFFIC AND DISASTER UNIT

The Traffic and disaster unit is currently comprised of about 10 members of the VIPS organization whose primary function is to provide traffic control and other support to Police and Fire personnel in the event of a traffic accident, fire, downed trees and power lines and other assignments as required.

Units are dispatched by the dispatch center on the air or direct contact through a phone call. When traffic and disaster units are in place the officers on scene are freed to do their tasks in order to remediate the situation quickly and efficiently or to simply return to their patrol duties.

The Traffic and Disaster unit operates on an “on call” – 24/7 and are usually ready to respond on a moment’s notice. Safety of the units is a key factor in order for them to perform their duties efficiently and effectively.

Basic required equipment is supplied by the PPD. However most of the VIPS units have spent considerable amounts of their personal finances to purchase additional equipment such as mobile hand held radios, special vehicle lighting to outfit their personal vehicles and additional uniform equipment in order to project a sense of authority, standardization and professionalism when dealing with the public. In 2011, the VIPS donated 271.5 hours to traffic and disaster calls. Of those hours over 230 were donated by VIPS using their personal vehicles to respond and maintain order at the scene.

INVESTIGATIONS UNIT

Pawn Slips – A VIPS inputs data into RIMS and files pawn slips to determine jurisdiction and type of property pawned. VIPS notify other jurisdictions when their residents have pawned items within the TOWN of Paradise. Files are maintained according to CLETS category codes and purged after one year.

**PATROL UNIT ACTIVITIES
2011**

SELECTED PATROL UNIT STATISTICS

Vacation House Checks

2275

Speed Monitor Radar Trailer Days

40

Emergency Business Contact Updates

750

Dispense Handicap Parking Notices

82

Handheld Radar Gun Hours

42

Speed Violation letters Issued

46

Dispense Handicap Parking Notices

80

The Patrol Unit has a two-member team available each weekday morning, one afternoon team and one evening team. Regular patrol duties include Vacation House Checks, distributing Handicap Parking flyers, patrolling Shopping areas, Mobile Home Parks, alleyways and other areas of the community to present a presence and to be of help for the Officers. If, while on duty, there is a traffic collision, the VIPS will provide traffic control and whatever assistance requested by the Officers. VIPS provide a messenger service between the Police Department, Court and Town Hall. VIPS also distribute and collect Emergency Business Contact cards that provide needed information for Officers while responding to emergency business alarms. If there is a natural disaster, the VIPS provide 24/7 support in various duties as required.

The Handicap Violation flyers inform citizens of possible future fines and/or loss of handicap parking privileges if the violation is repeated. VIPS check for the disabled license plate/hanging placard. The front interior of the vehicle is checked thoroughly before the flyer is placed on the vehicle.

Currently the Radar trailer is out of commission and repair costs are being researched and evaluated. When available the Radar trailer is deployed for 4-8 hours on Wednesdays and Thursdays at pre-determined locations within the town limits. Locations are determined by citizen requests as well as determined by the Police Department. The Radar trailer was deployed a total of 250 hours in 2011.

The VIPS were trained and certified for use of the Handheld Radar Gun by the Police Department. VIPS, stationed at various locations as requested by Officers and/or Citizens to monitor traffic. A team, consisting of 2 VIPS record make, model, speed and license plate of passing vehicles. Any speeding violations are noted and relayed to Dispatch. For all speed violations above a PPD set threshold, a letter, with the approval of the Chief of Police is generated and sent to the registered owner of the vehicle by the VIPS. The goal is to reduce the number of vehicles violating the posted speed limits.

YOUTH SERVICES ACTIVITIES

DEPARTMENT TOURS

VIPS coordinate tours of the Police Department for children or other special groups (e.g., handicapped adults.) Requests for such tours frequently come from elementary, home or charter school teachers as well as family groups.

Children are given a fingerprint card with their own thumb print as well as police photo cards. They get an opportunity to see the Dispatchers answering 911 and non-emergency calls, officers completing reports, and the holding cell.

During a tour the children are usually able to get inside a police car and have an officer explain all the equipment on their duty belt. At the end of the visit, the children are given law enforcement sticker badges along with safety handouts.

2011 SPECIAL EVENTS

DUI Checkpoints (Paradise, Chico, Gridley, Oroville)
Paradise Chocolate Fest
Traffic Control & Patrol of Chico Air Show
Feather River Hospital Health Faire
Gold Nugget Days
Johnny Appleseed Day Patrols & Traffic Control
Paradise Police Department Tours
Feather River Hospital Drive through Flu Shot Clinic
Terry Ashe Park Halloween Night Patrols
CMA: Halloween Night Patrols
K-MART Shop with A COP
Santa's Motorcycle TOY RUN
Relay for Life
Paradise High Home Football Games
PHS Graduation
"Tour de Ed" Bike Run in Chico
Halloween in Chico
Wildflower Bike Run
Drive-thru Live Nativity
Truck Parade of Christmas Lights
Light Up a Life by Hospice
Mounted Officer's Training in Chico
Grid Search for Chico PD
LEVOC

SUPPORT

CELL PHONES FOR LIFE

Deactivated cell phones are provided to community members so they are able to call 911 in case of an emergency. In 2011, 160 phones were donated and VIPS distributed them to Town citizens as needed. We keep about 25 phones on hand. An average of 25-30 phones are distributed each year.

REFLECTIVE ADDRESS SIGNS

VIPS offer reflective address signs to the community at a low cost. The signs enable both Police and Fire a better chance to locate a residence. The signs are green unless the citizen is handicapped. In that case the sign is blue. We provide signs printed horizontally, vertically, one-sided and two-sided.

DEPARTMENT SUPPORT

VIPS perform various duties for Police Department Administration, Officers, Dispatch and CSO's as requested.

Current VIPS Roster

<u>Name</u>	<u>VIPS Number</u>
Baker, Karla	207
Bolshazy, Chris	218
Bozzer, Jim	230
Carrasca, Bob	231
Carrasca, Fred	245
Conoly, Oliver	205
Dillon, Alicia	206
Hartwig, Stan	227
Horne, Karen	240
Jones, Steve	253
Lowe, Darlene	247
Lynk, Rae	232
McElroy, Gary	204
Murphy, Rick	237
Perry, Sharon	221
Petrovich, Beri	208
Rundle, Ed	254
Runkle, Doug	224
Saul, David	244
Shimp, Robert	209
Simmons, Rob	214
Sullivan, Jack	234
Sullivan, Joanne	235
Topalian, Chuck	213
Thomson, Gordon	203
Wedel, Eugene	219
Wegener, Barbara	219
Wentland, Dan	226

VIPS

FINANCIAL REPORT

2011

VIPS FINANCIAL HISTORY

YEAR	INCOME	EXPENSE	NET	YEAR END BALANCE
2001				\$1,050
2002	\$3,628	\$1,650	\$1,978	3,028
2003	4,644	3,029	1,615	4,643
2004	8,206	6,605	1,601	6,244
2005	6,793	5,889	904	7,148
2006	8,806	10,110	(1,304)	5,844
2007	10,193	7,379	2,814	8,658
2008	6,070	5,513	557	9,502
2009	6,059	4,343	1,716	11,219
2010	5,382	7,689	(2,307)	8,912
2011	5,570	1,169	4,400	13,312

Any expenditure under \$100 may be authorized by the Operations Lieutenant and VIPS Coordinator.

Any expenditure greater than \$100 must be authorized by the VIPS Finance Committee, consisting of the Communications, Disaster and Patrol Unit Coordinators, the Treasurer and the VIPS Coordinator.

The current Finance Committee consists of; Darlene Lowe, Communications and Treasurer;
Gordon Thomson, Disaster; Doug Runkle, Patrol; and Charlie Rollo.

VIPS 2011 INCOME

INCOME

VACATION HOUSE CHECKS	2,725
RECOGNITION DINNER	1,950
REFLECTIVE HOUSE NUMBERS	295
MISCELLANEOUS	6
	<hr/>
TOTAL INCOME	5,576

VIPS 2011 EXPENSES

FULLER'S FLOWERS	33
MISCELLANEOUS	6
PARADISE POST	240
CLEANING CONNECTION	300
LEVOC	355
#40 MAINTENANCE	235
	<hr/>
TOTAL EXPENSES	\$ 1,169

TOWN COUNCIL MINUTES
REGULAR MEETING – 6:00 PM – January 10, 2012
5555 Skyway, Paradise, CA 95969

1. OPENING

- a. Called to order by Mayor Culleton at 6:02 p.m.
- b. Pledge of Allegiance to the Flag of the United States of America
- c. Invocation: Mayor Culleton
- d. Roll Call

COUNCIL MEMBERS PRESENT: Joe DiDuca, Scott Lotter, Tim Titus, Alan White and Steve "Woody Culleton, Mayor.

COUNCIL MEMBERS ABSENT: None.

STAFF MEMBERS PRESENT: Town Clerk Gutierrez, Town Manager Rough, Town Attorney Moore, Assistant Town Manager Gill, Community Development Director Baker, Police Chief Buzzard, Interim Fire Chief Cone, Finance Director Will, Assistant Public Works Director Derr, Assistant Town Clerk Volenski, Building Official/Fire Marshal Lindsey, Police Lieutenant Tazzari.

e. Presentations:

(1) The members of Girl Scout Troop #70084 introduced themselves to the Town Council and discussed their Journey to Leadership project, It's Our Plant - Love It, which is a six-month commitment of to clean litter off a certain section of the Paradise Memorial Trailway, and shared their individual energy pledges to keep the planet green. Mayor Culleton invited the scouts to come back to a Council Meeting at the end of their project to report their results.

(2) Mayor Culleton presented Council Member Alan White a plaque recognizing his year of service as Mayor, and commended him for his four terms of service as a Paradise Town Council Member.

2. ITEMS DEFERRED FROM PREVIOUS MEETINGS

None.

3. CONSENT CALENDAR

Council concurred to discuss agenda item 3e, the Park and Ride, prior to the vote on the Consent Calendar. Council Member Lotter noted that Contract Change Order #6 was necessary due to a staking error and the \$2,627.62 cost was reimbursed to the Town.

MOTION by White, seconded by DiDuca, adopted the following Consent Calendar items 3a, 3b, 3c, 3d and 3e as presented by a unanimous roll call vote:

- 3a. Approved the Minutes of the 12/06/11 Special and the 12/06/11 Regular Council Meetings
- 3b. Approved Cash Disbursements in the Amount of \$867,831.37.
- 3c. Approved the recommended budget adjustments that will decrease the General Fund deficit and increase the General Fund Reserves by \$8,344.
- 3d. Approved the proposed revised job descriptions for Police Sergeant and Police Lieutenant
- 3e. (1) Approved the final quantities relating to construction costs in the amount of \$225,556.02 per the summary included with the staff report; and, (2) Accepted the contract with RJ Heuton Construction Company for the Pearson Road Park and Ride Project CIP 2100-50-8901-9362 as complete and authorized the Town Clerk to file a Notice of Completion with the County Recorder's Office with release of the retention in the amount of \$2,023.71 following a 35-day lien period, provided no liens are filed.

4. PUBLIC HEARING PROCEDURE

- a. Staff report (15 minutes total maximum)
- b. Open hearing to the public
 - 1. Project proponents or in favor of (15 minutes total maximum)
 - 2. Project opponents or against (15 minutes total maximum)
 - 3. Rebuttals - when requested (15 minutes total maximum or 3 minutes maximum per speaker)
- c. Close hearing to the public
- d. Council discussion
- e. Motion
- f. Vote

5. PUBLIC HEARINGS

None.

6. PUBLIC COMMUNICATION

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- 1. Ciara Barnes stated that she is a senior at Paradise High School, and discussed her senior project which is a partnership with the American Heart Association to put on a community inner beauty pageant on February 12, 2012 at the Paradise Senior Center, explained the nomination process for "Woman of the Year" and asked Council to help spread the news of the project.

2. Ward Habriel, representing the Garden Club, stated as Chairman of "Daffodils Across the Ridge" he is encouraging the Town to plant daffodils on Town property, which project was started to beautify the ridge after the 2008 wildland fires, that up to 120,000 bulbs have been planted and that Paradise has become a destination city as a result, and asked Council Member to promote the Daffodils on the Ridge at all functions, such as at the League of California Cities and Butte County organizations.

7. COUNCIL CONSIDERATION

7a. **MOTION by Lotter, seconded by DiDuca**, adopted the following seven resolutions fixing the employer's contribution cap under the public employees medical and hospital care act relating to the benefit caps for various bargaining units, each by unanimous roll call vote:

(1) Resolution No. 12-01, "A Resolution Of The Town Council Of The Town Of Paradise, fixing the Employer's Contribution Under the Public Employees' Medical And Hospital Care Act With Respect To Members Of A Specific Employee Organization (Paradise Firefighters Association); And Fixing The Employer's Contribution For Employees And The Employer's Contribution For Annuitants At Different Amounts."

(2) Resolution No. 12-02, "A Resolution Of The Town Council Of The Town Of Paradise, fixing the Employer's Contribution Under the Public Employees' Medical And Hospital Care Act With Respect To Members Of A Specific Employee Organization (Paradise Police Officers Association); And Fixing The Employer's Contribution For Employees And The Employer's Contribution For Annuitants At Different Amounts."

(3) Resolution No. 12-03, "A Resolution Of The Town Council Of The Town Of Paradise, fixing the Employer's Contribution Under the Public Employees' Medical And Hospital Care Act With Respect To Members Of A Specific Employee Organization (Police Mid-Management Association); And Fixing The Employer's Contribution For Employees And The Employer's Contribution For Annuitants At Different Amounts."

(4) Resolution No. 12-04, "A Resolution Of The Town Council Of The Town Of Paradise, fixing the Employer's Contribution Under the Public Employees' Medical And Hospital Care Act With Respect To Members Of A Specific Employee Organization (Management Group); And Fixing The Employer's Contribution For Employees And The Employer's Contribution For Annuitants At Different Amounts."

(5) Resolution No. 12-05, "A Resolution Of The Town Council Of The Town Of Paradise, fixing the Employer's Contribution Under the Public Employees' Medical And Hospital Care Act With Respect To Members Of A Specific Employee Organization (Confidential and Mid-Management Association); And Fixing The Employer's Contribution For Employees And The Employer's Contribution For Annuitants At Different Amounts."

(6) Resolution No. 12-06, "A Resolution Of The Town Council Of The Town Of Paradise, fixing the Employer's Contribution Under the Public Employees' Medical And Hospital Care Act With Respect To Members Of A Specific Employee Organization (General Employees Unit); And Fixing The Employer's Contribution For Employees And The Employer's Contribution For Annuitants At Different Amounts."

(7) Resolution No. 12-07, "A Resolution Of The Town Council Of The Town Of Paradise, fixing the Employer's Contribution Under the Public Employees' Medical And Hospital Care Act With Respect To Members Of A Specific Employee Organization (Fire Mid-Management Association); And Fixing The Employer's Contribution For Employees And The Employer's Contribution For Annuitants At Different Amounts."

7b. **MOTION by DiDuca, seconded by Lotter**, (1) Authorized the Town Clerk to advertise for applicants to the Tree Advisory Committee, one vacancy due to expiration of term of office on August 12, 2011 of the position requiring an individual with professional urban and wild land fire protection expertise; and, to re-advertise for the two vacant positions for individuals licensed in the construction and/or on-site sanitation trades; (2) Set an application deadline for January 30, 2012 at 5:00 p.m.; and, (3) Scheduled appointments to the position(s) for the February 7, 2012 Council meeting. Roll call vote was unanimous.

7c. Following a report from Assistant Public Works Director Derr, Mayor Culleton opened the matter for public comments.

1. Ward Habriel stated that he owns property on South Libby and that a realtor informed him the value would increase by at least 10% if the road was in better condition.

MOTION by White, seconded by Titus, (1) Authorized the Development Services staff to advertise the South Libby Overlay Construction Project. Roll call vote was unanimous. Total project cost is estimated at \$300,950.00.

7d. Town Manager Rough and Town Attorney Moore reported to Council regarding the California Supreme Court decision that essentially upheld the State's right to eliminate redevelopment (AB 1X 26), and the reasons for the proposed resolution that identifies the Town of Paradise as the successor agency for the non-housing and housing part of the Redevelopment Agency and to administer the dissolution of the RDA. Mayor Culleton opened the matter for public comments.

1. Jon Remalia questioned the timing of the loans from the Town to the Redevelopment Agency made after the June 20, 2011 date.

MOTION by DiDuca, seconded by Lotter, adopted Resolution No. 12-08, a Resolution of the Town of Paradise Electing to be the Successor

Agency of the Paradise Redevelopment Agency Pursuant to Assembly Bill 1X 26. Roll call vote was unanimous.

8. COUNCIL COMMUNICATION (Council Initiatives)

- 8a. Council oral reports regarding their representation on Committees/Commissions.

Vice Mayor Titus reported on his attendance at the Butte County Association of Government & Butte County Air Quality Management District board meeting, noting that Council Member White was honored repeatedly for his years of service.

Council Member Lotter reported on his attendance at LAFCO, the IT Steering Committee and that he will be attending the Economic Development Conference in Oroville on 1/12/12.

Mayor Culleton reported on his activities with the League of California Cities relating to the issues surrounding the dissolution of redevelopment agencies, that he attended several community events including the Tree Lighting, the Baskin Robbins opening, that he is a Chocolate King candidate participating in the Chocolate Festival fund raising activities for the youth of our community, and will be attending the Economic Development Conference in Oroville on 1/12/12.

- 8b. Council Member DiDuca discussed his initiative and asked for details relating to the formation and appointments of members to committees, including a member-at-large, for selection of applicants for the Chief of Police Position.

Town Manager Rough informed Council that he will be bringing an action item to Council to provide them the opportunity to appoint two Council Members and three citizens at large to the Community Interview Panel that he is forming as part of the police chief selection process.

- 8c. Council Member DiDuca discussed his initiative relating to the qualifications for Chief of Police including, "Experience and certificates or credits of training directly related to the Police field are equivalent to a four-year college degree", and discussed his contact with other police chiefs who confirmed that experience and training are even more important than a college degree.

Mayor Culleton opened the matter for public comment.

1. Paul Walters encouraged the Council to reconsider the job specifications as he thinks leadership is not defined by parchment on the wall but by an ability to communicate and connect within a community.

Council concurred to direct the Town Manager to bring back an action item on a future agenda to provide the Council an opportunity to consider

a change to the police chief job specifications and to consider extending the application deadline for the position.

9. STAFF/COMMISSION/COMMITTEE COMMUNICATION

Police Chief Buzzard gave an oral report to Council on the success of the T-shirt sales in support of the K-9 program and thanked Council Member Lotter for his assistance in shirt sales and printing of posters and thanked Subway for their over and above contribution to the program. He then reported on the success of grant funded AVOID program that provides for prevention/intervention relating to citizens operating motor vehicles while impaired by use of alcohol and/or other drugs.

10. CLOSED SESSION

At 7:45 p.m., Mayor Culleton announced the following:

- 10a. That the closed session scheduled to meet with Charles L. Rough, Jr., Lauren Gill, Gina Will and Crystal Peters, its designated representatives, regarding labor relations between the Town and the Paradise Police Officers Association was cancelled.
- 10b. Pursuant to Government Code Section 54957.6, the Town Council hold a closed session to meet with Charles L. Rough, Jr., its designated representative, regarding labor relations as they relate to the employment agreement for Town Clerk services with Joanna Gutierrez; and,
- 10c. Pursuant to Government Code Section 54957, the Town Council will hold a closed session relating to the duration of the employment agreement for Town Clerk services.

Town Manager Rough participated in the first the closed session regarding labor relations as they relate to the employment agreement for Town Clerk services with Joanna Gutierrez; Town Clerk Gutierrez remained in the Council Chambers. At approximately 8:00 p.m., Manager Rough exited the closed session and Town Clerk Gutierrez entered the closed session relating to duration of employment agreement for Town Clerk services.

At 8:05 p.m., Mayor Culleton reconvened the Council meeting to consider taking action relating to a proposed amended and restated employment agreement for Town Clerk services.

MOTION by White, seconded by Titus, approved the proposed and restated employment agreement for Town Clerk services with Joanna Gutierrez. The amendment reduced compensation by reducing the car/cell phone allowance to that which was negotiated by the management team and approved by Council on December 6, 2011 (a 50% reduction from \$400 to \$200 per month); and, extended the term of the contract to June 30, 2015. Roll call vote was unanimous.

11. ADJOURNMENT

The Town Council meeting was adjourned at 8:10 p.m.

DATE APPROVED:

By: _____
Steve "Woody" Culleton, Mayor

By: _____
Joanna Gutierrez, CMC, Town Clerk

**MINUTES
PARADISE TOWN COUNCIL
SPECIAL MEETING – 6:00 PM – January 18, 2012**

1. OPENING

- a. Called to order by Mayor Culleton in the Town Hall Council Chambers at 5555 Skyway, Paradise, California.
- b. Pledge of Allegiance to the Flag of the United States of America
- c. Roll Call

COUNCIL MEMBERS PRESENT: Joe DiDuca, Scott Lotter, Tim Titus, Alan White and Steve "Woody" Culleton, Mayor.

COUNCIL MEMBERS ABSENT: None.

STAFF PRESENT: Charles L. Rough, Jr. Town Manager; Dwight L. Moore, Town Attorney; Joanna Gutierrez, Town Clerk; Lauren Gill, Assistant Town Manager; Chris Buzzard, Police Chief; Rob Cone, Interim Fire Chief; Gina Will, Finance Director/Town Treasurer; Crystal Peters, Human Resource/Risk Management Analyst; Dina Volenski, Assistant Town Clerk; Paul Derr, Assistant Public Works Director; and Police Lieutenant Tazzari.

2. COUNCIL CONSIDERATION

- 2a. Following a report from Town Manager regarding the proposed, recommended increase in police chief salary, change to the police chief job specifications, and request to extend the application deadline for the police chief position, Mayor Culleton opened the matter for public comment.

1. Robert Wanchek, Paradise resident, stated that he thinks more and better advertising will attract qualified candidates to apply for the police chief position and that this is not the time to raise the salary range.

The MOTION by White, seconded by DiDuca, to (1) NOT approve the proposed increase in the police chief salary schedule that would range from \$85,363.20 to \$108,929.60; and (2) Approve a change in the police chief job specification requirements that identifies a college degree as a desired educational qualification rather than a required educational qualification; and (3) Approve extending the deadline for applications and resumes for the police chief position from January 26, 2012 at 5:00 p.m. to February 16, 2012, at 5:00 p.m. DID NOT PASS. Ayes of DiDuca and White and noes of Lotter, Titus and Culleton.

The MOTION by Titus, seconded by DiDuca, to table the agenda item relating to the police chief salary range, the change in the police chief job

specifications, and extending the application deadline, was subsequently withdrawn.

The MOTION by Lotter to (1) Approve an increase in the police chief salary schedule that would range from \$85,363.20 to \$108,929.60; and (2) Approve a change in the police chief job specification requirements that identifies a college degree as a desired educational qualification rather than a required educational qualification; and (3) Approve extending the deadline for applications and resumes for the police chief position from January 26, 2012 at 5:00 p.m. to February 16, 2012, at 5:00 p.m. DIED FOR LACK OF A SECOND.

There was a **MOTION by White, seconded by DiDuca**, to continue the agenda item relating to police chief salary range, change in police chief job specifications and extension of application deadline to the next regular Council meeting.

Council Member White called for the question.

Vote on the call for the question: Council vote was unanimous.

Roll call vote on the **MOTION by White, seconded by DiDuca**, to continue the agenda item relating to police chief salary range, change in police chief job specifications and extension of application deadline to the next regular Council meeting: Ayes of DiDuca, White and Culleton; noes of Lotter and Titus.

Council Member White exited the Council Chambers at 6:45 p.m.

2b. MOTION by Lotter, seconded by DiDuca, (1) Approved the Town Manager and Town Attorney to develop a not-to-exceed amended contract in the amount of \$35,626.00 with Rolls, Anderson and Rolls to provide the Town with contracted Town Engineer services to the end of the current fiscal year; and, authorizing the Mayor to execute the newly amended contract; and, (2) Approved the re-classification of the Assistant Public Works Director Paul Derr to Public Works Manager which reflects the separation of the public works from engineering functions under this proposed new model; recognizes the consolidation of three different positions into this single, new, re-classified position; and, approves moving him from Step E to Step F within his current salary range. Roll call vote was unanimous with White absent and not voting.

2c. Council concurred to appoint Council Member Lotter and Council Member Titus to serve on the Police Chief Community Interview Panel.

Council concurred to direct the Town Manager to contact the following five citizens and to choose three of the citizens to serve as citizens-at-large on the Police Chief Community Interview Panel: Carol Peterson, Jackie Devlin, Dave Lee, Bill Hartley and Donna Nichols.

3c. ADJOURNMENT

The Special Council Meeting was adjourned at 7:10 p.m.

DATE APPROVED:

Steve "Woody" Culleton, Mayor

Joanna Gutierrez, CMC, Town Clerk

TOWN OF PARADISE

CASH DISBURSEMENTS REPORT

FOR THE PERIOD OF
DECEMBER 21, 2011 - JANUARY 20, 2012

December 21, 2011 - January 20, 2012

Check Date	Pay Period End	DESCRIPTION	AMOUNT
12/23/2011	12/18/2011	Net Payroll - Direct Deposits & Checks	\$159,123.02
1/6/2012	1/1/2012	Net Payroll - Direct Deposits & Checks	\$160,138.34
1/20/2012	1/15/2012	Net Payroll - Direct Deposits & Checks	\$154,125.24
TOTAL NET WAGES PAYROLL			<u>\$319,261.36</u>
PR VENDORS: TAXES, PERS, DUES, INSURANCE, ETC.			<u>\$455,370.42</u>
TOTAL CASH DISBURSEMENTS - PAYROLL			<u>\$774,631.78</u>
TOTAL CASH DISBURSEMENTS - ACCOUNTS PAYABLE (Detail attached)			<u>\$226,288.37</u>
GRAND TOTAL CASH DISBURSEMENTS			<u><u>\$1,000,920.15</u></u>

APPROVED BY: _____
CHARLES L. ROUGH, TOWN MANAGER

APPROVED BY: /s/ _____
GINA S. WILL, FINANCE DIRECTOR/TOWN TREASURER

TOWN OF PARADISE

CASH DISBURSEMENTS REPORT

From Payment Date: 12/21/2011 - To Payment Date: 1/20/2012

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
AP - Wells Fargo AP Checking									
<u>Check</u>									
55298	01/03/2012	Open			Accounts Payable	DHABOLT, OTIS	\$161.14		
55299	01/03/2012	Open			Accounts Payable	HAUNSCHILD, MARK	\$284.59		
55300	01/03/2012	Open			Accounts Payable	HEGENBART, PAUL	\$284.59		
55301	01/03/2012	Open			Accounts Payable	HONEYWELL, JANICE, J.	\$955.41		
55302	01/03/2012	Open			Accounts Payable	ICMA RETIREMENT #107773	\$287.17		
55303	01/03/2012	Open			Accounts Payable	JEFFORDS, ROBERT, D.	\$478.07		
55304	01/03/2012	Open			Accounts Payable	MOBILITIE INVESTMENTS II, LLC	\$100.00		
55305	01/03/2012	Open			Accounts Payable	MOORE, DWIGHT, L.	\$12,650.00		
55306	01/03/2012	Open			Accounts Payable	WHALEN, SUZANNE	\$76.63		
55307	01/03/2012	Open			Accounts Payable	ACCESS INFORMATION MANAGEMENT	\$72.00		
55308	01/03/2012	Open			Accounts Payable	AMERIGAS	\$407.14		
55309	01/03/2012	Open			Accounts Payable	ARAMARK UNIFORM SERV. INC.	\$277.88		
55310	01/03/2012	Open			Accounts Payable	AWARDS COMPANY	\$5.36		
55311	01/03/2012	Open			Accounts Payable	B.I.N.T.F.	\$69.02		
55312	01/03/2012	Open			Accounts Payable	BIDWELL LOCK AND KEY	\$155.43		
55313	01/03/2012	Open			Accounts Payable	BOOTH, LILLIAN	\$231.58		
55314	01/03/2012	Open			Accounts Payable	BRUCE'S LOCK & KEY	\$27.35		
55315	01/03/2012	Open			Accounts Payable	BUILDERS SUPPLY-POLICE DEPT	\$77.44		
55316	01/03/2012	Open			Accounts Payable	BUTTE CO RECORDER	\$26.00		
55317	01/03/2012	Open			Accounts Payable	BUTTE COUNTY FIRE INVESTIGATION TEAM	\$80.00		
55318	01/03/2012	Open			Accounts Payable	C & C INSTRUCTIONAL SERVICES LLC	\$1,155.00		
55319	01/03/2012	Open			Accounts Payable	CALIFORNIA STATE DEPARTMENT OF JUSTICE	\$1,153.00		
55320	01/03/2012	Open			Accounts Payable	CORDELIA FIRE DISTRICT	\$250.00		
55321	01/03/2012	Open			Accounts Payable	DAY WIRELESS SYSTEMS - MILWAUKIE, OR	\$191.06		
55322	01/03/2012	Open			Accounts Payable	DEUTSCHE BANK NATIONAL TRUST COMPANY	\$18,187.73		
55323	01/03/2012	Open			Accounts Payable	DON'S SAW & MOWER	\$87.13		
55324	01/03/2012	Open			Accounts Payable	DURHAM PENTZ TRUCK CENTER	\$563.70		
55325	01/03/2012	Open			Accounts Payable	EVERGREEN JANITORIAL SUPPLY, INC.	\$37.78		
55326	01/03/2012	Open			Accounts Payable	FEATHER RIVER HOSPITAL	\$582.00		
55327	01/03/2012	Open			Accounts Payable	FEDERAL EXPRESS	\$67.88		
55328	01/03/2012	Open			Accounts Payable	FIRE PROTECTION PUBLICATIONS/OK STATE UNIV	\$118.11		
55329	01/03/2012	Open			Accounts Payable	HUNTERS PEST CONTROL	\$55.00		
55330	01/03/2012	Open			Accounts Payable	INLAND BUSINESS MACHINES	\$360.91		
55331	01/03/2012	Open			Accounts Payable	JAMES RIOTTO & ASSOCIATES	\$230.00		
55332	01/03/2012	Open			Accounts Payable	KEN'S HITCH & WELDING	\$987.65		
55333	01/03/2012	Open			Accounts Payable	L.N. CURTIS & SONS	\$326.37		
55334	01/03/2012	Open			Accounts Payable	LOWE, DARLENE	\$140.85		
55335	01/03/2012	Open			Accounts Payable	MOTOROLA	\$4,999.68		
55336	01/03/2012	Open			Accounts Payable	MUNICIPAL CODE CORP	\$533.48		
55337	01/03/2012	Open			Accounts Payable	NORTH STATE RENDERING INC	\$40.00		
55338	01/03/2012	Open			Accounts Payable	O'REILLY AUTO PARTS	\$165.49		

CASH DISBURSEMENTS REPORT

From Payment Date: 12/21/2011 - To Payment Date: 1/20/2012

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
55339	01/03/2012	Open			Accounts Payable	OFFICE DEPOT ACCT#36233169	\$634.30		
55340	01/03/2012	Open			Accounts Payable	PARADISE IRRIGATION DIST	\$115.06		
55341	01/03/2012	Open			Accounts Payable	PARADISE SENIOR CENTER	\$80.00		
55342	01/03/2012	Open			Accounts Payable	PILGRIM, CHRIS	\$297.00		
55343	01/03/2012	Open			Accounts Payable	RIEBES AUTO PARTS	\$311.47		
55344	01/03/2012	Open			Accounts Payable	SISCO ENTERPRISES INC	\$150.64		
55345	01/03/2012	Open			Accounts Payable	THOMAS ACE HARDWARE - ENG. DEPT.	\$352.71		
55346	01/03/2012	Open			Accounts Payable	THOMAS ACE HARDWARE - FIRE DEPT.	\$32.34		
55347	01/03/2012	Open			Accounts Payable	THOMAS ACE HARDWARE - POLICE DEPT.	\$23.62		
55348	01/03/2012	Open			Accounts Payable	THOMSON-WEST/BARCLAYS	\$125.00		
55349	01/03/2012	Open			Accounts Payable	TUCKER PEST CONTROL INC	\$126.00		
55350	01/03/2012	Open			Accounts Payable	UNIFORMS TUXEDOS & MORE	\$963.11		
55351	01/03/2012	Open			Accounts Payable	VALLEY TOXICOLOGY SERVICE	\$783.00		
55352	01/03/2012	Open			Accounts Payable	VERIZON WIRELESS	\$494.13		
55353	01/03/2012	Open			Accounts Payable	VERIZON WIRELESS	\$676.30		
55354	01/03/2012	Open			Accounts Payable	VILLAGE PRINTER, INC.	\$1,001.29		
55355	01/03/2012	Open			Accounts Payable	WORLD TELECOM, INC.	\$697.05		
55356	01/03/2012	Open			Accounts Payable	WRIGHT, ROBERT	\$297.00		
55357	01/03/2012	Open			Accounts Payable	ZOLL MEDICAL CORP.	\$21.45		
55358	01/04/2012	Open			Accounts Payable	ANDERSON, KATE	\$115.51		
55359	01/04/2012	Open			Accounts Payable	GENESIS SOCIETY	\$1,000.00		
55360	01/04/2012	Open			Accounts Payable	MARK C. SEUFERT CONSTRUCTION	\$2,880.00		
55361	01/04/2012	Open			Accounts Payable	MCGREGOR CONSTRUCTION CO INC	\$3,622.00		
55362	01/04/2012	Open			Accounts Payable	MID VALLEY TITLE & ESCROW	\$185.00		
55363	01/04/2012	Voided	Incorrect Check Number	01/09/2012	Accounts Payable	SMALLEY GENERAL CONTRACTING	\$2,311.90		
55364	01/09/2012	Voided/Spoiled	Incorrect Check Number	01/09/2012	Converted/Imported		\$0.00	\$0.00	\$0.00
55365	01/09/2012	Open			Accounts Payable	EUROTAS, KARI	\$486.40		
55366	01/09/2012	Open			Accounts Payable	SMALLEY GENERAL CONTRACTING	\$2,311.90		
55367	01/10/2012	Open			Accounts Payable	ACCELA, INC.	\$31,075.37		
55368	01/12/2012	Open			Accounts Payable	JOHN REGH INLAND LEASING	\$426.86		
55369	01/12/2012	Open			Accounts Payable	AMERIGAS	\$323.02		
55370	01/12/2012	Open			Accounts Payable	ARAMARK UNIFORM SERV. INC.	\$477.46		
55371	01/12/2012	Open			Accounts Payable	AT&T	\$103.76		
55372	01/12/2012	Open			Accounts Payable	AT&T CALNET 2-REPEATER LINES	\$198.66		
55373	01/12/2012	Open			Accounts Payable	AT&T-COMMUNITY PARK	\$15.30		
55374	01/12/2012	Open			Accounts Payable	AT&T/CAL NET 2	\$4,059.27		
55375	01/12/2012	Open			Accounts Payable	BOYS AND GIRLS CLUB	\$399.88		
55376	01/12/2012	Open			Accounts Payable	BUTTE COUNTY CREDIT BUREAU	\$28.00		
55377	01/12/2012	Open			Accounts Payable	C & E TRANSCRIPTION	\$319.14		
55378	01/12/2012	Open			Accounts Payable	CATALYST WOMEN'S ADV. INC.	\$2,483.00		
55379	01/12/2012	Open			Accounts Payable	COMCAST CABLE	\$71.84		
55380	01/12/2012	Open			Accounts Payable	COMMUNITY HOUSING & CREDIT COUNSELING	\$803.75		

CASH DISBURSEMENTS REPORT

From Payment Date: 12/21/2011 - To Payment Date: 1/20/2012

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
55381	01/12/2012	Open			Accounts Payable	DATCO SERVICES CORPORATION	\$220.50		
55382	01/12/2012	Open			Accounts Payable	DAY WIRELESS SYSTEMS - MILWAUKIE, OR	\$290.54		
55383	01/12/2012	Open			Accounts Payable	DFM ASSOCIATES	\$52.29		
55384	01/12/2012	Open			Accounts Payable	DINSMORE, WESLEY	\$12.00		
55385	01/12/2012	Open			Accounts Payable	DODGE, JEFFREY, L.	\$31.00		
55386	01/12/2012	Open			Accounts Payable	DON'S SAW & MOWER	\$46.60		
55387	01/12/2012	Open			Accounts Payable	DOUG DANZ	\$36.10		
55388	01/12/2012	Open			Accounts Payable	ED JONES COMPANY, INC.	\$61.94		
55389	01/12/2012	Open			Accounts Payable	ENVIROTECH SERVICES, INC.	\$3,586.01		
55390	01/12/2012	Open			Accounts Payable	FEATHER RIVER HOSPITAL	\$679.00		
55391	01/12/2012	Open			Accounts Payable	FEDERAL EXPRESS	\$24.80		
55392	01/12/2012	Open			Accounts Payable	FLORES, LUIS, A.	\$30.00		
55393	01/12/2012	Open			Accounts Payable	Frigidaire Service	\$70.11		
55394	01/12/2012	Open			Accounts Payable	GRAPHIC IMPRESSIONS	\$286.46		
55395	01/12/2012	Open			Accounts Payable	GREAT AMERICA LEASING CORP.	\$117.98		
55396	01/12/2012	Open			Accounts Payable	I.M.P.A.C. PAYMENTS IMPAC GOV SVCS/US BANCORP	\$1,290.21		
55397	01/12/2012	Open			Accounts Payable	INLAND BUSINESS MACHINES	\$593.70		
55398	01/12/2012	Open			Accounts Payable	KOEFRAN INDUSTRIES	\$250.00		
55399	01/12/2012	Open			Accounts Payable	L.N. CURTIS & SONS	\$6,679.30		
55400	01/12/2012	Open			Accounts Payable	LIEBENBERG, IBE, J.	\$10.00		
55401	01/12/2012	Open			Accounts Payable	LOWE, DARLENE	\$27.96		
55402	01/12/2012	Open			Accounts Payable	LUNG, JAMES, ALLEN	\$30.00		
55403	01/12/2012	Open			Accounts Payable	MAR-KEN INTERNATIONAL POLICE K-9 TRAINING CTR	\$240.00		
55404	01/12/2012	Open			Accounts Payable	MARK C. SEUFERT CONSTRUCTION	\$6,240.00		
55405	01/12/2012	Open			Accounts Payable	MICROFLEX CORP.	\$672.46		
55406	01/12/2012	Open			Accounts Payable	MYERS STEVENS TOOHEY & COMPANY	\$2,952.20		
55407	01/12/2012	Open			Accounts Payable	NFPA INTERNATIONAL	\$892.85		
55408	01/12/2012	Open			Accounts Payable	NORTHGATE PETROLEUM CO	\$9,425.54		
55409	01/12/2012	Open			Accounts Payable	OFFICE DEPOT ACCT#36233169	\$76.54		
55410	01/12/2012	Open			Accounts Payable	PACIFIC GAS & ELECTRIC	\$7,758.37		
55411	01/12/2012	Open			Accounts Payable	PARADISE IRRIGATION DIST	\$495.73		
55412	01/12/2012	Open			Accounts Payable	PARADISE POST/NORTH VALLEY COMMUNITY MEDIA	\$69.00		
55413	01/12/2012	Open			Accounts Payable	PARADISE RECREATION & PARK DISTRICT	\$1,050.00		
55414	01/12/2012	Open			Accounts Payable	PARADISE SCREEN PRINT	\$491.76		
55415	01/12/2012	Open			Accounts Payable	PARADISE STRIVE CENTER	\$450.00		
55416	01/12/2012	Open			Accounts Payable	PEERLESS BUILDING MAINT	\$887.65		
55417	01/12/2012	Open			Accounts Payable	PEG TAYLOR CENTER	\$1,544.80		
55418	01/12/2012	Open			Accounts Payable	PETTY CASH CUSTODIAN, VIRGINIA MARABLE	\$91.33		
55419	01/12/2012	Open			Accounts Payable	RAMOS, DANIEL J.	\$66.75		
55420	01/12/2012	Open			Accounts Payable	REPUBLIC ITS, INC.	\$3,999.38		
55421	01/12/2012	Open			Accounts Payable	SHASTA ARSON TASK FORCE	\$200.00		
55422	01/12/2012	Open			Accounts Payable	SIERRA REFRIGERATION	\$169.50		
55423	01/12/2012	Open			Accounts Payable	Signs & Graphics	\$1,115.40		

CASH DISBURSEMENTS REPORT

From Payment Date: 12/21/2011 - To Payment Date: 1/20/2012

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
55424	01/12/2012	Open			Accounts Payable	SILL, ERICK E.	\$50.50		
55425	01/12/2012	Open			Accounts Payable	STARR, RUSSELL	\$10.00		
55426	01/12/2012	Open			Accounts Payable	STEWART TITLE OF CALIFORNIA, INC.	\$24,150.00		
55427	01/12/2012	Open			Accounts Payable	THOMSON-WEST/BARCLAYS	\$1,380.21		
55428	01/12/2012	Open			Accounts Payable	US BANCORP OFFICE EQUIP FINANCE SERVICES	\$526.49		
55429	01/12/2012	Open			Accounts Payable	VANIDERSTINE, BRIAN	\$3.33		
55430	01/12/2012	Open			Accounts Payable	VERIZON WIRELESS	\$288.76		
55431	01/12/2012	Open			Accounts Payable	VERIZON WIRELESS	\$38.01		
55432	01/12/2012	Open			Accounts Payable	VERIZON WIRELESS	\$294.91		
55433	01/12/2012	Open			Accounts Payable	WESTAMERICA BANK	\$38,668.14		
55434	01/12/2012	Open			Accounts Payable	YOUTH FOR CHANGE	\$1,305.05		
Type Check Totals:							\$227,850.27	\$0.00	\$0.00
<u>EFT</u>									
30	01/13/2012	Open			Accounts Payable	FP/FRANCOTYP-POSTALIA MAILING SOLUTIONS	\$750.00		
Type EFT Totals:							\$750.00		
AP - Wells Fargo AP Checking Totals									

Checks	Status	Count	Transaction Amount	Reconciled Amount
	Open	135	\$225,538.37	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	2	\$2,311.90	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	137	\$227,850.27	\$0.00

EFTs	Status	Count	Transaction Amount	Reconciled Amount
	Open	1	\$750.00	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Total	1	\$750.00	\$0.00

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	136	\$226,288.37	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	2	\$2,311.90	\$0.00
	Stopped	0	\$0.00	\$0.00

CASH DISBURSEMENTS REPORT

From Payment Date: 12/21/2011 - To Payment Date: 1/20/2012

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
Grand Totals:					Total	138	\$228,600.27	\$0.00	
				Checks	Status	Count	Transaction Amount	Reconciled Amount	
					Open	135	\$225,538.37	\$0.00	
					Reconciled	0	\$0.00	\$0.00	
					Voided	2	\$2,311.90	\$0.00	
					Stopped	0	\$0.00	\$0.00	
					Total	137	\$227,850.27	\$0.00	
				EFTs	Status	Count	Transaction Amount	Reconciled Amount	
					Open	1	\$750.00	\$0.00	
					Reconciled	0	\$0.00	\$0.00	
					Voided	0	\$0.00	\$0.00	
					Total	1	\$750.00	\$0.00	
				All	Status	Count	Transaction Amount	Reconciled Amount	
					Open	136	\$226,288.37	\$0.00	
					Reconciled	0	\$0.00	\$0.00	
					Voided	2	\$2,311.90	\$0.00	
					Stopped	0	\$0.00	\$0.00	
					Total	138	\$228,600.27	\$0.00	



**Town of Paradise
Council Agenda Summary
Date: February 7, 2012**

Agenda Item: 3c

Originated by: Lauren Gill, Assistant Town Manager
Paul T. Derr, Public Works Manager

Reviewed by: Charles L. Rough, Jr., Town Manager

Subject: Authorize the Town Manager to execute a contract with NoRTEC to administer the EECEBG Grant; Accept and Award bids for Lighting and HVAC Equipment Paid for by the grant; and Authorize the Town Manager to Execute Contracts for said work

Council Action Requested:

- 1) Authorize the Town Manager to execute a contract with NoRTEC for the EECEBG Grant Project; AND
- 2) Accept bids from Castro Electric for Fluorescent Lighting Conversion in the amount of \$11,942.00, from Republic ITS, Inc. for Safety Lighting Conversion in the amount of \$44,005, and proposal from Sierra Refrigeration Heating and Cooling for HVAC Replacement in the amount of \$42,609.40; AND
- 3) Authorize the Town Manager to execute contracts with all contractors; OR
- 4) Provide staff with alternative direction.

Background:

The Energy Efficiency and Conservation Block Grant Program (EECEBG) is a block grant program that is designed to provide grant funding to eligible small cities and counties within the State of California to install eligible cost effective energy retrofits within their jurisdiction.

In an effort to reduce the burden on local staff and stretch the program dollars as far as possible, Northern Rural Training and Employment Consortium (NoRTEC) has submitted the grant application to California Energy Commission (CEC) on behalf of the Town of Paradise. NoRTEC provides coordination and administration across jurisdictional boundaries. The principal reason for collaborating with Nortec is to reduce our time spent on the project, as administrative costs are capped at an extremely low amount.

The funding allows the replacement and conversion for eligible activities requiring cost effective energy retrofits. Some of the existing lighting located at the Paradise Police Station and Town Hall still uses T12 fluorescent lighting. By switching over to T-8 fluorescent lighting, the Town will receive a 43-45% reduction in energy usage. The existing HVAC units located at the Paradise Police Station, Town Hall and Vehicle Maintenance facility are older units that will require replacement with more efficient and cost effective units. By replacing the existing units, the Town will realize a 45% reduction

in energy usage. The existing signalized intersection safety lighting located at various locations throughout the Town currently uses 200W and 250W HPS. By switching over to 109W and 168W LED lighting, the Town will receive a 43-54% reduction in energy usage.

Discussion:

The projects went to out to bid in November. The only bids that came in were from Castro Electric for Fluorescent Lighting Conversion, from Republic ITS, Inc. for Safety Lighting Conversion. No bids came in for HVAC, however a proposal was received and accepted from Sierra Refrigeration Heating and Cooling for HVAC Replacement. The projects are to be completed by May 2012.

Conclusion:

Staff recommends authorizing Town Manager to execute contract with NoRTEC, accept all bids, proposals and execute contracts with contractors, including the HVAC contract with no additional bidding required.

Fiscal Impact Analysis:

The project is funded entirely with EECBG funds. There is no fiscal impact to the General Fund. The grant provides \$99,302.68 worth of energy saving equipment, materials and labor to the Town.

**Town of Paradise
Council Agenda Summary
February 8, 2012**

Agenda No.: 5(a)

Originated By: Lauren Gill, Director, Assistant Town Manager

Reviewed By: Charles L. Rough, Jr., Town Manager

Subject: **Public Hearing for the Community Development Block Grant Program (CDBG) 2012-2013 Action Plan**

Council Action Requested:

1. Conduct a public hearing to announce Community Block Grant Funding for the 2012-2013 program year and to solicit input and public comments; and
 2. Approve the formation of a public services sub-committee to consider input and requests for public services funding; and to determine whether or not to recommend changes to the levels of funding for the 2012-2013 program year.
-

Background:

As a HUD established entitlement community, the Town of Paradise receives annual Community Development Block Grant (CDBG) funding from the Department of Housing and Urban Development (HUD). HUD determines the amount of each entitlement grant by a statutory dual formula which uses several objective measures of community needs, including the extent of poverty, population, housing overcrowding, age of housing and population growth lag, in relationship to other metropolitan areas. The Town has not yet received official notification of its funding allocation for the 2012-2013 program year, but it is estimated that HUD will allocate approximately \$157,935, to the Town of Paradise. This represents a 21% reduction from last year's funding and may significantly impact our ability to fund programs and services.

As a condition of funding, the Town must establish an Annual Plan, or budget, outlining how the community will use its CDBG funds. The first step in the process is to hold a public hearing announcing the award of funds and to inform the community that the Annual Plan process is beginning. Members of the public have several opportunities throughout the process to offer input/comments.

Annual Action Plan and Public Meetings:

Over the next several weeks, staff will prepare a Draft Annual Action Plan. The Plan will be available for public viewing and comment prior to its adoption by Council and prior to submission to the U.S. Department of Housing and Urban Development. The dates of the comment period and public hearings are as follows:

- **Public Hearing No. 2:** Tuesday, March 6, 2012 at 6:00 p.m., or as soon thereafter as possible, in the Town Hall Council Chambers at 5555 Skyway, Paradise, California. This public hearing is to solicit suggestions and/or comments from the public regarding the 2012-2013 CDBG funding priorities and outlines general information about the CDBG program. The public is encouraged to submit written comments on any aspect of the CDBG funding to Lauren Gill, 5555 Skyway, and Paradise, CA 95969.
- **The Draft Annual Plan** will be available to the public on March 6, 2012. The plan will be available on the Town's website (www.townofparadise.com); at the Butte County Public Library on Clark Road in Paradise, at the Paradise Senior Center; at the Family Resource Center and at the Paradise Chamber of Commerce. The public comment period is from March 6th through April 6, 2012. Written comments should be addressed to Lauren Gill, 5555 Skyway, Paradise, CA 95969.
- **Town Council on the final Annual Plan:** Tuesday, May 1, 2012, at 6:00 p.m., or as soon thereafter as possible, in the Town Hall Council Chambers at 5555 Skyway, Paradise, California. The Council will consider adopting the final 2012-2013 Annual Plan and receive additional public comment at this time.

Public Services Funding Process:

As part of the Community Development Block Grant (CDBG) Annual Plan process, the Town Council may elect, but is not required, to allocate up to 15% of its Program Year funding for public services agencies. The agencies must be legal, non-profit organizations that provide services to low- and moderate-income residents.

Last year, the Town Council directed staff to establish a sub-committee consisting of two council representatives and two staff members to hold preliminary interviews with interested subrecipients. The purpose of the subcommittee was to meet with the subrecipients and make a formal recommendation to the Council for final approval.

With the anticipated 21% reduction CDBG funding, the subcommittee will be asked to consider whether to recommend a change in funding levels to the agencies for this program year. Local public agencies that are considering applying for these funds

should be aware that their funding could be severely reduced and/or eliminated for this program year. If the Council wishes to pursue public service agency input at this time, the following schedule will be required in order to meet the HUD Annual Plan submission deadline.

Feb. 7	Town Council Meeting – 1 st Public Hearing on Annual Plan and subcommittee
Feb. 8	Notice to Paradise Post regarding application availability for subrecipients
Feb. 10	Application Packages Available-March 10th
Feb. 11	Run additional advertising in Paradise Post
Feb. 28	Agenda report to Council - DRAFT Annual Plan no final figures on subrecipients
Mar. 6	Town Council Meeting – 2 nd Public Hearing & review of DRAFT of Annual Plan
Mar. 6	30-day public comment period begins (Annual Plan draft is posted on Town’s website, and avail. @ Town Hall, Senior Center, Paradise Library, Chamber and Family Resource Center
Mar. 8	Applications Due
Mar. 23	Binders to committee members
Mar. 28	Interviews with Applicants
Mar. 29	Applicants chosen
Apr. 6	30-day public comment period of Annual Plan complete
Apr. 24	Agenda report due – Adoption of the Annual Plan and approve submission to HUD(update with Subrecipient information)
May 1	Town Council Meeting – Consent Agenda to adopt the Annual Plan, review any public comments received and approve submission to HUD
May 15	Deadline to submit 2012-2013 Annual Plan to HUD

Discussion:

Although the Town has some discretion on how the funds are used, there are many restrictions, conditions, and objectives that must be met. Community Development Block Grant funds can be used for activities that further community and economic development; provide improved community facilities and services; and provide affordable housing opportunities to low and disadvantaged residents. Each activity except planning and administrative activities, must meet one of the CDBG program’s three broad National Objectives:

1. Benefit low and moderate income persons,
2. Aid in the prevention or elimination of slums or blight, or
3. Meet community development needs having a particular urgency.

The types of activities that meet the national objective will encompass the following basic qualifiers:

Area benefit activities: An activity can be area-wide meaning that the benefits are available to all the residents of a particular area where at least 51 percent of the residents are low and moderate income persons. The service area must be primarily residential, and the activity must meet the identified needs of low-and-moderate income persons.

Limited clientele activities: An activity can be “limited clientele,” which means that the activity benefits a certain, limited clientele that is at least 51 percent low income. An example of this would be our housing programs. We have to document and verify income to ensure that each client is eligible.

Housing activities: An activity carried out for the purpose of providing or improving permanent residential structures, which upon completion, will be principally occupied by low and moderate income households.

Job creation or retention activities: An activity designed to create or retain permanent jobs where at least 51% of that, computed on a full-time equivalent (FTE) basis, involves the employment of low and moderate income persons. Potentially eligible activities include: construction of a business incubator designed to offer space and assistance to new firms to help them become viable small businesses; loans to pay for expansion.

Slum Blight Removal. Activities under this category must meet ALL of the following criteria: (1) The area delineated by the grantee must meet a definition of a slum, blighted, deteriorated or deteriorating area under state or local law; (2) there must be a substantial number of deteriorated buildings through the area; and (3) the activity must address one or more conditions that contributed to the deterioration of the area. Boundaries, designations, inspections and detailed rehabilitation records must be kept.

In addition to the above qualifiers, there is a list of basic eligible activities and ineligible activities that can be carried out using CDBG funds. (Government Code Section 570.201.)

Basic Eligible Activities include: Acquisition/disposition of real property; public facilities acquisition, construction and rehabilitation; public services funding; payment of costs in support of activities eligible for funding under the HOME program; housing assistance for low/mod income families; and micro-enterprise assistance.

Financial Impact:

The impact of this agenda item and subsequent actions related to the CDBG Program is positive. It will result in the award of approximately \$157,935 in federal funds. This award is a decrease of approximately \$42,000 from last fiscal year’s award.



**Town of Paradise
Council Agenda Summary
Date: February 7, 2012**

Agenda Item: 7a

Originated by: Jim Broshears, EOC Coordinator
Reviewed by: Charles L. Rough Jr., Town Manager
Subject: Adoption of Town of Paradise Emergency Operations Plan

Council Action Requested:

1. Adopt the Town of Paradise Emergency Operations Plan completed November 2011. or;
2. Provide alternative direction to staff.

Alternatives:

The Town could develop it's own EOP that would meet SEMS and NIMS requirements. Given the Town's staffing and budgetary constraints, this would be highly impractical.

Background:

The Town of Paradise previous Emergency Operations Plan, the Town of Paradise Multi-hazard Disaster Plan developed by Carolyn Hay & Associates was adopted by Council on March 17, 1991 and updated in November 1994. Much has changed since that plan was adopted. The State of California adopted the Standardized Emergency Management System (SEMS) as a result of the Oakland Hills fire in 1991, and the National Incident Management System (NIMS) was instituted after the tragic events of September 2001. Both of these systems have mandated the use of the Incident Management System for all types emergencies and require that NIMS principles and practices are incorporated into all emergency plans.

The Town has also made many changes since 1994. The Incident Command system has been used to manage emergencies in the Town for the last twenty years. Emergency plans have been developed to address wildland fires and winter storms. The Emergency Operations Center (EOC) has been activated numerous times. The Town has implemented Cooperators Meetings to communicate with the numerous agencies and partners involved in emergency response in our community. An ongoing training and preparedness program has been implemented and tested.

The Town acquired AM 1500 and the Citywatch reverse 911 system.

Our biggest test came in the spring of 2008 when two wildland fire events threatened our community and resulted in the destruction of homes and property. The Town's response, while not perfect, was exemplary and many lessons have been learned and applied. Since 2008, an emergency generator has been purchased by the County, the

Town has developed a comprehensive EOC volunteer program and improvements have been made to our EOC facility.

Discussion:

The Town EOP is the next step in a progression of readiness and preparedness for the Town of Paradise. With the help of Butte County Emergency Management Agency Director John Gulserian, the Dease Group Consulting was hired to complete EOP's for the Town of Paradise and City of Oroville.

The Dease Group had recently completed developing plans for Butte County and the City of Chico.

Work began on the Town plan in April of 2011. Working with a group of Town Staff led by Assistant Town Manager Lauren Gill under the direction of Town Manager Chuck Rough, the necessary information was provided to the Dease Group. Drafts were completed and reviewed until a working copy was provided to the Town in November 2011.

The plan was designed using the FEMA Comprehensive Preparedness Guide 101 and is a start of the art document.

Conclusion:

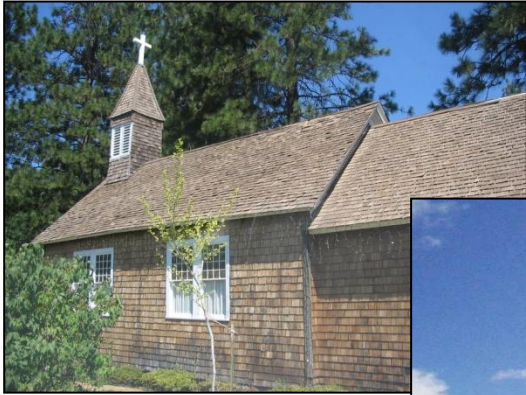
The plan you have been given to review is ready for adoption but should always be considered a work in progress. This plan meets all SEMS and NIMS requirements and maintains the Town' eligibility for emergency management and mitigation grants and funding programs. Much of the work in the plan is already complete, but as with all plans, much remains to be completed. Implementation of this plan will require an ongoing commitment by Town staff, our volunteers and our partner agencies and organizations.

Fiscal Impact Analysis:

The EOP consultant was hired though a Homeland Security/Cal EMA Grant acquired by the Butte County Office of Emergency Management. The cost of the Town of Paradise and City of Oroville plan was \$43,500.

Full implementation of the plan will require some Town funding in the future. How much funding and when it will be required is unknown. The Town will continue to pursue grants and other outside funding resources to pay for emergency planning, mitigation and management.

Town of Paradise



Emergency Operations Plan

November 2011



ACKNOWLEDGEMENT

The Dease Group Consulting would like to acknowledge and thank the Town of Paradise Administration for their support during the update of this Emergency Operations Plan and the overall project. Additionally, we would like to thank those Town of Paradise departments and stakeholders who play a critical role in the Emergency Management Organization within the town.

Our goal and expectations were to incorporate the “Whole Community” concept put forth by the Federal Emergency Management Agency and adopted by the California Emergency Services Agency and Butte County OEM to include the entire community in the planning process and we would like to acknowledge that the goal was met and our expectations were exceeded by the town’s participation.

As with any working plan, this document represents planning strategies as understood as of the date of this plan’s release. Our hope is that this plan provides effective tools, guidance and strategies in support of emergency operations planning, preparedness, response, recovery and mitigation within the Town of Paradise.



FEMA

This document was prepared under a grant from the Federal Emergency Management Agency’s Grant Programs Directorate (FEMA/GPD) within the U.S. Department of Homeland Security. Points of view or opinions expressed in this document are those of the authors and do not necessarily represent the official position or policies of FEMA/GPD or the U.S. Department of Homeland Security.

LETTER OF PROMULGATION

November 2011

To: Officials and Employees of the Town of Paradise

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

The Town of Paradise Emergency Operations Plan (EOP) establishes an Emergency Management Organization and assigns functions and tasks consistent with California's Standardized Emergency Management Systems (SEMS) and the National Incident Management System (NIMS). Both systems provide for the integration and coordination of efforts within Paradise. These systems were adopted by both the state and federal government following disasters where lack of coordination resulted in greater losses than necessary. It is very valuable to the Town of Paradise that our plan works in conjunction with SEMS and NIMS.

The town's plan was developed for use by Town of Paradise employees with emergency service responsibility. Input was sought from agencies inside and outside of Paradise that have a coordination role in providing emergency services. These include the Butte County Office of Emergency Management and the California Emergency Management Agency (CalEMA). Our plan provides direction on emergency response from onset, through an extended response, and into the recovery process.

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

The Paradise Town Council gives its full support to this Emergency Operations Plan and urges all employees to read the plan, understand it, know your role and be prepared to provide extraordinary support to the citizens of Paradise when needed.

Steve Culleton, Mayor
Town of Paradise

Date

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APPROVAL AND IMPLEMENTATION

Foreword

The Town of Paradise Emergency Operations Plan (EOP) addresses the town's planned response to extraordinary emergency situations associated with natural disasters, technological incidents and national security emergencies in or affecting the Town of Paradise. This plan does not apply to normal day-to-day emergencies or the established departmental procedures used to cope with such emergencies. Rather, this plan focuses on operational concepts and would be implemented relative to large-scale disasters which can pose major threats to life, property and the environment requiring unusual emergency responses.

This plan accomplishes the following:

- Establishes the emergency management organization required to mitigate any significant emergency or disaster affecting the Town of Paradise.
- Identifies the roles and responsibilities required to protect the health and safety of Paradise residents, public and private property and the environmental effects of natural and technological emergencies and disasters.
- Establishes the operational concepts associated with a field response to emergencies, the Town of Paradise Emergency Operations Center (EOC) activities and the recovery process.

Plan Approval and Implementation

Upon concurrence of the Town Council, the plan will be officially adopted and promulgated. The approval date will be included on the title page. The plan will be distributed to those town departments, supporting allied agencies and community organizations having assigned primary functions or responsibilities within the EOP.

Plan Activation

The Town of Paradise Emergency Operations Plan may be activated by the Director of Emergency Services or designated alternates under any of the following circumstances:

- On the order of the Director of Emergency Services as designated by Chapter 2.40 Emergency Organization of the Town of Paradise Municipal Code.
- Upon proclamation by the Governor that a STATE OF EMERGENCY exists in an area of the state.
- Automatically on the proclamation of a STATE OF WAR EMERGENCY as defined in the California Emergency Services Act (Chapter 7, Division 1, Title 2, California Government Code.)
- Upon declaration by the President, of the existence of a National Emergency.
- Automatically, on receipt of an attack warning or actual attack on the United States, or upon occurrence of a catastrophic disaster that requires immediate government response.

Plan Modifications

Upon the delegation of authority from the Town Manager, specific modifications can be made to this plan by the Assistant Town Manager without the signature of the Town Council. This November 2011 Emergency Operations Basic Plan, its Functional Annexes and Hazard Appendices supersedes all previous versions of the Town of Paradise Emergency Operations Plan.

RECORD OF CHANGES

REVISION NUMBER	ENTERED BY	DATE	REVISION NUMBER	ENTERED BY	DATE
1			21		
2			22		
3			23		
4			24		
5			25		
6			26		
7			27		
8			28		
9			29		
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13			33		
14			34		
15			35		
16			36		
17			37		
18			38		
19			39		
20			40		

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

RECORD OF CONCURRENCE

The following list of signatures documents each Town Councilmember's concurrence and receipt of the 2011 Town of Paradise Emergency Operations Plan. As needed, revisions will be submitted to the Paradise Town Manager's Office.

Councilmember _____ DATE

Councilmember _____ DATE

Councilmember _____ DATE

Town Manager _____ DATE

Town Clerk _____ DATE

Fire Department _____ DATE

Police Department _____ DATE

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BASIC PLAN

SECTION 1.0 PURPOSE, SCOPE, SITUATION AND ASSUMPTIONS

1.1 PURPOSE

The purpose of the Town of Paradise Emergency Operations Plan (EOP), its Functional Annexes and Hazard/Threat Specific Appendices is to provide the basis for a coordinated response before, during and after a disaster incident affecting the Town of Paradise.

This plan is the principal guide for the town's response to, and management of real or potential emergencies and disasters occurring within its designated geographic boundaries. Specifically, this plan is intended to:

- Facilitate multi-jurisdictional and interagency coordination, particularly between local government, private sector, operational area (geographic county boundary), and state response levels, and appropriate federal agencies, in emergency operations.
- Serve as a town plan, a reference document and when possible, it may be used for pre-emergency planning in addition to emergency operations.
- To be utilized in coordination with applicable local, state and federal contingency plans.
- Identify the components of an Emergency Management Organization (EMO), and establish associated protocols required to effectively respond to, manage and recover from major emergencies and disasters.
- Establish the operational concepts and procedures associated with field response to emergencies, and Emergency Operations Center (EOC) activities.
- Establish the organizational framework for implementation of the California Standardized Emergency Management System (SEMS), and the National Incident Management System (NIMS), within the Town of Paradise.

Allied agencies, private enterprise, special districts and volunteer organizations having roles and responsibilities established by this plan are encouraged to develop operating protocols and emergency action checklists based on the provisions of this plan.

1.1.1 Planning Organization and Format

The plan is divided into four elements that contain general and specific information relating to town emergency management operations. Those four elements are as follows:

Basic Plan

This section provides the structure and organization of the Town of Paradise Emergency Management Organization; identifies individual roles and responsibilities; describes the concept of emergency operations; and identifies how the town integrates into the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS).

Functional Annexes

The Functional Annexes contain detailed descriptions of the methods that the Town of Paradise and its departments follow for critical functions during emergency operations.

Hazard or Threat-Specific Appendices

These Hazard or Threat-Specific Appendices describe the town's emergency response strategies that apply to a specific hazard.

Supporting Documents

This section contains supporting materials to the overall Emergency Operations Plan.

1.2 SCOPE

The scope of this plan applies to any extraordinary emergency situation associated with any hazard, natural or human caused which may affect the Town of Paradise that generates situations requiring planned, coordinated responses by multiple agencies or jurisdictions.

The provisions, policies, and procedures of this plan are applicable to all agencies and individuals, public and private, having responsibilities for emergency preparedness, response, recovery, and/or mitigation in the town. The other governmental agencies within the Town of Paradise maintain their own emergency operations plans and those plans are consistent with the policies and procedures established by this plan.

Incorporating the FEMA Comprehensive Preparedness Guide (CPG) 101 and State of California Emergency Plan best practices, this plan is designed to be read, understood and exercised prior to an emergency and establishes the framework for implementation of the California Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS) for the town. The Paradise EOP is intended to facilitate multi-agency and multi-jurisdictional coordination, particularly between the Town of Paradise and its jurisdictions, including special districts, utilities, major businesses, the American Red Cross, community groups, state agencies, and the federal government. Emergency operations in Paradise will be coordinated through the structure of the Emergency Operations Center. This plan will be used in coordination with the *State Emergency Plan and the National Response Framework*.

This plan is part of a larger framework that supports emergency management within the state. Through an integrated framework of emergency plans and procedures involving all stakeholders in the emergency management community, the Town of Paradise together with Butte County, the State of California Emergency Management Agency (CalEMA) and the federal government will promote effective planning and coordination prior to an emergency, thereby ensuring a more effective response and recovery.

Each element of the emergency management organization is responsible for assuring the preparation and maintenance of appropriate response plans and current standard operating procedures (SOPs), resource lists and checklists that detail how assigned responsibilities will be performed to support implementation of this plan and to ensure successful response during a major disaster.

Elements to be addressed in SOPs are:

- Arrangements for the provision of direction and control within the department/agency.
- Specific emergency authorities that may be assumed by a designated successor during emergency situations.
- Circumstances under which successor emergency authorities would become effective, and when they would be terminated.

- Current internal personnel notification/recall rosters and procedures to implement them. This should include a 24-hour communication system with the capability to notify and call-out personnel designated by the agency for emergency response.
- Designation and establishment of a work/control/dispatch center or Department Operations Center (DOC) to manage organizational resources and response personnel and maintain contact with the EOC during emergencies.
- Designation of a representative to report to the EOC during an emergency to advise decision makers and coordinate the agency's response effort with other responding entities.
- Reporting of appropriate information (casualties, damage observations, evacuation status, shelter status, chemical exposure, etc.) to the EOC during an emergency.
- Support of cleanup and recovery operations during disasters.
- Training of assigned response staff to perform emergency functions.

It is the town's intent to fulfill the policies described herein, within the capabilities and resources available at the time of an emergency or disaster event.

1.3 SITUATION OVERVIEW

This chapter describes a number of potential hazards that could affect the town upon their occurrence which would warrant the activation of the Town of Paradise Emergency Management Organization.

1.3.1 Town History

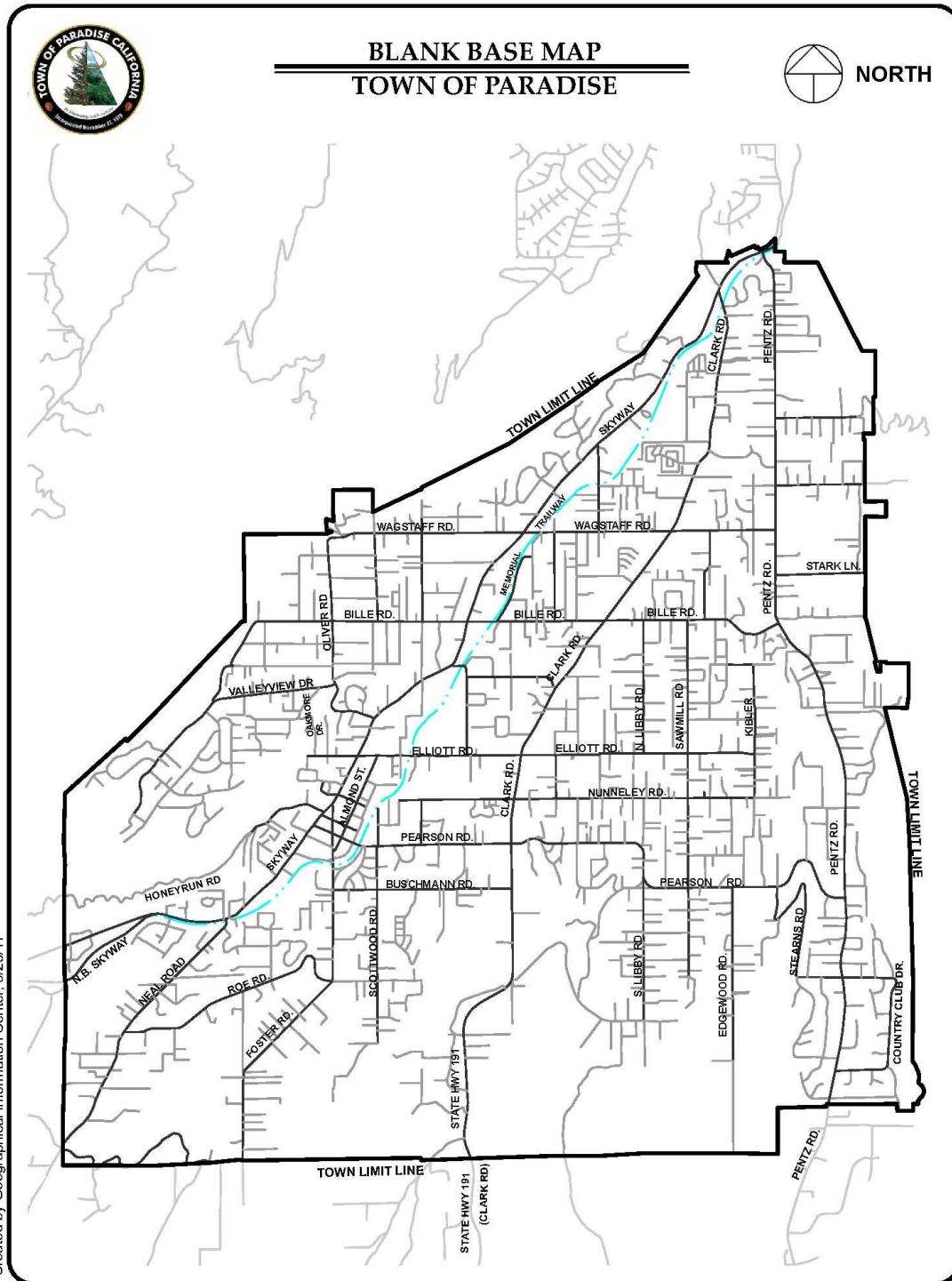
Incorporated in 1979, the Town of Paradise is nestled in the foothills of Northern California's Sierra Nevada Mountains and sits astride a ridge top with elevations ranging from 1,200 to 2,400 feet above sea level.

The Town of Paradise is located at the juncture of the western slopes of the Cascade and Sierra Nevada systems in north central Butte County. Topography and drainage patterns have had a major influence on development patterns in the area. This area is defined by steep canyons - to the east by the West Branch of the Feather River drainage, and to the northwest by the Butte Creek-Little Butte Creek drainage. The Town of Paradise occupies an area identified as the Lower Ridge, which ranges in elevation from 2,200 feet in the north to 1,500 feet at the town's southern boundary.



Originally settled during the Gold Rush era, the Town of Paradise and surrounding area grew very slowly during the first half of this century. The Town of Paradise is predominately residential in character, and most of its dwelling units are single-family units. Multi-family units, at densities ranging from 8 to 12 units per acre, are found primarily in central Paradise, near commercial uses and along major arterial streets. The town's central business district consists of a narrow band of commercial uses along both sides of the Skyway generally between Black Olive Drive and Maxwell Drive. The town contains relatively little industrial development. Agricultural uses, including vineyards, orchards, and grazing land, are located primarily in the southern third of the town.

Located on the next page is a base map of the Town of Paradise, **Figure 1 – Base Map of Paradise**.



Created by Geographical Information Center, 9/23/11

Figure 1 - Base Map of Paradise

1.3.2 Hazard Analysis Summary

In 2007, Butte County's Office of Emergency Management worked with the cities of Chico, Oroville, Biggs, Gridley and the Town of Paradise and a consortium of community stakeholders to complete the Butte County Multi-Hazard Mitigation Plan. The Town of Paradise was an integral part of that planning process. The purpose of this analysis was to identify and discuss the natural, technological and human caused threats confronting the communities and the mitigation efforts that might address those threats. For a more detailed explanation, please refer to the Butte County Multi-Hazard Mitigation plan, located on the Butte County website at www.buttecounty.net.

The Town of Paradise is vulnerable to a wide range of threats. An all-hazards threat perspective must include a complete range of threats including emerging and increasing technological factors (e.g., the increased transportation of numerous hazardous materials on state highways, roads and interstates throughout the town). It is important to consider past events for future planning, with the consideration that the location and scope of hazards changes over the years.

Although an attempt has been made to identify all major hazards and their respective impacts, it must be remembered that we live in a time of emerging threats, and nature, coupled with humankind's ongoing development and tendencies toward violence ensures that the material contained within this document will surely require modification over time.

A brief hazard analysis summary is located in **Figure 2 - Hazard Analysis Summary** for the Town of Paradise. The summary is based on Probability (likelihood) and Severity (loss of life and/or property) categorized in the three main types of disaster events: Natural Disasters, Technological Hazards and Human-Caused.

Town of Paradise Hazard Analysis Summary		
HAZARD	PROBABILITY	SEVERITY
NATURAL HAZARDS		
Earthquake	Low	Low
Public Health/Epidemic	Moderate	Moderate
Severe Weather	Moderate	Moderate
Flood	Moderate	Low
Wildland Fire/Urban Interface	Very High	Very High
Infestation/Pestilence	Low	High
Landslide/Mudslide	Low	Low
Environmental (Drought)	Moderate	Moderate
TECHNOLOGICAL HAZARDS		
Dam Failure	Low	High
Transportation Accident	Moderate	Moderate to High
Utility/Power Failure	Low	Low to Moderate
Levee Failure	Low	Low
Hazardous Materials	Moderate	Moderate
Resource Disruption/Depletion	Low to Moderate	High
HUMAN CAUSED HAZARDS		
Civil Disorder	Very Low	Low
Terrorism	Low	Low
Violent Encounter	Very Low	Very Low

Figure 2 - Hazard Analysis Summary

For detailed Town of Paradise hazard descriptions on each hazard identified in the summary, refer to **Hazard/Threat Specific Appendices**.

1.3.3 Capability Assessment

A capability assessment provides part of the foundation for determining the type of emergency management, preparedness and mitigation strategy. The assessment process also identifies gaps or weaknesses that may need to be addressed through preparedness planning goals and actions deemed practical considering the jurisdiction's capabilities to implement them. Finally, the capability assessment highlights the positive measures that are in place or underway for continued support and enhancement of the jurisdiction's preparedness and response efforts.

As an established organization, the Town of Paradise Manager's Office has the capabilities to perform the necessary emergency response duties outlined in this EOP. The town has an established emergency management organization, alert and warning & communication system and channels. As outlined in the Paradise Municipal Code: **Chapter 2.40 Emergency Organization**, Paradise has identified the response capabilities and resources (equipment, personnel, etc.) to provide a response to an emergency situation.

1.3.4 Mitigation Overview

The Town of Paradise has taken a number of mitigation measures for each identified hazard to minimize the impact that is likely to result from an emergency. In July 2007, the Town Council approved the Butte County Multi-Hazard Mitigation Plan that identifies the town's mitigation efforts to reduce the likelihood that a defined hazard will impact their community. As the cost of damage from natural disasters continues to increase nationwide, the Town of Paradise recognizes the importance of identifying effective ways to reduce their vulnerability to disaster events.

The following short and long term mitigation goals from their Hazard Mitigation Plan identifies potential protection, prevention and mitigation strategies for the city including public education and awareness, critical facilities and high-risk targets as listed below:

- Protect Roadway System
 - Completion of Dry Creek Drainage Project
- Reduce impact of wildland fire to infrastructure
 - Fire Lookouts
 - Fuel Reduction
- Improve public notification process / system and mitigate risks
 - Ensure that critical infrastructure can withstand severe snow

*For detailed information on the Town of Paradise's mitigation strategies, please refer to **Butte County Multi-Jurisdictional All Hazard Pre-Disaster Mitigation Plan**.*

The Town of Paradise, as a jurisdiction within Butte County, has additional mitigation measures by developing or being a part of sector or hazard-specific protection plans which are located on the town's website at www.townofparadise.com. Some of those plans include:

Paradise

- Town of Paradise and Upper Ridge Evacuation Plan
- Citizen Planning Guide for Disaster Preparedness
- Wildland Fire Emergency Action Plan

- Snow Emergency Response Plan

General

- An approved county 2030 General Plan that includes the Safety Element section which outlines all of the mitigation measures that have occurred and will occur regarding the safety of the town citizenry and communities.
- **Public Health:** –The Butte County Public Health Department has an Emergency Response Division which focuses on Citizen, Community and Environmental Health, public information/preparedness outreach and planning.
- **Animal Care:** Butte County has preparedness documentation for livestock, horse and domestic pet preparedness.
- **Resource Management:** –Butte County General Services maintains an Emergency Resource Directory (ERD) that lists all emergency vendors, equipment and resources including shelters available during a disaster situation to aid in response and recovery.
- **Mass Care and Shelter Plan:** – Butte County has undertaken Mass Care and Shelter planning efforts. The shelters are managed by the American Red Cross.
- **Access and Functional Needs:** –Butte County has developed documentation at the county Public Health Department highlighting Access and Functional Needs preparedness efforts.
- **Hazardous Materials Plan:**– Butte County has developed documentation to provide guidance to the Hazardous Materials Response Team (HMRT) in the event of a Hazardous Materials incident within the county.

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SECTION 2.0 CONCEPT OF OPERATIONS

Assumptions

Certain assumptions were used during the development of this plan. These assumptions translate into basic principles associated with conducting emergency management operations in preparation for, response to and recovery from major emergencies. "Assumptions" provide context, requirements, and situational realities that must be addressed in plan development and emergency operations.

- Emergencies or disasters may occur at any time, day or night, in populated as well as remote areas of the Town of Paradise.
- Major emergencies and disasters will require a multi-agency, multi-jurisdictional response. For this reason, it is essential that the Standardized Emergency Management System (SEMS), and in many cases a Unified Command, be implemented immediately by responding agencies, and expanded as the situation dictates.
- The Town of Paradise is primarily responsible for emergency actions within the town boundaries and will commit all available resources to save lives, minimize injury to persons and minimize property damage.
- Large-scale emergencies and disasters may overburden local resources and necessitate mutual aid from neighboring jurisdictions.
- Large-scale emergencies and disasters and the complex organizational structure required to respond to them pose significant challenges in terms of warning and notification, logistics, and agency coordination.
- Major emergencies and disasters may generate widespread media and public interest. The media must be considered a partner in large-scale emergencies and disasters; this relationship can provide considerable assistance in emergency public information and warning
- Large-scale emergencies and disasters may pose serious long-term threats to public health, property, the environment, and the local economy. While responding to significant disasters and emergencies, all strategic decisions must consider each of these consequences.
- Disasters and emergencies may require an extended commitment of personnel and other resources from involved agencies and jurisdictions.

2.1 Goals, Priorities and Strategies

During the Response Phase, emergency managers set goals, prioritize actions and outline operational strategies. This plan provides a broad overview of those goals, priorities and strategies and describes what should occur during each step, when and at whose direction.

2.1.1 Operational Goals

During the response phase, the agencies that are charged with responsibilities in this plan should focus on the following five goals:

- Mitigate Hazards.
- Meet Basic Human Needs.

- Address Needs of People with Access and Functional Needs.
- Restore Essential Services.
- Support Community and Economic Recovery.

2.1.2 Operational Priorities

Operational priorities govern resource allocation and the response strategies for the Town of Paradise and its political subdivisions during an emergency. Below are operational priorities addressed in this plan:

1. **Save Lives** – The preservation of life is the top priority of emergency managers and first responders and takes precedence over all other considerations.
2. **Protect Health and Safety** – Measures should be taken to mitigate the emergency's impact on public health and safety.
3. **Protect Property** – All feasible efforts must be made to protect public and private property and resources, including critical infrastructure, from damage during and after an emergency.
4. **Preserve the Environment** – All possible efforts must be made to preserve California's environment and protect it from damage during an emergency.

2.1.3 Operational Strategies

To meet the operational goals, emergency responders should consider the following strategies:

- **Mitigate Hazards** – As soon as practical, suppress, reduce or eliminate hazards and/or risks to persons and property during the disaster response. Lessen the actual or potential effects or consequences of future emergencies.
- **Meet Basic Human Needs** – All possible efforts must be made to supply resources to meet basic human needs, including food, water, shelter, medical treatment and security during the emergency. Afterwards provisions will be made for temporary housing, food stamps and support for re-establishing employment after the emergency passes.
- **Address Needs of People with Access and Functional Needs** – People with access and functional needs are more vulnerable to harm during and after an emergency. The needs of people with access and functional needs must be considered and addressed.
- **Restore Essential Services** – Power, water, sanitation, transportation and other essential services must be restored as rapidly as possible to assist communities in returning to normal daily activities.
- **Support Community and Economic Recovery** – All members of the community must collaborate to ensure that recovery operations are conducted efficiently, effectively and equitably, promoting expeditious recovery of the affected areas.

2.2 Standardized Emergency Management System (SEMS)

The Standardized Emergency Management System (SEMS) is the cornerstone of California's emergency response system and the fundamental structure for the response phase of emergency management. SEMS is required by the California Emergency Services Act (ESA) for managing multiagency and multijurisdictional responses to emergencies in California. The system unifies all elements of California's emergency management community into a single integrated system and standardizes key elements. SEMS incorporates the use of the Incident Command System (ICS), California Disaster and Civil Defense Master Mutual Aid Agreement (MMAA), the Operational Area (OA) concept and multiagency or inter-agency coordination. State agencies are required to use SEMS and local

government entities must use SEMS in order to be eligible for any reimbursement of response-related costs under the state's disaster assistance programs.

2.2.1 SEMS Organization Levels

There are five SEMS organizational levels, as illustrated in *Figure 3 - SEMS Organization Levels*.

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

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

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

Region – The Regional Level manages and coordinates information and resources among OAs within the mutual aid region and also between the OA and the state level. The Regional Level also coordinates overall state agency support for emergency response activities within the region. California is divided into three California Emergency Management Agency (Cal EMA) Administrative Regions – Inland, Coastal and Southern – which are further divided into six mutual aid regions. The Regional Level operates out of the Regional Emergency Operations Center (REOC). *See Figure 6 – Inland Region Mutual Aid.*

State – The state level of SEMS prioritizes tasks and coordinates state resources in response to the requests from the Regional level and coordinates mutual aid among the mutual aid regions and between the Regional Level and State Level. The state level also serves as the coordination and communication link between the state and the federal emergency response system. The state level requests assistance from other state governments through the Emergency Management Assistance Compact (EMAC) and similar interstate compacts/agreements and coordinates with the Federal Emergency Management Agency (FEMA) when federal assistance is requested. The state level operates out of the State Operations Center (SOC).

At the Federal Level, the National Response Framework (NRF) identifies the methods and means for federal resources to provide support to the state and local government. Federal resources would be accessed via the SEMS process through the mutual aid region and State Operations Center.



Figure 3 - SEMS Organizations Levels

2.2.2 SEMS Functions

SEMS requires that every emergency response involving multiple jurisdictions or multiple agencies include the five functions identified in **Figure 4 - SEMS Functions**. These functions must be applied at each level of the SEMS organization.

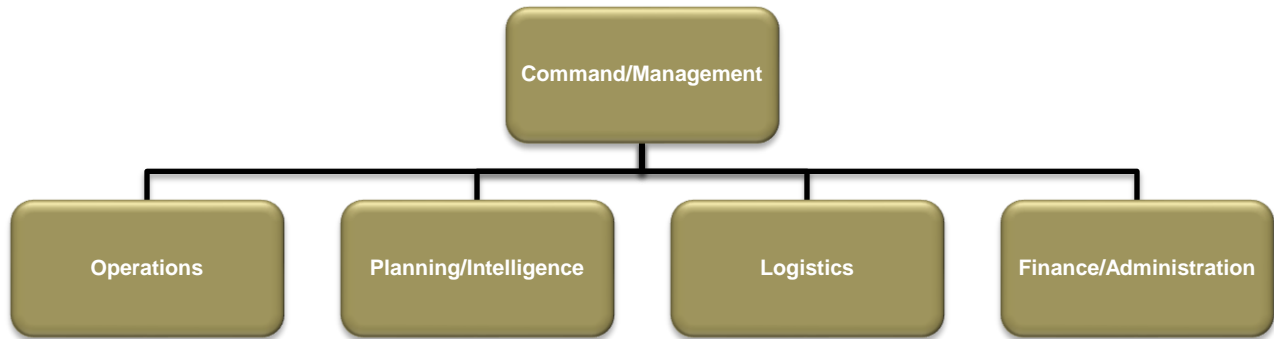


Figure 4 - SEMS Functions

Command/Management: Command is responsible for the directing, ordering, and/or controlling of resources at the field response level. Management is responsible for overall emergency policy and coordination at the SEMS EOC levels. Command and Management are further discussed below:

- **Command:** A key concept in all emergency planning is to establish command and tactical control at the lowest level that can perform that role effectively in the organization. In the Incident Command System (ICS), the Incident Commander (IC), with appropriate policy direction and authority from the responding agency, sets the objectives to be accomplished and approves the strategy and tactics to be used to meet those objectives. The IC must respond to higher authority. Depending upon the incident's size and scope, the higher authority could be the next ranking level in the organization up to the agency or department executive. This relationship provides an operational link with policy executives who customarily reside in the Department Operations Center (DOC) or EOC, when activated.
- **Management:** The EOC serves as a central location from which multiple agencies or organizations coordinate information collection and evaluation, priority setting and resource management. Within the EOC, the Management function:
 - Facilitates multiagency coordination and executive decision making in support of the incident response
 - Implements the policies established by the governing bodies
 - Facilitates the activities of the Multi-Agency Coordination (MAC) Group
- **Operations:** Responsible for coordinating and supporting all jurisdictional operations in support of the response to the emergency through implementation of the organizational level's Action Plans (AP). At the Field Level, the Operations Section is responsible for the coordinated tactical response directly applicable to, or in support of the objectives in accordance with the Incident Action Plan (IAP). In the EOC, the

Operations Section Coordinator manages functional coordinators who share information and decisions about discipline-specific operations.

- **Logistics:** Responsible for providing facilities, services, personnel, equipment and materials in support of the emergency. Unified ordering takes place through the Logistics Section Ordering Managers to ensure controls and accountability over resource requests. As needed, Unit Coordinators are appointed to address the needs for communications, food, medical, supplies, facilities and ground support.
- **Planning/Intelligence:** Responsible for the collection, evaluation and dissemination of operational information related to the incident for the preparation and documentation of the IAP at the Field Level or the AP at an EOC. Planning/Intelligence also maintains information on the current and forecasted situation and on the status of resources assigned to the emergency or the EOC. As needed, Unit Coordinators are appointed to collect and analyze data, prepare situation reports, develop action plans, set Geographic Information Systems (GIS) priorities, compile and maintain documentation, conduct advance planning, manage technical specialists and coordinate demobilization.
- **Finance/Administration:** Responsible for all financial and cost analysis aspects of the emergency and for any administrative aspects not handled by the other functions. As needed, Unit Leaders are appointed to record time for incident or EOC personnel and hired equipment, coordinate procurement activities, process claims and track costs.

The field and EOC functions are further illustrated in **Figure 5 - Comparison of Field and EOC SEMS Functions**.

PRIMARY SEMS FUNCTION	FIELD RESPONSE LEVEL	EOCS AT OTHER SEMS LEVELS
Command/Management	Command is responsible for the directing, ordering, and/or controlling of resources.	Management is responsible for facilitation of overall policy, coordination and support of the incident.
Operations	The coordinated tactical response of all field operations in accordance with the Incident Action Plan.	The coordination of all jurisdictional operations in support of the response to the emergency in accordance with the EOC Action Plan.
Planning/Intelligence	The collection, evaluation, documentation and use of intelligence related to the incident.	Collecting, evaluating and disseminating information and maintaining documentation relative to all jurisdiction activities.
Logistics	Providing facilities, services, personnel, equipment and materials in support of the incident.	Providing facilities, services, personnel, equipment and materials in support of all jurisdiction activities as required.
Finance/Administration	Financial and cost analysis and administrative aspects not handled by the other functions.	Responsible for coordinating and supporting administrative and fiscal consideration surrounding an emergency incident.

Figure 5 - Comparison of Field and EOC SEMS Functions

2.2.3 SEMS Components

Management by Objectives

The Management by Objectives (MBO) feature of ICS, as applied to SEMS, means that each SEMS Level establishes for a given Operational Period, measurable and attainable objectives to be achieved. An objective is an

aim or end of an action to be performed. Each objective may have one or more strategies and performance actions needed to achieve the objective.

Operational Period

The Operational Period is the length of time set by command at the Field Response Level, and by management at other levels to achieve a given set of objectives. The period may vary in length from a few hours to days, and will be determined by the situation.

Action Plans

Action planning should be used at all SEMS Levels. There are two types of action plans in SEMS: Incident Action Plans and EOC Action Plans. The Incident Action Plans (IAP) are used at the Field Response Level. The IAP can be either written or verbal although for documentation purposes the written IAP is preferable. The IAP contains objectives reflecting the overall incident strategy and specific tactical actions and supporting information for the next Operational Period. Incident Action Plans are an essential and required element in achieving objectives under ICS.

EOC Action Plans are crafted at Local Government, Operational Area, Region, and State EOC Levels. The use of EOC Action Plans provides designated personnel with knowledge of the objectives to be achieved and the steps required for achievement. EOC Action Plans not only provide direction, but also serve to provide a basis for measuring achievement of objectives and overall system performance. Action Plans can be extremely effective tools during all phases of a disaster.

Organizational Flexibility – A Modular Organization

The intent of this SEMS feature is that at each SEMS Level, only those functional elements that are required to meet current objectives need to be activated. All elements of the organization can be arranged in various ways within or under the five SEMS essential functions.

The functions of any non-activated element are the responsibility of the next highest element in the organization. Each activated element must have a person in charge; however, one supervisor may be in charge of more than one functional element.

Organizational Unity and Hierarchy of Command

Organizational unity means that every individual within an organization has a designated supervisor. Hierarchy of command/management means that all functional elements within each activated SEMS Level are linked together to form a single overall organization with appropriate span of control limits.

Span of Control

Maintaining a reasonable span of control is the responsibility of every supervisor at all SEMS Levels. The optimum span of control is one to five, meaning that one supervisor has direct supervisory authority over five positions or resources. The recommended span of control for supervisory personnel at the Field Response Level and all EOC Levels should be in the one-to-three to one-to-seven ratio. A larger span of control may be acceptable when the supervised positions or resources are all performing a similar activity.

Personnel Accountability

An important feature to all SEMS Levels is personnel accountability. This is accomplished through the Organizational Unity and Hierarchy of Command or Management features, along with the use of check-in forms, position logs and various status forms. The intent is to ensure that there are proper safeguards in place so all personnel at any SEMS Level can be accounted for at any time.

Common Terminology

In SEMS, common terminology is applied to: functional elements, position titles, facility designations, and resources. The purpose of having common terminology is to rapidly enable multi-agency, multi-jurisdiction organizations and resources to work together effectively. This will vary from level to level in terms of directing, controlling, coordinating, and resource inventorying. Procedures for effective resources management must be geared to the function and the level at which the function is performed.

Integrated Communications

This feature of SEMS relates to: hardware systems, planning for system selection and linking, and the procedures and processes for transferring information. At the Field Response Level, integrated communications are used on any emergency. At and between all SEMS Levels, there must be a dedicated effort to ensure that communications systems, planning and information flow are accomplished in an effective manner. The specifics of how this is accomplished at EOC Levels may be different than at the Field Response Level.

More on the SEMS Regulations and SEMS Guidelines can be found on the CalEMA Website.

2.2.4 National Incident Management System (NIMS)

The terrorist attacks of September 11, 2001, illustrated the need for all levels of government, the private sector, and nongovernmental agencies to prepare for, protect against, respond to, and recover from a wide spectrum of events that exceed the capabilities of any single entity. These events require a unified and coordinated national approach to planning and to domestic incident management. To address this need, the President signed a series of Homeland Security Presidential Directives (HSPDs) that were intended to develop a common approach to preparedness and response. Two HSPDs that are of particular importance to emergency planners:

- HSPD-5, Management of Domestic Incidents, identifies steps for improved coordination in response to incidents. It requires the Department of Homeland Security (DHS) to coordinate with other federal departments and agencies and state, local, and tribal governments to establish a National Response Framework (NRF) and a National Incident Management System (NIMS).
- HSPD-8, National Preparedness, describes the way Federal departments and agencies will prepare. It requires DHS to coordinate with other Federal departments and agencies—and with state, local, and tribal governments to develop a National Preparedness Goal.

Together, NIMS, the NRF, and the National Preparedness Goal define what needs to be done to prevent, protect against, respond to, and recover from a major event; how it needs to be done; and how well it needs to be done. These efforts align federal, state, local, and tribal entities; the private sector; and nongovernmental agencies to provide an effective and efficient national structure for preparedness, incident management, and emergency response.

NIMS provides a consistent framework for incident management at all jurisdictional levels, regardless of the cause, size, or complexity of the incident. Building on the ICS, NIMS provides the nation's first responders and authorities with the same foundation for incident management for terrorist attacks, natural disasters, and all other emergencies. NIMS requires the institutionalization of ICS and its use to manage all domestic incidents.

NIMS integrates existing best practices into a consistent, nationwide approach to domestic incident management that is applicable at all jurisdictional levels and across functional disciplines. Six major components make up the NIMS system's approach:

- Command and Management
- Preparedness
- Resource Management
- Communications and Information Management
- Supporting Technologies
- Ongoing Management and Maintenance

2.2.5 Mutual Aid

California's emergency assistance is based on a statewide mutual aid system designed to ensure that additional resources are provided to the state's political subdivisions whenever their own resources are overwhelmed or inadequate. The basis for this system is the *California Disaster and Civil Defense Master Mutual Aid Agreement* (MMAA), which is entered into by and between the State of California, its various departments and agencies and the various political subdivisions, municipal corporations and public agencies 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. Under specific conditions, federal and state monies may be appropriated to reimburse public agencies who aid other jurisdictions. If other agreements, memoranda and contracts are used to provide assistance for consideration, the terms of those documents may affect disaster assistance eligibility and local entities may only be reimbursed if funds are available. This plan promotes the establishment of emergency assistance agreements between public and private sector agencies at all levels.

There are four approved, formal Mutual Aid Systems in California. Those systems are:

- Fire and Rescue
- Law Enforcement
- Coroner
- Emergency Management (resources not covered by the other three systems)

Other informal mutual aid involves, but is not limited to the interchange of:

- Public Information
- Medical and Health
- Communications
- Transportation Services
- Facilities
- Hazardous Materials Mutual Aid System
- Volunteer and Private agencies

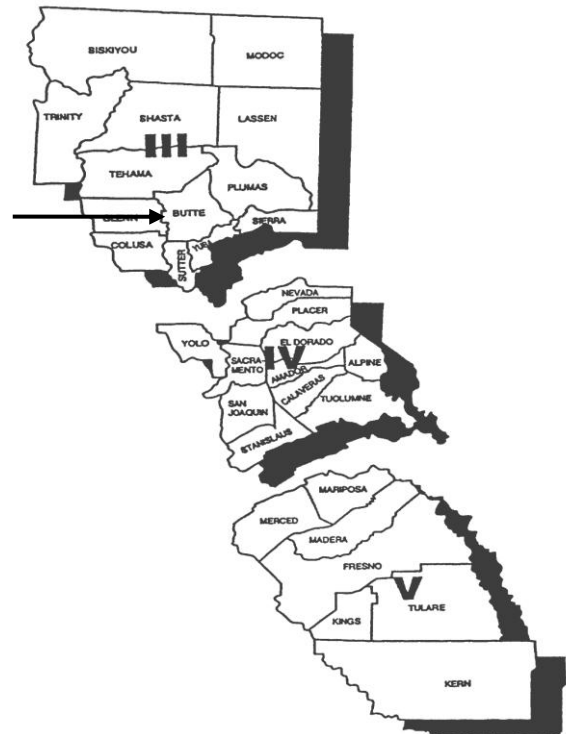


Figure 6 - Inland Region Mutual Aid

California is divided into six mutual aid regions, which are subdivisions of the state emergency services organization established to facilitate the coordination of mutual aid and other emergency operations within an area of the state consisting of two or more Operational Areas.

A map of Inland Region is shown in **Figure 6 - Inland Region Mutual Aid**, which details the Mutual Aid Regions III, IV & V, Butte County is located in Mutual Aid Region III.

2.2.6 Mutual Aid Coordination

Formal mutual aid requests will follow specified procedures and are processed through pre-identified mutual aid coordinators. Mutual aid requests will follow discipline-specific chains (i.e. fire, law enforcement, emergency manager, etc.) from one level of government to the next. The mutual aid coordinator receives the mutual aid request and coordinates the provision of resources from within the coordinator's geographic area of responsibility. In the event resources are unavailable at one level of government, the request is forwarded to the next higher level of government to be filled.

Field Level Requests: Requests for MMAA resources originate from the Field Level and are managed by the Incident Commander (IC). If the IC is unable to obtain the resource through existing local channels, the request is elevated to the next successive government level until obtained or cancelled.

Local Government Request: Local jurisdictions are responsible for the protection of life and property within the municipal geographic boundaries. The local jurisdiction where the incident occurred should assess its resource inventory and existing local agreements to determine if the requested resource is available. When locally committed resources are exhausted and mutual aid is needed, the local official will request assistance from the OA Mutual Aid Coordinator.

Operational Area Requests: The OA is a composite of its political subdivisions, (i.e. municipalities, contract cities, special districts and county agencies). The OA Mutual Aid Coordinator assesses the availability of resources within the OA and fulfills the resource request based upon that assessment. In the event resources are unavailable at the OA level, the request is forwarded to the responsible Regional Mutual Aid Coordinator to be filled.

Region Level Requests: The state is geographically divided into six Mutual Aid Regions. For Law Enforcement Mutual Aid, Region I is divided into two sub-regions. Each Mutual Aid Region is comprised of multiple Operational Areas and has a Regional Mutual Aid Coordinator. The Regional Mutual Aid Coordinator is granted the authority to coordinate the mutual aid response of discipline-specific resources within the region to support a mutual aid request by a jurisdiction also within the region. In the event resources are unavailable at the regional level, the request is forwarded to the State Mutual Aid Coordinator to be filled.

State Level Requests: On behalf of the Governor, the Secretary of CalEMA has the responsibility for coordination of state mutual aid resources in support of local jurisdictions during times of emergency. The Secretary will analyze and coordinate the request by forwarding the request to an unaffected REOC or tasking an appropriate state agency to fill the need.

Figure 7 - Discipline-Specific Mutual Aid Systems documents the flow of information, resources requests and resources within specific mutual aid agreements relative to the SEMS organization levels.

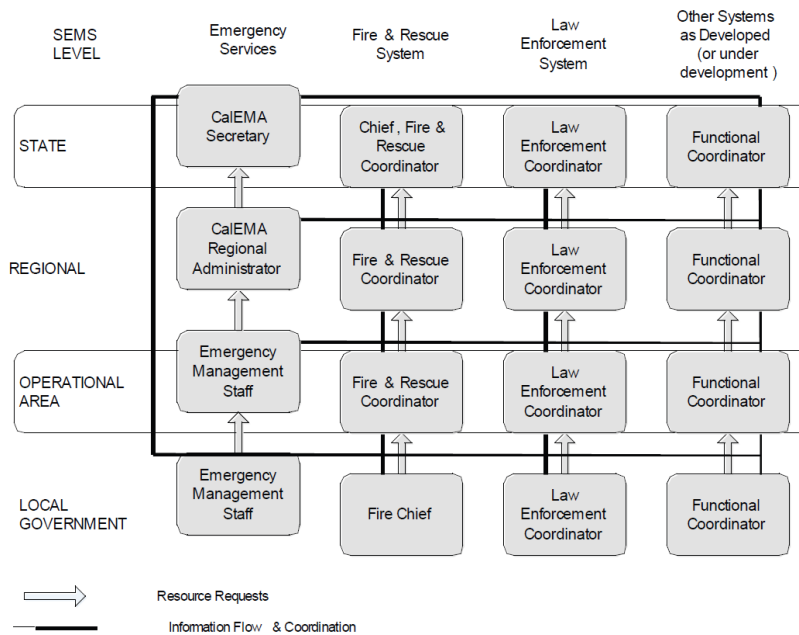


Figure 7 - Discipline Specific Mutual Aid Systems

Figure 8 – Flow of Requests and Resources depicts the resource management process for the state under SEMS. In this model, the affected local government has the ability to access all stakeholders at all levels of the system.

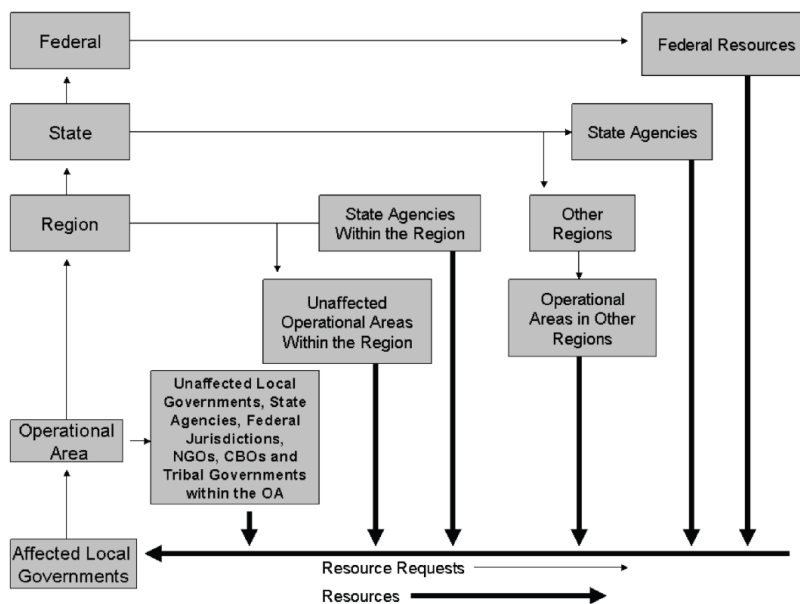


Figure 8 - Flow of Requests and Resources

2.3 Sequence of Events During Disasters

Two sequences of events are typically associated with disasters: One involves the response and the other involves emergency proclamations. The response sequence generally describes the emergency response activities to save lives, protect property and preserve the environment. This sequence describes deployment of response teams, activation of emergency management organizations and coordination among the various levels of government. The emergency proclamation sequence outlines the steps to gain expanded emergency authorities needed to mitigate the problem. It also summarizes the steps for requesting state and federal disaster assistance.

2.3.1 Before Impact

Routine Monitoring for Alerts, Watches and Warnings: Emergency officials constantly monitor events and the environment to identify specific threats that may affect their jurisdiction and increase the awareness level of emergency personnel and the community when a threat is approaching or imminent.

Increased Readiness: Sufficient warning provides the opportunity for response agencies to increase readiness, which are actions designed to increase an agency's ability to effectively respond once the emergency occurs. This includes, but is not limited to:

- Briefing government officials.
- Reviewing plans and procedures.
- Preparing and disseminating information to the community.
- Updating resource lists.
- Testing systems such as warning and communications systems.
- Precautionary activation of Emergency Operations Centers.

Pre-Impact: When a disaster is foreseen as highly likely, action is taken to save lives and protect property. During this phase, warning systems are activated, evacuations may be initiated and resources are mobilized.

2.3.2 Immediate Impact

During this phase, emphasis is placed on control of the situation, saving lives and minimizing the effects of the disaster.

Alert and Notification: Local response agencies are alerted about an incident by the public through 9-1-1, another response agency, or other method. First responders are then notified of the incident. Upon an alert, response agencies notify response personnel.

Resource Mobilization: Response agencies activate personnel and mobilize to support the incident response. As the event escalates and expands, additional resources are activated and mobilized to support the response. Activation and mobilization continue for the duration of the emergency as additional resources are needed to support the response. This includes resources from within the town, or, when resources are exhausted, from surrounding unaffected jurisdictions.

Incident Response: Immediate response is accomplished within the town by local responders. First responders arrive at the incident and function within their established field level plans and procedures. The responding agencies will manage all incidents in accordance with ICS organizational structures, doctrine and procedures.

Establishing Incident Command: Incident Command is established to direct, order, or control resources by virtue of some explicit legal, agency or delegated authority. Initial actions are coordinated through the on-scene Incident Commander (IC). The Incident Commander develops an initial Incident Action Plan (IAP), which sets priorities for the incidents, assigns resources and includes a common communications plan. If multiple jurisdictions or agencies are involved, the first responders will establish a Unified Incident Command Post (ICP) to facilitate multijurisdictional and multiagency policy decisions. The Incident Commander may implement an Area Command to oversee multiple incidents that are handled by separate ICS organizations or to oversee the management of a very large or evolving incident that has multiple incident management teams engaged.

Activation of the Multiagency Coordination System (MACS): Responding agencies will coordinate and support emergency management and incident response objectives through the development and use of integrated Multiagency Coordination Systems (MACS) and MAC Groups. This includes developing and maintaining connectivity capability between ICP, local 9-1-1 Centers, local Emergency Operations Centers (EOC), REOC, the SOC and federal EOC and NRF organizational elements.

Local EOC Activation: Local jurisdictions activate their local EOC based on the magnitude or need for more coordinated management of the emergency. When activated, local EOCs help form a common operating picture of the incident by collecting, analyzing and disseminating emergency information. The local EOC can also improve the effectiveness of the response by reducing the amount of external coordination of resources by the Incident Commander by providing a single point of contact to support multiagency coordination. When activated the local EOC notifies the OA lead that the local EOC has been activated.

For more information on the Town of Paradise, local EOC activation criteria, refer to the **Functional Annex A – Direction and Control**.

Communications between the Field and EOC: When a jurisdiction's EOC is activated, communications and coordination are established between the IC and the Department Operations Center (DOC) to the EOC, or between the IC and the EOC.

Operational Area (OA) EOC Activation: If one or more local EOCs are activated, or if the event requires resources outside the affected jurisdiction, the OA EOC activates. The OA EOC also activates if a Local Emergency is proclaimed by the affected local government. The OA EOC then coordinates resource requests from the affected jurisdiction to an unaffected jurisdiction, or if resources are not available within the Operational Area, forwards the resource request to the REOC and mutual aid coordinators.

Regional Emergency Operations Center (REOC) Activation: Whenever an Operational Area EOC is activated the CalEMA Regional Administrator will activate the REOC within the affected region and notifies CalEMA Headquarters. The REOC will then coordinate resource requests from the affected Operational Area to unaffected Operational Areas within the affected region, or, if resources are not available within the affected region, resource requests are forwarded to the SOC for coordination.

State Level Field Teams: The state may deploy Field On-Site Observation Teams (FOOT) to provide situation reports on the disaster to the REOC in coordination with the responsible Unified Command.

State Operations Center (SOC) Activation: The SOC is activated when the REOC activates in order to:

- Continuously monitor the situation and provide situation reports to brief state officials as appropriate.
- Process resource requests between the affected regions, unaffected regions and state agency Department Operation Centers.

- Process requests for federal assistance and coordinate with Federal Incident Management Assistance Teams (IMATs) when established.
- Coordinate interstate resource requests as part of the Emergency Management Assistance Compact (EMAC) or Interstate Disaster and Civil Defense Compact.
- The SOC may also be activated independently of a REOC to continuously monitor emergency conditions.

Joint Information Center (JIC) Activation: Where multiple agencies are providing public information, the lead agencies will work together to analyze the information available and provide a consistent message to the public and the media. Where practical, the agencies will activate a joint information center to facilitate the dissemination of consistent information.

Department Operations Center (DOC) Activation: Each state agency may activate a department operations center to manage information and resources assigned to the incident. If a DOC is activated, an agency representative or liaison may be deployed to facilitate information flow between the two facilities.

FEMA Regional Response Coordination Center (RRCC) Activation: The FEMA RRCC may deploy a liaison or IMAT to the SOC to monitor the situation and provide situational awareness to federal officials.

2.3.3 Sustained Operations

As the emergency situation continues, further emergency assistance is provided to victims of the disaster and efforts are made to reduce the likelihood of secondary damage. If the situation demands, mutual aid is provided, as well as search and rescue of, shelter and care for and identification of victims.

2.3.4 Transition to Recovery

As the initial and sustained operational priorities are met, emergency management officials consider the recovery phase needs. Short-term recovery activities include returning vital life support systems to minimum operating standards. Long-term recovery is designed to return to normal activities. Recovery planning should include reviews of ways to avert or mitigate future emergencies. During the recovery phase, damage is assessed, local assistance centers and disaster recovery centers are opened and hazard mitigation surveys are performed.

Local Assistance Centers: Local Assistance Centers (LACs) are opened by local governments to assist communities by providing a centralized location for services and resource referrals for unmet needs following a disaster or significant emergency. The LAC is normally staffed and supported by local, state and federal agencies, as well as non-profit and voluntary organizations. The LAC provides a single facility at which individuals, families and businesses can access available disaster assistance programs and services. As more federal resources arrive, a state-federal Disaster Recovery Center (DRC) may be collocated with the LACs.

Joint Field Office: The state coordinates with FEMA as necessary to activate a JFO to coordinate federal support for the emergency. The state will appoint a State Coordinating Officer (SCO) to serve as the state point of contact. A Federal Coordinating Officer (FCO) is appointed upon a Presidential Declaration of an Emergency or Major Disaster.

Demobilization: As resources are no longer needed to support the response, or the response activities cease, resources are demobilized. Demobilization includes provisions to address and validate the safe return of resources to their original location and include processes for resource tracking and ensuring applicable reimbursement. Where applicable, the demobilization should include compliance with mutual aid and assistance provisions.

For more information on the Recovery efforts following a disaster refer to ***Functional Annex E - Recovery and Mitigation***.

2.3.5 Proclaiming an Emergency

The California Emergency Services Act provides for three types of emergency proclamations in California: (1) Local Emergency, (2) State of Emergency and (3) State of War Emergency.

Emergency proclamations expand the emergency powers and authorities of the state and its political subdivisions. They also provide a mechanism for unaffected jurisdictions to provide resources and assistance to the affected jurisdictions. Although emergency proclamations facilitate the flow of resources and support to the affected jurisdictions and local government, they are not prerequisite for rendering mutual aid and assistance under existing agreements or requesting assistance from the American Red Cross (ARC) or state agencies.

- **Local Emergency Proclamation:** A Local Emergency may be proclaimed by the Mayor, the Director and Assistant Director of Emergency Services, and the Paradise Town Council as specified by the adopted municipal code. A Local Emergency proclaimed by these individuals must be ratified by the Paradise Town Council within seven days.

The governing body must review the need to continue the proclamation at least every 30 days until the Local Emergency is terminated. The Local Emergency must be terminated by resolution as soon as conditions warrant. Proclamations are normally made when there is an actual incident or threat of disaster or extreme peril to the safety of persons and property within the Town of Paradise, caused by natural, technological or human-caused situations.

The proclamation of a Local Emergency provides the governing body with the legal authority to:

- If necessary, request that the Governor proclaim a State of Emergency.
 - Promulgate or suspend orders and regulations necessary to provide for the protection of life and property, including issuing orders or regulations imposing a curfew within designated boundaries.
 - Exercise full power to provide mutual aid to any affected area in accordance with local ordinances, resolutions, emergency plans, or agreements.
 - Request state agencies and other jurisdictions to provide mutual aid.
 - Require the emergency services of any local official or employee.
 - Requisition necessary personnel and materials from any local department or agency.
 - Obtain vital supplies and equipment and, if required, immediately commandeer the same for public use.
 - Impose penalties for violation of lawful orders.
 - Conduct emergency operations without incurring legal liability for performance, or failure of performance. (Note: Article 17 of the Emergency Services Act provides for certain privileges and immunities.)
- **Request for Cal EMA Secretary's Concurrence:** Local governments can request cost reimbursement from the state for certain disaster-related repair costs under the California Disaster Assistance Act (CDAA) following the proclamation of a Local Emergency. The Secretary's concurrence with the local proclamation is required for this reimbursement. This step is not required if a Governor's Proclamation of a State of Emergency is received for the same event.
 - **Request for the Governor to Proclaim a State of Emergency:** When emergency conditions exceed or have the potential to exceed, local resources and capabilities, local government may request that the Governor proclaim a State of Emergency. The formal request may be included in the original emergency proclamation or as a separate document. The request must be received within ten days of the event. In addition to providing access to reimbursement for eligible disaster related response and recovery expenditures, a Governor's

proclamation can facilitate other actions, such as waiver of State regulations impacting response or recovery operations.

- **Initial Damage Estimate:** The request for a Secretary's concurrence or a Governor's proclamation should include a copy of the proclamation document and an Initial Damage Estimate (IDE) that estimates the severity and extent of the damage caused by the emergency. An IDE may not be immediately required for sudden emergencies with widespread impacts, emergencies of significant magnitude, or during fast moving emergencies where immediate response assistance is necessary.
- **Analysis of Request:** The request and the IDE are reviewed by the Cal EMA Region and a recommendation is made to the Governor through the Secretary of Cal EMA.
- **Proclamation of a State Emergency:** The Governor proclaims a State of Emergency based on the formal request from the local governing body and the recommendation of Cal EMA. If conditions and time warrant, the Governor drafts and signs a formal State of Emergency Proclamation. The Governor has expanded emergency powers during a proclaimed State of Emergency. The Governor:
 - Has the right to exercise police power as deemed necessary, vested in the State Constitution and the laws of California within the designated area.
 - Is vested with the power to use and commandeer public and private property and personnel, to ensure all resources within California are available and dedicated to the emergency when requested.
 - Can direct all state agencies to utilize and employ personnel, equipment and facilities for the performance of any and all activities designed to prevent or alleviate actual and threatened damage due to the emergency and can direct them to provide supplemental services and equipment to political subdivisions to restore any services in order to provide for the health and safety of the residents of the affected area.
 - May make, amend, or rescind orders and regulations during an emergency and temporarily suspend any non-safety-related statutes, ordinances, regulations, or rules that impose restrictions on the emergency response activities.
- **Governor's Proclamation Without a Local Request:** A request from the local governing body is not always necessary for the Governor to proclaim a State of Emergency. The Governor can proclaim a State of Emergency if the safety of persons and property in California are threatened by conditions of extreme peril or if the emergency conditions are beyond the emergency response capability and capabilities of the local authorities. This situation is, however, unusual.
- **Proclamation of a State of War Emergency:** In addition to a State of Emergency, the Governor can proclaim a State of War Emergency whenever California or the nation is attacked by an enemy of the United States, or upon receipt by California of a warning from the federal government indicating that such an enemy attack is probable or imminent. The powers of the Governor granted under a State of War Emergency are commensurate with those granted under a State of Emergency.
- **State Request for a Presidential Declaration:** When it is clear that state capabilities will be exceeded, the Governor can request federal assistance, including assistance under the **Robert T. Stafford Disaster Relief and Emergency Assistance Act** (Stafford Act). The Stafford Act authorizes the President to provide financial and other assistance to state and local governments, certain private nonprofit organizations, and individuals to support response, recovery, and mitigation efforts following Presidential emergency or major disaster declarations.

- Preliminary Damage Assessment:** Upon submission of the request, FEMA coordinates with the state to conduct a Preliminary Damage Assessment (PDA) and determine if the incident is of sufficient severity to require federal assistance under the Stafford Act. This process could take a few days to a week depending on the magnitude of the incident. FEMA uses the results of the PDA to determine if the situation is beyond the combined capabilities of the state and local resources and to verify the need for supplemental federal assistance. The PDA also identifies any unmet needs that may require immediate attention. The PDA may not be required if immediate response assistance is necessary.
- Federal Analysis of the State’s Request:** The FEMA Regional Administrator assesses the situation and the request and makes a recommendation to the President through the Federal Department of Homeland Security on a course of action. The decision to approve the request is based on such factors as the amount and type of damage, the potential needs of the affected jurisdiction and the state, availability of state and local government resources, the extent and type of insurance in effect, recent disaster history and the state’s hazard mitigation history.
- Federal Declarations without a PDA:** If the incident is so severe that the damage is overwhelming and immediately apparent, the President may declare a major disaster immediately without waiting for the PDA process described above.
- Declaration of Emergency or Major Disaster:** The President of the United States can declare an Emergency or Major Disaster under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 USC §5121 et seq.), thereby providing federal government resources to support the states’ response and recovery activities. While Presidential Declarations under the Stafford Act release federal resources and funding to support response and recovery, federal agencies may also provide assistance under other authorities or agreements that do not require a Presidential Declaration.

The sequence of activities occurring for the emergency response and the proclamation process is illustrated in **Figure 9 – Response Phase Sequence of Events.**

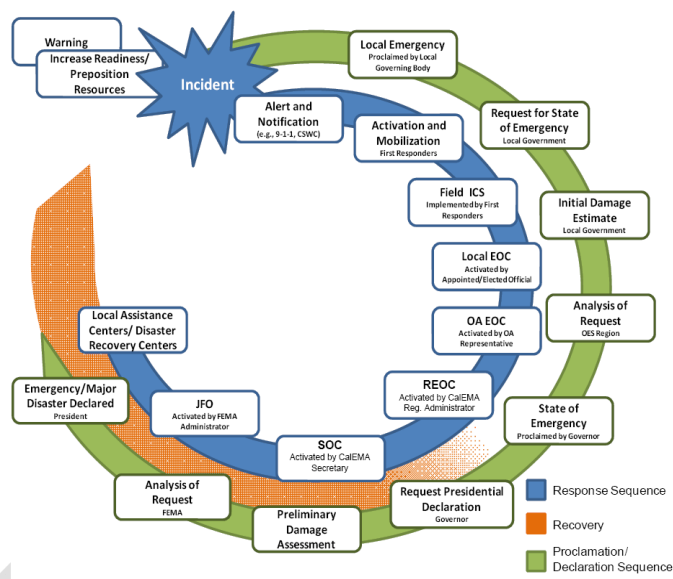


Figure 9 - Response Phase Sequence of Events

2.4 Continuity of Government (COG) Operations

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

In the aftermath of a major disaster, during the reconstruction period, law and order must be preserved and, so far as possible, government services must be maintained. This can best be done by civil government. To this end, it is particularly essential that the local units of government continue to function.

Applicable portions of the California Government Code and the State Constitution provide authority for the continuity and preservation of state and local government.

For additional information regarding the Town of Paradise Continuity of Government, refer to **Functional Annex B - Continuity of Government/Continuity of Operations**.

2.4.1 Town of Paradise Emergency Operations Policy Statement

- **Limitations:** Due to the nature of emergency response, the outcome is not easy to predict. Therefore, it should be recognized that this plan is meant to serve as a guideline and that the outcome of the response may be limited by the scope, magnitude and duration of the event.
- **Suspension of Routine Activities and Availability of Employees:** Day-to-day functions that do not contribute directly to the disaster operation may be suspended for the duration of an emergency. Efforts normally required for routine activities may be redirected to accomplish emergency tasks. During an emergency response, town employees not otherwise assigned emergency/disaster related duties will, unless otherwise restricted, be made available to augment the work of their department, or other town departments, if required.
- **Households of Emergency Response Personnel:** Town employees may not be at peak efficiency or effectiveness during a disaster if the status of their households are unknown or in doubt. Employees who are assigned disaster response duties are encouraged to make arrangements with other employees, friends, neighbors or relatives to check on their immediate families in the event of a disaster and to communicate that information to the employee through the Town of Paradise Emergency Operations Center.
- **Non-Discrimination:** All local activities will be carried out in accordance with federal nondiscrimination laws. It is the town's policy that no service will be denied on the basis of race, religion, national origin, age, sex, marital status, veteran status, sexual orientation or the presence of any sensory, mental or physical disability.
- **Citizen Preparedness:** This plan does not substitute government services for individual responsibility. Citizens are expected to be aware of developing events and take appropriate steps to respond in a safe and timely manner. Since the town's resources and personnel may be overwhelmed at the onset of a disaster event, individuals and organizations should be prepared to be self sufficient following a disaster. The town will make every effort to provide information to the public, via the media and other sources to assist citizens in dealing with the emergency.

2.4.2 Disaster Service Workers

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

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

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

Under no circumstances will town employees that do not usually have a response role in their day to day responsibilities be asked to perform duties or functions that are hazardous, that they have not been trained to perform or that are beyond their recognized capabilities.

2.5 Continuity of Operations (COOP)

General Guidance

A critical component of the town emergency management strategy involves ensuring that government operations will continue during and after a major emergency or disaster. The ability to maintain essential government functions, including the continuity of lawfully constituted authority is a responsibility that must be provided for to the greatest extent possible.

For additional information regarding the Town of Paradise Continuity of Government, refer to **Functional Annex B - Continuity of Government/Continuity of Operations**.

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SECTION 3.0 ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

3.1 Emergency Management Response Levels

The Town of Paradise Emergency Operations Plan (EOP) will be activated when an emergency occurs or threatens to exceed capabilities to adequately respond to and mitigate an incident(s). The scope of an emergency, rather than the type, will largely determine whether the EOP and EOC will be activated, and to what level.

For planning purposes, the California Emergency Management Agency (CalEMA) has established three "levels" of response to emergencies. The Town of Paradise also employs this system to guide local response to emergencies. Emergency Response includes the following three levels:

Level One EOC Activation: Level One is a minimum activation. This level may be used for situations which initially only require a few people, e.g., a short term earthquake prediction at condition level one or level two; alerts of storms, tsunamis; or monitoring of a low risk planned event. At a minimum, Level One staffing consists of the EOC Director. Section Coordinators and a situation assessment activity in the Planning and Intelligence Section may be included in this level. Other members of the organization could also be part of this level of activation e.g., the Communications Unit, from the Logistics Section, or an Information Officer.

Level Two EOC Activation: Level Two activation is normally achieved as an increase from Level One or a decrease from Level Three. This activation level is used for emergencies or planned events that would require more than a minimum staff but would not call for a full activation of all organization elements, or less than full staffing. One person may fulfill more than one SEMS function. The EOC Director, in conjunction with the General Staff, will determine the required level of continued activation under Level Two, and demobilize functions or add additional staff to functions as necessary based upon event considerations. Representatives to the EOC from other agencies or jurisdictions may be required under Level Two to support functional area activations.

Level Three EOC Activation: Level Three activation involves a complete and full activation with all organizational elements at full staffing. Level Three would normally be the initial activation during any major emergency. The numbering sequence of EOC staffing progression is established in the SEMS guidelines and is opposite of the NIMS numbering sequence. Given that the SEMS guideline has been in place since the inception of SEMS, this plan recommends continuing the sequence as established in the SEMS guidance documents.

The town EOC will be activated and staffed accordingly by town personnel and representatives from allied agencies, jurisdictions, and organizations as appropriate.

3.1.1 National Emergency

In the event of a declared National Emergency, the Town EOC could be activated and all elements of local government organized to respond to the indicated threat. A National Emergency may occur due to a real or potential act of terrorism or other catastrophic event that affects the country, including the Town of Paradise and surrounding jurisdictions.

For additional information regarding the Town of Paradise Direction and Control and EOC Functions, refer to the ***Functional Annex A – Direction and Control.***

3.2 Town Department/Allied Agency EOC Organization Assignments

In the event of an EOC activation, each town department and selected allied agencies are assigned specific functions to support emergency management operations. These assignments may involve direct participation within the EOC or provide indirect support. See the Responsibility Matrix below for **Primary (P)** and **Support (S)** roles for each town department/organization.

	Town of Paradise										County					Other		
	Administration	Fire Department	Police Department	Information Technology	Various Town Departments as designated by the Town Manager	Planning/Building	Finance	Public Works	Redevelopment	Human Resources	Office of Emergency Management	Environmental Health	Public Health	Social Services	Sheriff	School District	American Red Cross/Other NGOs	State/Federal Agencies
Action Planning		P				S												
Alerting and Warning	S	S	P									S		S				
Animal Care			P									S				S		
Care and Shelter					P								S		S	S		
Construction & Engineering							P											
Coroner														P				
Damage Assessment					S		P											
Debris Clearance				S			P											
Evacuation			P											S				
Facilities				S			P											
Finance/Administration						P												
Fire and Rescue		P																
Flood Control	S						P			S								S
Hazardous Materials		P									S							
I.T. & Telecommunications				P														
Law Enforcement			P											S				
Legal Considerations	P									S								
Management	P	S	S							S								
Medical/Health		P										S						
Personnel									P									
Procurement						P												
Public Information	P	S	S							S								S
Public Works							P											
Services & Support					P													
Situation Status	S	S	S	S	S	P	S	S	S	S	S	S	S	S	S	S	S	S
Transportation					S		P											
Utilities							P											
Vital Records	P																	

P=Primary S=Support

3.2.1 Director of Emergency Services

During a local level emergency or disaster, the Town Manager as the Emergency Services Coordinator coordinates the town's emergency operations with the Assistant Town Manager and Paradise's mutual aid partners. During an

emergency the Town Manager, to the extent deemed necessary, has complete authority over all Town of Paradise department personnel and resources as directed in the Municipal Code. (Paradise Municipal Code, Chapter 2.40)

3.3 Role of the Private Sector

3.3.1 Paradise Residents

The residents of Paradise are the primary beneficiaries of the town's emergency management system. At the same time, residents play an important role in emergency management by ensuring that they and their families are prepared for disasters. Before an emergency, residents can assist the emergency management effort by taking first aid training, maintaining supplies and being prepared to evacuate or shelter in-place for several days.

Many residents join disaster volunteer programs such as American Red Cross (ARC) and remain ready to volunteer or support emergency response and recovery efforts. During an emergency, residents should monitor emergency communications and carefully follow directions from authorities. By being prepared, residents can better serve their family, their community and reduce demands on first responders.

3.3.2 Populations with Access and Functional Needs

According to the U.S. Census of 2000 there are almost 6 million people who identify as having a disability in California. Populations with access and functional needs include those members of the community that may have additional needs before, during, and after an incident in functional areas, including but not limited to maintaining independence, communication, transportation, supervision, and medical care.

Individuals in need of additional response assistance may include those who:

- Have disabilities
- Live in institutionalized settings
- Are elderly
- Are children
- Are from diverse cultures
- Have limited English proficiency or are non-English speaking; or who do not have transportation.

Lessons learned from recent emergencies concerning people with disabilities and older adults have shown that the existing paradigm of emergency planning, implementation and response must change to meet the needs of these groups during an emergency. These lessons show four areas that are repeatedly identified as most important to people with disabilities and older adults:

- **Communications and Public Information** – Emergency notification systems must be accessible to ensure effective communication for people who are deaf/hard of hearing, blind/low vision, or deaf/blind.
- **Evacuation and Transportation** – Evacuation plans must incorporate disability and older adult transportation providers for identifying and the movement of people with mobility impairments and those with transportation disadvantages.
- **Sheltering** – Care and shelter plans must address the access and functional needs of people with disabilities and older adults to allow for sheltering in general population shelters.
- **Americans with Disabilities Act** - When shelter facilities are activated, the state will work with local officials to ensure they accommodate the provisions of the Americans with Disabilities Act (ADA).

3.3.3 At-Risk Individuals

Another perspective is to consider the needs of people who are not in contact with traditional emergency service providers. These people may feel they cannot comfortably or safely access and use the standard resources offered in preparedness, response and recovery. These include, but are not limited to individuals who are:

- Homeless
- Without transportation
- Out of hearing range of community alert sirens
- Without radio or television to know they need to take action
- Without access to telephones
- Visiting or temporarily residing in an impacted region
- Not familiar with available emergency response and recovery resources
- Limited in their understanding of English, and
- Geographically or culturally isolated.

3.3.4 Businesses

Much of Paradise's critical infrastructure is owned or maintained by businesses and must be protected during a response to ensure a quick and complete recovery from an emergency. These same businesses provide valuable resources before, during and after an emergency and play a critical role in meeting the needs of those impacted by an emergency.

Target Hazards: Some key industries are potential targets for terrorist attacks and must institute measures to prevent attacks and protect their infrastructure and the surrounding community. This requires businesses to coordinate with federal, state and local governments to ensure that their emergency plans are integrated with government plans.

Hazardous Materials Area Plans: Some industries are required by law or regulation to have emergency operations procedures to address a variety of hazards. The *CalEMA Hazardous Materials Program* requires businesses that handle hazardous materials that meet certain quantity or risk thresholds must submit Business Program Plans and Risk Management Plans to the Butte County Certified Unified Program Agency (CUPA) or Administering Agency (AA). The AA can then develop Hazardous Materials Area Plans to respond to a release of hazardous materials within Butte County.

Business Emergency Plans: This plan recommends that all businesses develop comprehensive emergency plans that include employee injury and illness prevention programs, business resumption and continuity of operations elements. A comprehensive business emergency plan can assist the business and the community at-large by providing:

- Information to the employees to protect themselves and their families from the effects of likely emergencies.
- A business emergency organization with identified positions having clear and specific emergency roles, responsibilities, delegated authority and identified successors.
- An identification of actions necessary to protect company property and records during emergencies.
- A listing of critical products and services.
- Production shut-down procedures.

- A company command post.
- Alternate work sites.
- Methods and channels of communication.
- Contacts with local emergency management officials.
- A method to provide and accept goods and services from other companies.

Business Operations Centers: This plan also promotes the use of business operations centers to enhance public and private coordination. Local governments can effectively coordinate with businesses by establishing a business operations center that is linked to their existing emergency operations center.

3.3.5 Volunteer Organizations

The Town of Paradise recognizes the value and importance of organizations that perform voluntary services in their community. These organizations have resources which can augment emergency response and recovery efforts.

Examples of voluntary organizations are:

- **Town of Paradise Volunteers:** Volunteers who are already connected to the Town of Paradise prior to an emergency can be a great asset during a disaster.
 - North Valley Animal Disaster Group
 - Paradise Horsemen's Association
 - Paradise Ham Radio Group.
- **American Red Cross (ARC):** The American Red Cross of Northeastern California Chapter is very active when disaster threatens or strikes a member of our community. The Red Cross provides shelter, food and health and mental health services to address basic human needs to enable them to resume normal daily activities.
- Additional volunteer organizations in Paradise are:
 - United Way of Butte County
 - Salvation Army
 - Faith-Based Organizations
 - Rotary Clubs
 - Ethnic Organizations

3.3.6 Public-Private Partnerships

The private sector provides valuable assistance and resources to support emergency response and recovery activities. The goal of the Public-Private Partnership is to advise on:

- Appropriate agreements to provide for quick access to emergency supplies and essential services in order to minimize the need to stockpile such supplies during normal times.
- Logistic measures required to quickly deliver needed supplies and services to affected areas.
- Methods to utilize non-profit and private sector capabilities to increase the surge capacity of local agencies responding to emergencies.

- Methods to promote the integration of the non-profit and private sectors into the emergency services system so that people can be better informed and prepared for emergencies.
- Systems that aid business and economic recovery after an emergency.

Some organizations/businesses that have formed public-private partnerships with the Town of Paradise include:

- Paradise Senior Center
- Beyond Fitness
- First Response EMS, Inc.

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SECTION 4.0 DIRECTION, CONTROL AND COORDINATION

Responsibility for emergency response is based on statutory authority. The emergency response is coordinated under SEMS, which provides a flexible adaptable and expandable response organization to address all-hazards of varying magnitude and complexity.

- **Command and Control:** During response to minor or moderate events, the Town of Paradise may manage the emergency with existing resources. The Emergency Operations Center (EOC) may not be activated under this scenario. Personnel that are part of a field level emergency response will utilize the Incident Command System (ICS) to manage and direct on-scene operations.
- **Field/EOC Communications and Coordination:** The Paradise EOC is activated to support field operations when an emergency requires additional resources, or when requested resources exceed that which is available from within the jurisdiction. Field Incident Commanders and the Town EOC will establish communications when the EOC is activated. The Paradise EOC will communicate with the Butte Operational Area EOC and the Butte Operational Area EOC will communicate with the Inland Region Emergency Operations Center (REOC) and the REOC will communicate with the State Operations Center (SOC).
- **Multi-Agency Coordination:** Larger scale emergencies involve one or more responsible jurisdictions and or multiple agencies. Management personnel from the responsible jurisdictions form a Unified command and/or a Multi-Agency Coordination (MAC) group. Provision is made for situation assessment, determining resources requirements, establishing a logistical system and allocating resources. Various emergency operations centers, dispatch centers and other essential facilities located in or adjacent to the affected area are activated at this time.

4.1 EOC Coordination with Other Government Levels and the Private Sector

4.1.1 Coordination with Field Response Level

Communications and coordination must be established between the EOC and field responders who are responding within the Town boundaries. This is accomplished through coordination with the Department Operations Centers (DOC), when activated, and as necessary through the Town EOC.

4.1.2 Coordination with Butte Operational Area and Member Jurisdictions

Direct communications and coordination will be established between Butte County and any Operational Area member jurisdictions' activated EOC. Additionally, as time permits, communications will be established by the county with other member jurisdictions that have not activated their EOCs. Initially, communications will be established by any means available and with whoever is available, regardless of their functional EOC position. Ideally, communications and coordination amongst the cities and special district EOCs will occur along functional lines.

A department representative from any jurisdiction within the OA that has activated its EOC may request to have a liaison at the Town's EOC; this will be coordinated through the Butte OA EOC or the Emergency Services Officer if the County EOC is not activated. Due to space limitations, this would only be recommended during complex or large operations between the Town and other Butte OA members.

4.1.3 Coordination with the County and Special Districts

The emergency response role of county and special districts is generally focused on restoring their normal services or functional area of responsibility. During disasters, some types of special districts will be more extensively involved in the emergency response by directly coordinating, communicating, and assisting local governments (for instance utilizing school districts for incidents involving shelters, school facilities, or the children.) If a special district does not send a representative to the EOC, then the Liaison Officer in the EOC will be responsible for establishing communications and coordination with the special district liaison.

4.1.4 Coordination with the Inland Region Emergency Operations Center

Communications with the Inland Region Emergency Operations Center (REOC) are conducted through the Butte Operational Area. The REOC will work with the OA directly on behalf of the Town and the methods are described as follows:

- Primary Method - The REOC sends a field representative to the Operational Area.
- Alternate Method - The Operational Area and the REOC coordinate through various telecommunications systems.

Coordination and communications between the Butte County EOC and the Inland REOC will occur between the five SEMS functions. Direct coordination and communications will also be established between the Operational Area Mutual Aid Coordinators, who are located in the County EOC, and the Region's Mutual Aid Coordinator, who may be located in the REOC.

4.1.5 Coordination with State and Federal Field Response

There are some instances where a state or federal agency will have a field response. State agency field responses may result from a flood fight effort, oil spill, hazardous materials accident on a highway or other hazard scenarios. Federal field response could result from the same scenarios or a military aircraft accident, and/or terrorism incidents. When a state agency or federal agency is involved in field operations, coordination may be established with the Town EOC. State or federal agencies operating in the field may be found in any ICS section, branch, or unit or part of a Unified Command. The agency's responsibilities in responding to the incident will determine their location in the organization. Per NIMS, any multi-agency response will require the formation of a Unified Command structure.

4.1.6 Coordination with Volunteers and the Private Sector

Within Butte County, coordination of response activities with non-governmental organizations may occur. Privately-owned utilities, such as PG&E will frequently send representatives to activated EOCs to facilitate coordination of critical facility restoration. The County EOC will address volunteer requests from the general public by directing them to the logistics section or the Emergency Volunteer Center (EVC) if activated. Other private sector corporate interests may contact the EOC through the appropriate liaisons to express their interest in assisting in response and recovery operations.

For additional information regarding the Town of Paradise Direction and Control and EOC Functions, refer to ***Functional Annex A - Direction and Control***.

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SECTION 5.0 INFORMATION COLLECTION AND DISSEMINATION

5.1 Action Planning

The use of Action Plans in the Paradise EOC provides a clear and measurable process for identifying objectives and priorities for a given event. Action Planning is an important management tool that involves:

- Process for identifying priorities and objectives for emergency response or recovery efforts.
- Plans which document the priorities and objectives, and the tasks and personnel assignments associated with meeting the objectives.

The Action Planning process should involve the EOC Director and Section Chiefs (one from each Section), along with other EOC staff, as needed, such as agency representatives.

5.1.1 Planning Requirements

The initial EOC Action Plan may be a verbal plan that is developed during the first hour or two following EOC activation. A verbal plan may also be utilized for incidents involving a limited scope, short duration (less than 12 hours) and a limited number of response personnel. An EOC Action Plan shall be developed whenever the EOC is activated, either partially or fully. The general guideline for use of a written versus a verbal action plan is when:

- Two or more jurisdictions are involved;
- The incident continues into another planning or operational period;
- A number of organizational elements have been activated; and
- It is required by agency policy.

The EOC Action Plan addresses a specific operational period which may vary in length from a few hours to days depending on the circumstances. The plan should be regularly reviewed and evaluated throughout the operational period and revised or updated as warranted.

5.1.2 Plan Elements

The elements to be included in the EOC Action Plan are:

- Operational period covered by the plan.
- Identify parts of EOC organization that have been activated on an organization chart.
- Assignment of primary and support personnel and material resources to specific tasks and locations.
- Describe any logistical or technical support to be provided and by whom.
- State the objectives (attainable, measurable and flexible) to be accomplished.
- Establish the current priorities to meet the objectives.
- Describe the strategy to be utilized to achieve the objectives.

In addition to the required elements listed above, the Action Plan may also include:

- Specific departmental mission assignments.
- Policy and/or cost constraints.
- Any inter-agency considerations.

5.1.3 Planning Responsibilities

Primary responsibility for developing the EOC Action Plan rests with the Planning Section. However, development of the plan requires the active participation of the EOC Management and General Staff. The Operations Section, in particular, must work closely with the Planning Section during Action Plan development. When indicated, the Planning Section Chief will request specific technical experts to provide input to the plan. The EOC Director is responsible for approving the plan.

For those incidents requiring close coordination with external agencies, (e.g., CalEMA, state first response agencies, and special districts, etc.), their input should also be included in the Action Planning process.

For additional information regarding the Town of Paradise Action Planning, refer to **Functional Annex A - Direction and Control**.

5.2 EOC Reporting

Information may be sent to town departments, EOC personnel, the Butte Operational Area and other key agencies using radio, telephone, email, internet or fax. Regardless of the method of communication, all data should be verified prior to transmission. If unverified data must be transmitted, it should be clearly designated as unconfirmed information. The Paradise EOC should transmit the following reports to DOCs, if activated, town departments, and the Butte OA EOC:

5.2.1 Preliminary Reports

Preliminary Reports are used during the first two hours of an emergency to provide an initial picture of the scope and magnitude of the situation.

5.2.2 Situation Reports

Situation Reports are brief narratives that present a concise picture of the emergency situation and are prepared for specific time periods.

- At the beginning of an emergency response, the EOC Management and Planning staff will determine appropriate times for submitting data and issuing Situation Reports.
- The Situation Report is intended for use after the first two hours of an emergency and can be updated as requested or needed.
- The Inland Region Situation Status forms contain the information presented on the Situation Report form. The information may be transmitted via the Internet or fax.

5.2.3 Flash Reports

Flash Reports are used for transmitting critical, time-sensitive information outside regularly scheduled Preliminary Reports or Situation Reports. For example, a Flash Report would be used to report an impending dam failure or a receipt of a Federal Declaration of a Major Disaster.

Oral Flash Reports may precede written reports. The written report later serves as confirmation and documentation.

5.2.4 Documentation

Unit/activity logs are used to record significant events, communications and actions associated with an emergency for a given operational period or shift. Each EOC staff position is responsible for maintaining a unit/activity log.

All copies of reports, SEMS forms, and logs must be submitted to the Planning Section, Documentation Unit, prior to the close of each operational period (or prior to EOC deactivation if operations do not require multiple shifts).

5.2.5 Status Boards

Status Boards are erasable boards or projections from computer systems located around the EOC. The Status Boards provide decision-makers and EOC staff with essential information such as road closures, shelter location information, river gauge levels etc., at a glance.

5.3 EOC Reporting Systems

The State of California has an internet based information reporting system for use during emergencies. The purpose of the Response Information Management System (RIMS) is to improve the state's ability to respond to major disasters. The system will increase the level of service and efficiency by improving the state's ability to:

- Respond to, manage and coordinate requests for resources
- Collect, process, and disseminate information during and after a disaster

5.4 Emergency Public Information

Emergency Public Information is a priority of utmost importance during emergencies and disasters. Town government has a primary responsibility to provide accurate and timely information to the public regarding conditions, threats, and protective measures. To avoid conflicts and confusion, the Emergency Public Information function operates best when centralized and coordinated among all involved jurisdictions, agencies and organizations.

For additional information regarding the Town of Paradise Emergency Public Information, refer to ***Functional Annex D - Emergency Public Information***.

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SECTION 6.0 COMMUNICATIONS

In coordination with established public safety warning protocols, the activated EOC will manage the dissemination of timely and adequate warnings to threatened populations in the most effective manner possible. Warning information will be issued as quickly as a threat is detected, using the most direct and effective means possible.

6.1 Warning Responsibility

When the EOC is not activated, the Town Public Safety Departments will coordinate the dissemination of official alerts and warnings to the general public and allied agencies using available methods. This alert and warning activity will be coordinated through the Town PIO, the dispatch center and other available alert and warning mechanisms available to the town.

6.2 Warning and Alert Mechanisms

Depending upon the threat and time availability, the EOC will initiate alerts and warnings utilizing any of the following methods:

- Activation of the Emergency Alert System (EAS)
- Activation of the Emergency Digital Information System (EDIS)
- Activation of the California Law Enforcement Mutual Aid Radio System (CLEMARS)
- Activation of the Telephonic Alert and Warning System
- Media broadcast alerts (Local Radio Stations AM 1460 and 1500)

As in any emergency, the effectiveness of any warning will be dependent upon many factors including:

- Time availability
- Initial notice of threat
- Time of day
- Language barriers
- Receiving challenges for the hearing and sight impaired

6.3 Warning Conditions

Typically, warnings will be issued during periods of flash flooding, major hazardous materials incidents, public health emergencies, fast moving fires, severe weather conditions, and potential acts of violence. However, warnings may be issued wherever a threat is perceived and the potential for safeguarding public safety is possible through rapid alerting.

For additional information regarding the Town of Paradise Communications and Warning procedures, refer to ***Functional Annex C - Communications and Warning.***

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SECTION 7.0 ADMINISTRATION, FINANCE AND LOGISTICS

ADMINISTRATION

Introduction

The Administration function manages all financial, administrative and cost analysis aspects of the emergency. Initially, this work may be done in the EOC, but in later stages of the emergency this function may be accomplished at other locations.

7.1 Damage Assessment

Damage Assessment is the process of identifying and quantifying damages that occur as a result of a disaster. The objective of the damage assessment is to provide situational awareness to the EOC about the state of critical and essential functions to help facilitate the move from response into recovery. It also facilitates the decisions to appropriately direct resources and teams. Additionally, the damage assessment results are used as the initial basis to justify or determine state or federal assistance. Damage assessment is conducted in two phases:

7.1.1 Initial Damage Estimate (IDE):

This assessment begins immediately after the incident occurs and helps to determine life safety issues, identify the hardest hit areas and to estimate the damaged infrastructure. The initial damage assessment determines whether more detailed damage assessments are necessary and identifies those areas where further efforts should be concentrated.

7.1.2 Preliminary Damage Assessment (PDA):

This assessment is done to verify the initial damage assessment (especially for state/federal assistance) and gather additional information on areas or functions that are going to require additional resources so recovery can be prioritized.

7.2 Process

7.2.1 Windshield Surveys

Following a disaster, on-duty fire, police and public works field units perform windshield surveys. The survey is done quickly, without exiting the vehicle and includes a brief observation of the structure or area for obvious damages. The Red Cross also may conduct windshield surveys, if requested. Windshield surveys may also be used to develop the Initial Damage Estimate (IDE) discussed in the previous section.

7.2.2 Safety Assessment

As soon as possible following the emergency event, a Rapid Safety Assessment is conducted on occupied buildings and pre-designated essential facilities (e.g., occupied structures, access roads, bridges, utilities etc.) The assessment involves an immediate visual inspection by Safety Assessment Teams (SATs) assigned by the EOC Safety Assessment staff to identify unsafe structures/area and obvious hazards. Unsafe structures are evacuated immediately, hazardous conditions are secured and occupied buildings are posted as Unsafe, Restricted Use or Inspected, as indicated. The inspection and assessment process will be performed in accordance with the Applied Technology Council (ATC-20-2) *Procedures for Post Earthquake Safety Evacuation of Buildings*. Mutual aid for the conduct of these assessments can be obtained through the Safety Assessment Program, overseen by Cal EMA.

7.2.3 Detailed Inspection

Based on findings from the SATs, detailed inspections are performed on damaged facilities by personnel assigned by the EOC Safety Assessment staff. This inspection includes a more thorough examination to document damages, identify repair, bracing and shoring requirements, evaluate the initial posting of occupied structures and identify facilities that require an engineering assessment. The condition of occupied structures may be upgraded or downgraded based on the results of the inspection.

7.2.4 Engineering Assessment

Licensed engineers conduct detailed assessments on damaged structures and facilities to prepare plans for repairs, reconstruction and engineering cost estimates. Depending on the type of facility and the nature of the damage, civil, structural, mechanical, and other specialty engineering services may be contracted, or requested through the Butte OA EOC.

7.2.5 Damage Assessment Chronology Summary

Refer to **Figure 10 - Damage Assessment Chronology Summary Chart** on the following page:

Damage Assessment Chronology		
Time Frame	Purpose	Method/Teams
Windshield Survey		
0-12 hours post-event	Locate and identify casualties and hazards to aid the direction of response efforts.	<ol style="list-style-type: none"> 1. Windshield Survey Form 2. Police, Fire and Public Works field units, and ARC
Safety Assessment		
0-24 hours post-event	Identify life safety problems, obvious structural or utility damage. Includes assessment of roads, bridges, tunnels, and access areas. Buildings are posted "Unsafe" (Red), "Restricted Use" (Yellow), or "Inspected" (Green). The assessment is also used to identify requirements for barricades.	<ol style="list-style-type: none"> 1. ATC-20-2 Rapid Evaluation Safety Assessment Form 2. Safety Assessment Teams assigned by the EOC Safety Assessment staff
Detailed Damage Assessment		
24 hours to 1 week post-event	Identify and document damage and initial cost estimates. Inspect structures, bridges, tunnels, water lines, fire alarm systems, sewer lines, street lights, and roadways. The assessment is also used to prepare for emergency repairs, bracing and shoring.	<ol style="list-style-type: none"> 1. ATC-20-2 Detailed Evaluation Safety Assessment Form 2. ATC-20-2 Fixed Equipment Checklist 3. Safety Assessment Teams assigned by the EOC Safety Assessment staff
Engineering Assessment		
1 week to 2 months post-event	A quantitative engineering evaluation of damage. This assessment is used to prepare plans for permanent repairs and to prepare engineering cost estimates.	<ol style="list-style-type: none"> 1. Engineers and architects 2. Consulting structural, mechanical and geotechnical engineers

Figure 10 - Damage Assessment Chronology Summary Chart

7.3 Documenting and Reporting Damage Assessments

7.3.1 Reporting

Any damage that endangers life safety, the operation of a facility or damage that could result in additional damage will be reported immediately to the EOC Operations Section via phone or radio. Copies of all damage reports are forwarded to the Planning Section for review, analysis and posting on status boards, as indicated.

7.3.2 Windshield Survey

Field units report hazards or major damage to the assigned EOC Operations Section Chief or designee via phone or radio.

7.3.3 Safety Assessment

The results of safety assessments are reported by SATs to the assigned Operations Section Safety Assessment staff via phone or radio. Based on the results of these assessments, initial response strategies and priorities may be received by the Operations Section Chief.

7.3.4 Detailed Damage Assessment

Each SAT submits its findings in writing on the appropriate form to the EOC Safety Assessment staff. The Safety Assessment staff arrange for further engineering assessments based on the findings from this assessment. Copies of all forms are forwarded to the Planning Section for the Situation/Status Report.

7.3.5 Engineering Evaluation

Each SAT submits its findings in writing to the EOC Safety Assessment staff. The engineering reports will include all supporting materials, such as drawings, calculations, cost estimates, etc, and will be used to develop, repair and reconstruct plans.

7.3.6 Documentation

Police, Fire and Public Works field units conduct the Windshield Surveys and document their findings. The information may be reported verbally to the EOC, or to the appropriate Law, Fire or Public Works representative who in turn records the information.

Inspections and assessments are recorded by assigned SATs on the appropriate ATC-20-2 forms and photographs are taken of all damages observed. Where indicated, appropriate maps and schematics are attached to the ATC-20-2 forms. Completed forms, photographs and schematics are forwarded to the EOC Planning Section as soon as practical.

7.4 After Action Reporting

The Standardized Emergency Management System (SEMS) and National Incident Management System (NIMS) protocols require any town, town and county, or county declaring a local emergency for which the Governor proclaims a State of Emergency, to complete and transmit an After-Action Report (AAR) to Cal EMA within 90 days of the close of the incident period.

The after-action report will provide, at a minimum, the following:

- response actions taken
- application of SEMS
- suggested modifications to SEMS
- necessary modifications to plans and procedures

- training needs
- recovery activities to date

The after-action report will serve as a source for documenting the Town of Paradise emergency response activities and identifying areas of concern and successes. It will also be utilized to develop a work plan for implementing improvements.

An after-action report will be a composite document for all SEMS levels, providing a broad perspective of the incident, referencing more detailed documents, and addressing all areas specified in regulations.

It will include an overview of the incident, including attachments, and will also address specific areas of the response, if necessary. It will be coordinated with, but not encompass, hazard mitigation. Hazard mitigation efforts may be included in the “recovery actions to date” portion of the after-action report.

The Emergency Services Coordinator (Town Manager’s Office) is responsible for the completion and distribution of the after-action report to the Town Manager and Department Directors as well as ensuring that it is sent to the California Emergency Management Agency (Cal EMA) within the required 90 day timeframe.

For Paradise, the after-action report’s primary audience will be CalEMA and town employees, including management. As public documents, they are accessible to anyone who requests a copy and will be made available through the Paradise Town Manager’s Office.

The after-action reports will be written in simple language, well structured, brief and well presented, and geared to the primary audience. .

FINANCE

7.5 Expenditure Tracking

The town may be reimbursed from insurance, state and/or federal sources for disaster-related expenses. The purpose of this section is to provide guidance on the record keeping requirements for claiming such expenses.

7.5.1 Eligible Expenses

Eligible costs are extraordinary costs incurred while providing emergency services required by the direct impact of a declared disaster and which service is the responsibility of the applicant agency. Eligible costs are generally considered to be the net costs over and above any increased revenue or subsidy for the emergency service. Ineligible expenses include costs for standby personnel and/or equipment and lost revenue.

7.5.2 Recordkeeping Requirements

State and federal governments require detailed information to support claims for reimbursement. Funding will be approved or denied based upon the information supplied by applicant agencies. Documentation supporting all costs claimed will be required, and all information must relate back to individual original source records. The following guidelines should be followed when documenting disaster-related reimbursable expenses:

- Costs and revenues associated with emergency operations should be segregated from normal operating expenses.
- Separate records should be maintained for each vehicle and piece of heavy equipment used for emergency operations.
- Vehicle and equipment documentation should include the miles and/or hours operated by location and by operator.
- Vehicle operating expenses should include fuel, tires, tubes and maintenance.
- Labor costs should be compiled separate from vehicle and/or equipment expenses.
- Equipment documentation should include exactly where the equipment was used and for what; hours and minutes used; and the name of the equipment operator if applicable.
- Revenues and subsidies for emergency operations must be subtracted from any costs claimed.
- Requisitions, purchase orders, and invoices must be maintained for all supplies, materials and equipment expenses claimed.
- Costs for supplies and materials must include documentation of exactly where resources were used and for what purpose.
- All noncompetitive procurements must be justified.

Expenditure tracking should commence upon notice or obvious occurrence of disasters that require expense of labor, equipment use, materials, and other expenses. The Incident Commander(s), EOC Director, and EOC staff are responsible for maintaining written records of all disaster-related personnel overtime, requests for supplies, equipment and contract personnel, and receipts for emergency purchases of supplies, equipment and other disaster-related expenses. The town will activate a special coding for emergency expenditure tracking which is used for both labor and equipment.

The Finance Section will compile reports, including total expenditures by category. The Finance Section Chief will submit a summary report on total costs to the EOC Director as requested. This information will be used for state and federal disaster assistance applications. The expenditure data and documentation is vital to state and federal agencies for requesting financial assistance during and after the disaster.

For more information on state and federal disaster assistance programs refer to ***Functional Annex E - Recovery and Mitigation***.

LOGISTICS

7.6 Resource Management

7.6 1 Resource Priorities

When activated, the Town of Paradise EOC establishes priorities for resource allocation during the emergency. All town resources are considered part of a pool, which may be allocated by the Town EOC to fulfill priority missions.

Each department retains control of its non-assigned resources until released for an emergency assignment by the EOC.

7.6.2 Resource Requests

Resource Requests will be made through one of the following processes:

- Discipline-specific (usually Fire and Law) mutual aid systems: Requests for resources that are normally within the inventories of the mutual aid system will go from local coordinator to Operational Area Mutual Aid Coordinator to the Regional Mutual Aid Coordinator.
- All other resource requests will be made through the logistics function at each level.

Resource requests from jurisdictions within the town will be coordinated with the Butte OA EOC to determine if the resource is available internally or other more appropriate sources located within the OA. Emergency Management Mutual Aid Coordinators at each level will keep the Operations Chiefs informed of the status of resource requests and allocations. Coordinators at each level will communicate and coordinate with each other to maintain current status on resource requests and allocations within the disaster area.

Resource requests from the Town of Paradise EOC to the Butte OA EOC may be verbally requested then will be documented. Available resources will be allocated to the requesting local government field Incident Commander. If requests for a specific resource exceed the supply, the available resources will be allocated consistent with the priorities established through the action planning process. The Section Chiefs in the Town EOC are responsible for ensuring that priorities are followed.

Resource requests for equipment, personnel or technical assistance not available to the town should be coordinated with the Butte OA EOC to the Inland Region REOC. Once the resource requested is coordinated, approved and deployed, the Resource Status Unit, in coordination with various Operations Branches, is responsible for tracking the resource.

7.6.3 Emergency Resource Directory

The Town of Paradise will work with Butte County Emergency Management to access the Countywide Emergency Resource Directory (ERD) maintained by the Butte County Department of General Services. The ERD lists available vendors, supplies, and equipment that can be available during a disaster situation.

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SECTION 8.0 PREPAREDNESS, TRAINING AND EXERCISES

8.1 Preparedness Planning

Town government conducts a wide array of emergency planning activities. Planning efforts include development of internal operational documents as well as interagency response plans having multi-jurisdictional participation.

In addition to the planning activities conducted, the town departments develop internal preparedness and contingency plans to ensure provision of government services and maintenance of departmental functions during disasters. The Department Operations Plan (DOP) is an integral supporting component of the master Emergency Operations Plan (EOP).

Emergency readiness cannot be conducted within a vacuum. The town is responsible for working with all town departments, special districts and allied agencies that are considered a component of the Paradise Emergency Organization. Such coordination extends to the following activities:

- Interagency plan development
- Interagency training coordination
- Interagency exercise development and presentation
- Interagency response management
- Interagency emergency public information activities

Additionally, the Town Manager acts as the town government's key representative and lead agent for day-to-day emergency management activities such as: mitigation, preparedness, response, and recovery. Non-emergency functions include planning, training and exercise development, preparedness presentations, interagency coordination, hazard assessment, development of preparedness and mitigation strategies, grant administration and support to the town's response agencies.

8.1.1 Community Preparedness and Awareness

The public's response to any emergency is based on an understanding of the nature of the emergency, the potential hazards, the likely response of emergency services, and knowledge of what individuals and groups should do to increase their chances of survival and recovery.

Public awareness and education prior to an emergency or disaster will directly affect Paradise's emergency operations and recovery efforts. For this reason, the Town of Paradise will make emergency preparedness information from county, state and federal sources available to the member jurisdictions and our citizens upon request.

8.1.2 Preparedness Actions

In identifying general preparedness actions, town government works with community based organizations, faith-based organizations, other local governments/special districts, private industry, preparedness groups, and other entities to provide information relating to individual and group preparedness.

Government is limited in its ability to provide endless services and support during times of disaster, so public preparedness is essential for ensuring individual and organizational safety and protection.

8.2 Readiness Training

The Paradise Town Manager's Office will notify holders of this plan of training opportunities associated with emergency management and operations. Individual town departments and agencies within the Town of Paradise are

responsible for maintaining training records. Jurisdictions and agencies having assigned functions under this plan are encouraged to ensure that assigned personnel are properly trained to carry out these tasks.

The Emergency Services Coordinator (Town Manager's Office) will develop and execute a comprehensive training program for emergency management topics on an annual basis. The established training schedule will include applicable courses of instruction and education that cover management subjects. Such instruction shall meet or exceed the State SEMS and Federal NIMS training requirements.

8.3 Exercise and Evaluation

Elements of this plan will be exercised regularly. The Town Manager's Office will conduct emergency preparedness exercises, in accordance with its annual exercise schedule, following appropriate state and federal guidance. Deficiencies identified during scheduled exercise activities will result in the development of a corrective action plan to initiate appropriate corrections.

The planning for, development and execution of all emergency exercises will involve close coordination between all town departments, allied agencies, special districts, and supporting community and public service organizations.

The primary focus will be to establish a framework for inter-organizational exercise collaboration in coordination with all-hazard response and recovery planning and training activities, conducted within the Town of Paradise

Emergency exercise activity will be scheduled as to follow state and federal guidance and program requirements. Exercise activity will follow the *Homeland Security Exercise and Evaluation Program* (HSEEP) guidance and may be designed as one or more of the following exercise types:

- Drills
- Seminars (Workshops)
- Table Top Exercises (TTX)
- Functional Exercises (FE)
- Full Scale Exercises (FSE)

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SECTION 9.0 PLAN DEVELOPMENT AND MAINTENANCE

9.1 Plan Development and Maintenance Responsibility

This plan is developed under the authority conveyed to the Emergency Services Coordinator (Town Manager's Office) in accordance with the Town's Disaster Council who has the primary responsibility for ensuring that necessary changes and revisions to this plan are prepared, coordinated, published, and distributed.

9.2 Review and Updating

This plan and its supporting documents or annexes, such as Continuity of Operations, Direction and Control or Recovery, will be reviewed annually, with a full document update conducted minimally every three (3) years. Changes to the plan will be published and distributed to all involved departments and organizations. Recommended changes will be received by the Emergency Services Coordinator (Town Manager's Office), reviewed and distributed for comment on a regular basis. Elements of this plan may also be modified by the Emergency Services Coordinator (Town Manager's Office) any time state or federal mandates, operational requirements, or legal statute so require. Once distributed, new editions to this plan shall supplant older versions and render them inoperable.

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SECTION 10.0 AUTHORITIES AND REFERENCES

10.1 Authorities

Federal

- Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, 42 U.S.C. 5121, et seq., as amended
- Homeland Security Presidential Directive 5, *Management of Domestic Incidents*, February 28, 2003
- Homeland Security Presidential Directive 8, *National Preparedness*, December 17, 2003
- The Code of Federal Regulations, Title 44, Chapter 1, Federal Emergency Management Agency, October 1, 2007

State

- California Emergency Services Act (CA government Code Section 8550 et. seq.)
- California Disaster Assistance Act (CA government Code Section 8680 et. seq.)
- California Code of Regulations Title 19, (Standardized Emergency Management System and California Disaster Assistance Act))
- California Disaster and Civil Defense Master Mutual Aid Agreement

County

- Butte County Ordinance Chapter 8-Emergency Services of the Butte County Municipal Code
- Butte County Resolution adopting the California Master Mutual Aid Agreement
- Butte County Resolution relating to Emergency Operations within Butte County
- Butte County Resolution adopting the Emergency Operations Plan, 2011

Town

- Paradise Municipal Code: Chapter 8 Disasters and Emergencies

10.2 References

Federal

- National Response Framework (As revised)
- National Incident Management System (NIMS)
- Comprehensive Preparedness Guide (CPG) 101

State

- California State Emergency Plan, July 2009 edition
- Standardized Emergency Management System (SEMS)
- California Disaster Assistance Act (CDAA)
- California Law Enforcement Mutual Aid Plan
- California Fire and Rescue Mutual Aid Plan
- Continuity of Government in California (Article IV, Section 21 of the State Constitution)
- Preservation of Local Government

County

- Butte County Emergency Operations Plan, 2011 edition

Town

- Paradise Emergency Operations Plan, 1997 edition

GLOSSARY OF TERMS

Action Plan: The plan prepared in the EOC containing the emergency response objectives of that SEMS level reflecting overall priorities and supporting activities for a designated period. The plan is shared with supporting agencies.

All Hazards: Refers to a policy or program that is designed to deal with a variety of natural and technological hazards.

Agency: A division of government with a specific function offering a particular kind of assistance. In the Incident Command System (ICS), agencies are defined either as jurisdictional (having statutory responsibility for incident management) or as assisting or cooperating (providing resources or other assistance). Governmental organizations are most often in charge of an incident, though in certain circumstances private sector organizations may be included. Additionally, Non-Governmental Organizations (NGOs) may be included to provide support.

Catastrophe: Any natural or manmade incident, including terrorism that results in extraordinary levels of mass casualties, damage, or disruption severely affecting the population, infrastructure, environment, economy, national morale, and/or government functions.

Command: The act of directing, ordering, or controlling by virtue of explicit statutory, regulatory, or delegated authority.

Command/Management: Command is responsible for the directing, ordering, and/or controlling of resources at the field response level. Management is responsible for overall emergency policy and coordination at the SEMS EOC levels.

Command Post: See **Incident Command Post**.

Command Staff: The Command Staff at the SEMS Field Level consists of the Information Officer, Safety Officer and Liaison Officer. They report directly to the Incident Commander. They may have an assistant or assistants, as needed. These officers are also found at the EOC levels in SEMS and they report directly to the EOC Director and comprise the Management Staff. They may have an assistant or assistants, as needed.

Common Terminology: Normally used words and phrases-avoids the use of different words/phrases to provide consistency and allow diverse incident management and support organizations to work together across a wide variety of incident management functions and hazard scenarios.

Continuity of Government (COG): Includes measures to ensure continued leadership and preservation of vital records, thereby maintaining a viable system of government supported by law; establish emergency authorities legally vested in government leaders so that they have prescribed powers to act; ensure survivability of mechanisms and systems for direction and control so that actions directed by leaders can be communicated and coordinated; sustain essential emergency services and resources so that critical response and recovery actions can achieve widest possible implementation.

Continuity of Operations Planning (COOP): An internal effort within an organization to assure that the capability exists to continue essential business functions across a wide range of potential emergencies, including localized acts of nature, accidents, and technological and/or attack/terrorist-related emergencies. Accordingly, an effective Emergency Management Program (EMP) not only addresses the four phases of mitigation, preparedness, response and recovery, but includes COOP planning activities to ensure that ancillary, and support functions would continue, with little or no interruption.

Critical Infrastructure: Systems and assets, whether physical or virtual, vital to the Town of Paradise that the incapacity or destruction of such systems and assets would have a debilitating impact on security, local economic security, local public health or safety, or any combination of those matters.

Department Operations Center: A centralized location for a single department or agency where their internal incident management and response takes place.

Disaster: A sudden and extraordinary misfortune; a calamity which threatens or effects extraordinary loss of life or property.

Disaster Service Worker (DSW): All public employees in California are subject to such emergency or disaster activities as may be assigned by their supervisors or by law.

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

Emergency Alert System (EAS): An established system to enable the President, federal, state, and local jurisdiction authorities to disseminate emergency information to the public via the Commercial Broadcast System. Composed of amplitude modulation (AM), frequency modulation (FM), television broadcasters, and the cable industry. Formerly known as the Emergency Broadcast System (EBS).

Emergency Management: The discipline and the profession of applying science, technology, planning, and management to deal with extreme events that can injure or kill large numbers of people, do extensive damage to property and disrupt community life. As a process it involves preparing, mitigating, responding and recovering from an emergency. Critical functional components include planning, training, simulating drills (exercises), and coordinating activities.

Emergency Operations Center (EOC): A centralized location where individuals responsible for responding to a large scale emergency can have immediate communication with each other and with emergency management personnel for the purpose of enhancing coordination in exercising direction and control of emergency response and recovery efforts.

Emergency Operations Plan (EOP): The EOP is the document that describes strategies for managing emergency situations.

Emergency Response Agency: Any organization responding to an emergency, whether in the field, at the scene of an incident, or to an EOC, in response to an emergency, or providing mutual aid support to such an organization.

Emergency Response Personnel: The personnel involved with an agency's response to an emergency.

Emergency Resource Directory (ERD): A directory containing information on agency or organization personnel emergency certifications and qualifications and vendor and support organization supplies, equipment, etc. that may be needed during an emergency. Supplies and equipment can include such items as potable water tenders, portable toilets, heavy equipment, prepared meals, bulk foodstuffs, cots, rental office trailers, etc. To the extent possible and when appropriate, equipment should be typed by capability according to a common and accepted typing schematic. Emergency resource directories should only include those items likely to be needed by the preparing agency or organization in the performance of their duties and should not attempt to include everything that may be needed in any emergency.

Evacuation: The process of moving persons out of an area affected or potentially affected by a disaster situation.

Federal Coordinating Officer (FCO): The individual appointed by the Federal Emergency Management Agency Director (by delegation of authority from the President) to coordinate assistance in a federally-declared disaster.

Federal Disaster Area: An area of a state (oftentimes defined by counties) that is declared eligible for federal disaster relief under the Stafford Act. These declarations are made by the President usually as a result of a request made by the Governor of the affected state.

Federal Emergency Management Agency (FEMA): An agency created in 1979 to provide a single point of accountability for all federal activities related to disaster mitigation, preparedness, response, and recovery. FEMA manages the President's Disaster Relief Fund, and coordinates the disaster assistance activities of all federal agencies in the event of a presidential disaster declaration.

Federal Emergency Response Team: An interagency team, consisting of the lead representative from each federal department or agency assigned primary responsibility for an Emergency Support Function and key members of the Federal Coordinating Officer's staff, formed to assist the Federal Coordinating Officer in carrying out his/her coordination responsibilities. The Emergency Response Team provides a forum for coordinating the overall federal response, reporting on the conduct of specific operations, exchanging information, and resolving issues related to Emergency Support Functions and other response requirements. Emergency Response Team members respond to and meet as requested by the Federal Coordinating Officer. The Emergency Response Team may be expanded by the Federal Coordinating Officer to include designated representatives of other Federal departments and agencies as needed.

Full-Scale Exercise: An activity intended to evaluate the operational capability of emergency management systems in an interactive manner over a substantial period of time. It involves the testing of a major portion of the emergency plan and organizations in a highly stressful environment. It includes the mobilization of personnel and resources to demonstrate coordination and response capabilities. The EOC is activated and field command posts may be established. A full-scale exercise is always formally evaluated.

Functional Annex: A document that supplements the Emergency Operations Plan, which provides further planning information for a specific aspect of emergency management.

Functional Exercise: An activity designed to test or evaluate the capability of individual or multiple emergency management functions. It is more complex than a tabletop exercise in that activities are usually under time constraints and are followed by an evaluation or critique. It usually takes place in some type of coordination or operating center. The use of outside resources is often simulated. No field units are used.

Governor's Authorized Representative (GAR): An individual authorized by the Governor to sign amendments to the Federal-State Agreement and to verify the grant applications from the state and local jurisdictions.

Hazardous Materials Team: A term used to describe a team of highly skilled professionals who specialize in dealing with hazardous material incidents.

Hazard Mitigation Grant Program: A program authorized under Section 404 of the Stafford Act, which provides funding for hazard mitigation projects that are cost effective and complement existing post-disaster mitigation programs and activities by providing funding for beneficial mitigation measures that are not funded through other programs.

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

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

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

Incident Command Post (ICP): The ICP is the location where the Incident Commander operates during response operations. There is only one ICP for each incident or event, but it may change locations during the event. Every incident or event must have some form of an Incident Command Post. The ICP may be located in a vehicle, trailer, tent, or within a building. The ICP will be positioned outside of the present and potential hazard zone but close enough to the incident to maintain command.

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

Individual Assistance: A supplementary federal assistance available under the Stafford Act to individuals, families, and businesses which includes disaster housing assistance, unemployment assistance, grants, loans, legal services, crisis counseling, tax relief, and other services or relief programs.

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

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

Key Resources: Any publicly or privately controlled resources essential to the minimal operations of the economy and government.

Local Government: Local agencies as defined in Government Code §8680.2 and special districts as defined in California Code of Regulations, Title 19, Division 2, Chapter 5, CDA, §2900(y).

Major Disaster: As defined in federal law, is “ any hurricane, tornado, storm, flood, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, fire, explosion, or other technological or human caused catastrophe in any part of the United States which, in the determination of the President, causes damage of sufficient severity and magnitude to warrant major disaster assistance in alleviating the damage, loss, hardship, or suffering caused thereby.”

Master Mutual Aid Agreement: The California Disaster and Civil Defense Master Mutual Aid Agreement made and entered into by and among the State of California, its various departments and agencies, and the various political subdivisions of the State. The agreement provides for support of one jurisdiction by another.

Mitigation: Activities taken to eliminate or reduce the degree of risk to life and property from hazards, either prior to or following a disaster or emergency.

Mobilization: A process of activating resources including personnel, equipment and supplies. The process would include notification, reporting, and setup to attain full or partial readiness to initiate response and recovery actions.

Multi-agency or inter-agency coordination: The participation of agencies and disciplines involved at any level of the SEMS organization, working together in a coordinated effort to facilitate decisions for overall emergency response activities, including the sharing of critical resources and the prioritization of incidents.

Mutual Aid: Voluntary aid and assistance in the event that a disaster should occur, by the interchange of services and facilities, including, but not limited to: fire, police, medical and health, communication, and transportation services and facilities, to cope with the problems of rescue, relief, evacuation, rehabilitation, and reconstruction which would arise in the event of a disaster. Mutual aid is designed to ensure that adequate resources, facilities, and other support are provided to jurisdictions whenever their own resources prove to be inadequate to cope with a given situation.

Mutual Aid Region: A subdivision of the state emergency services organization, established to facilitate the coordination of mutual aid and other emergency operations within an area of the state, consisting of two or more county Operational Areas.

National Response Framework (NRF): A national level plan developed by the Federal Emergency Management Agency (FEMA) in coordination with 26 federal departments and agencies plus the American Red Cross.

National Warning System (NAWAS): The federal portion of the Civil Defense Warning System, used for the dissemination of warnings and other emergency information from the FEMA National or Regional Warning Centers to Warning Points in each state. Also used by the State Warning Points to disseminate information to local Primary Warning Points. Provides warning information to state and local jurisdictions concerning severe weather, earthquake, flooding, and other activities which affect public safety.

Operational Area: An intermediate level of the state emergency services organization, consisting of a county and all political subdivisions within the county area. The Operational Area is a special purpose organization created to prepare for and coordinate the response to emergencies within a county area. Each county is designated as an Operational Area. An Operational Area may be used by the county and the political subdivisions comprising the Operational Area for the coordination of emergency activities and to serve as a link in the system of communications and coordination between the state's emergency operating centers and the operating centers of the political subdivisions comprising the operational area. The Operational Area augments, but does not replace, any member jurisdiction.

Preliminary Damage Assessment (PDA): The joint local, state, and federal analysis of damage that has occurred during a disaster and which may result in a Presidential declaration of disaster. The Preliminary Damage Assessment is documented through surveys, photographs, and other written information.

Preliminary Damage Assessment Team: An ad hoc group that comes together after a disaster whose main purpose is to determine the level of disaster declaration that is warranted. The team usually consists of federal, state, and local representatives to do an initial damage evaluation to sites damaged.

Preparedness: Actions taken in advance of an emergency to develop operational capabilities and facilitate an effective response in the event an emergency occurs. Preparedness measures include continuity of government, emergency communications, emergency operations centers, emergency operations plans, emergency public information materials, public education programs, exercise of plans, mutual aid agreements, stocking of disaster supplies, training of emergency response personnel, and warning systems.

Presidential Declaration: A formal declaration by the President that an Emergency or Major Disaster exists based upon the request for such a declaration by the Governor and with the verification of FEMA preliminary damage assessments.

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

Protocols: Sets of established guidelines for actions (which may be designated by individuals, teams, functions, or capabilities) under various specified conditions.

Political Subdivision: Any city, city and county, county, district, or other local governmental agency or public agency authorized by law.

Public Assistance (PA): A supplementary federal assistance provided under the Stafford Act to state and local jurisdictions, special purpose districts, Native Americans, or eligible private, nonprofit organizations.

Public Assistance Officer (PAO): A member of the FEMA Regional Director's staff who is responsible for management of the Public Assistance Program.

Public Information: Processes, procedures and systems for communicating timely, accurate and accessible information on the incident's cause, size and current situation; resources committed; and other matters of general interest to the public, responders and additional stakeholders (both directly affected and indirectly affected).

Public Information Officer (PIO): A member of the Command Staff (Management Staff at the SEMS EOC Levels) responsible for interfacing with the public and media and/or with other agencies with incident-related information requirements.

Recovery: An activity to return vital life support systems to minimum operating standards and long-term activity designed to return life to normal or improved levels, including some form of economic viability. Recovery measures include, but are not limited to: crisis counseling, damage assessment, debris clearance, disaster loans and grants, disaster unemployment assistance, public information, reassessment of emergency plans, reconstruction, temporary housing and business resumption full scale.

Resource Management: Efficient emergency management and incident response requires a system for identifying available resources at all jurisdictional levels to enable timely and unimpeded access to resources needed to prepare for, respond to, or recover from an incident. Resource management under NIMS includes mutual aid agreements and assistance agreements; the use of special federal, state, tribal and local teams; and resource mobilization protocols.

Resources: Personnel and major items of equipment, supplies and facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an EOC.

Response: Actions taken immediately before, during, or directly after an emergency occurs, to save lives, minimize damage to property and the environment, and enhance the effectiveness of recovery. Response measures include, but are not limited to, emergency plan activation, emergency alert system activation, emergency instructions to the public, emergency medical assistance, staffing the emergency operations center, public official alerting, reception and care, shelter and evacuation, search and rescue, resource mobilization, and warning systems activation.

Robert T. Stafford Disaster Relief and Emergency Assistance Act: (Public Law 93-288, as amended by Public Law 100-707) - The act that authorizes the greatest single source of federal disaster assistance. It authorizes coordination of the activities of federal, state, and volunteer agencies operating under their own authorities in providing disaster assistance, provision of direct federal assistance as necessary, and provision of financial grants to individuals and families. This act is commonly referred to as the Stafford Act.

Safety Officer: A member of the Command Staff (Management Staff at the SEMS EOC Levels) responsible for monitoring incident operations and advising the IC on all matters relating to operational safety, including the health and safety of emergency responder personnel. The Safety Officer may have assistants.

Section: The organizational level having responsibility for a major functional area of incident or EOC Management, (e.g. Operations, Planning, Logistics, Finance/Administration).

Situation Report: Often contains confirmed or verified information regarding the specific details relating to the incident.

Span of Control: The number of resources for which a supervisor is responsible, usually expressed as the ratio of supervisors to individuals. (Under NIMS, an appropriate span of control is between 1:3 and 1:7, with optimal being 1:5.)

Special District: A unit of local government (other than a city, county, or city and county) with authority or responsibility to own, operate and maintain systems, programs, services, or projects (as defined in California Code of Regulations (CCR) Section 2900(s) for purposes of natural disaster assistance. This may include a joint powers authority established under Section 6500 et. seq. of the Code.

Standardized Emergency Management System (SEMS): That consistent set of rules and procedures governing the overall operational control or coordination of emergency operations specified in CCR Title 19, Division 2, §2400 et sec. It identifies at each level of the statewide emergency organization the direction of field forces and the coordination of joint efforts of government and private agencies. The Incident Command System (ICS) is the field level component of SEMS.

State of Emergency: A governmental declaration that may suspend some normal functions of government, alert citizens to change their normal behaviors, or order government agencies to implement emergency operations plans.

Table Top Exercise: An activity in which officials and key staff or others with emergency responsibilities are gathered together informally to discuss simulated emergency situations. It is designed to elicit constructive discussion by the participants without time constraints. Participants evaluate plans and procedures and resolve questions of coordination and assignment of responsibilities in a non-threatening format under minimum stress.

Vital Records: The essential agency records that are needed to meet operational responsibilities under national security emergencies or other emergency or disaster conditions (emergency operating records), or to protect the legal and financial rights of the Government and those affected by Government activities (legal and financial rights records).

Volunteer: For purposes of NIMS, a volunteer is any individual accepted to perform services by the lead agency (which has authority to accept volunteer services) when the individual performs services without promise, expectation, or receipt of compensation for services performed. See 16 U.S.C. 742f(c) and 29 CFR 553.101.

Windshield Survey: A quick visual overview of the affected disaster area performed within the first 24 hours after the disaster.

ACRONYMS

ACRONYMS	
A	
AAR	After Action Report
AFN	Access and Functional Needs
ARC	American Red Cross
ATC	Air Traffic Control
ATC-20-2	Applied Technology Council (20-2 refers to the training course for building inspectors)
B	
BOS	Board of Supervisors
C	
Cal-EMA	California Emergency Management Agency
CAHAN	California Health Alert Network
CBP	Customs and Border Protection
CDA	California Disaster Assistance Act
CERT	Community Emergency Response Team
CGC	California Government Code
CGS	California Geological Survey
CISD	Critical Incident Stress Debriefing
COG	Continuity of Government
COOP	Continuity of Operations
D	
DCF	Disaster Control Function
DHS	Department of Homeland Security
DMC	Debris Management Center
DOC	Department Operations Center
DOP	Department Operations Plan
DRC	Disaster Recovery Center
DSW	Disaster Service Worker
E	
EAP	Emergency Action Plan
EAS	Emergency Alert System
EDIS	Emergency Digital Information System
EMS	Emergency Medical Services
EMO	Emergency Management Organization
EOC	Emergency Operations Center
EOP	Emergency Operations Plan

ERC	Emergency Response Coordinator
ESA	Emergency Services Act
F	
FAA	Federal Aviation Administration
FCO	Federal Coordinating Officer
FE	Functional Exercise
FEMA	Federal Emergency Management Agency
FMAG	Fire Management Assistance Grant
FSE	Full Scale Exercise
G	
GAR	Governor's Authorized Representative
GAR	Governor's Action Request
H	
HM	Hazard Mitigation
HMGP	Hazard Mitigation Grant Program
HSPD	Homeland Security Presidential Directive
I	
IAP	Incident Action Plan
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
IDE	Initial Damage Estimate
IMT	Incident Management Team
IT	Information Technology
J	
JFO	Joint Field Office
JIC	Joint Information Center
L	
LAC	Local Assistance Center
M	
MACS	Multi-Agency Coordination System
MBO	Management by Objectives
MCI	Multi-Casualty Incident
MHOAC	Medical Health Operational Area Coordinator
MOU	Memorandum of Understanding

N	
NAWAS	National Warning System
NIMS	National Incident Management System
NFIP	National Flood Insurance Program
NRF	National Response Framework
NWS	National Weather Service
O	
OA	Operational Area
OASIS	Operational Area Satellite Information System
OEM	Office of Emergency Management
OES	Office of Emergency Services
P	
PA	Public Assistance
PAO	Public Assistance Officer
PDA	Preliminary Damage Assessment
PDM	Pre-Disaster Mitigation
PSAP	Public Safety Answering Point
PIO	Public Information Officer
PGE	Pacific Gas and Electric
R	
RDMHC	Regional Disaster Medical Health Coordinator
REOC	Regional Emergency Operations Center
RIMS	Response Information Management System
S	
SAP	Safety Assessment Program
SAT	Safety Assessment Team
SCO	State Coordinating Officer
SEMS	Standardized Emergency Management System
SRRCS	Sacramento Regional Radio Communications System
SOP	Standard Operating Procedure
T	
TTX	Table Top Exercise
U	
USGS	United States Geological Survey
V	
VIPS	Volunteers in Policing Services



SUPPORTING DOCUMENTS

Town of Paradise

Sample Proclamations

**RESOLUTION PROCLAIMING EXISTENCE OF A LOCAL EMERGENCY
(by Town Council)**

WHEREAS, Ordinance No. _____ of the Town of Paradise empowers the Town Council to proclaim the existence or threatened existence of a local emergency when said Town is affected or likely to be affected by a public calamity; and

WHEREAS, said Town Council has been requested by the Director of Emergency Services* of said Town to proclaim the existence of a local emergency therein; and

WHEREAS, said Town Council does hereby find:

That conditions of extreme peril to the safety of persons and property have arisen within said Town, caused

by _____;
(fire, flood, storm, epidemic, riot, earthquake, drought, energy shortage, or other causes)
commencing on or about _____m. on the _____ day of _____, 20__); and

That the aforesaid conditions of extreme peril warrant and necessitate the proclamation of the existence of a local emergency;

NOW, THEREFORE, IT IS HEREBY PROCLAIMED that a local emergency now exists throughout said Town; and

IT IS HEREBY FURTHER PROCLAIMED AND ORDERED that during the existence of said local emergency the powers, functions, and duties of the Director of Emergency Services* and the emergency organization of this Town shall be those prescribed by state law, by ordinances, and resolutions of this Town and approved by the Town Council on _____, 20__.

IT IS FURTHER PROCLAIMED AND ORDERED that said local emergency shall be deemed to continue to exist until its termination is proclaimed by the Town Council of the Town of _____, State of California.**

Dated: _____

TOWN COUNCIL

ATTEST: _____

Town of Paradise

* Use appropriate title, as established by ordinance.

** Section 8630 of the Government Code provides: "...(c) (1) The governing body shall review, at its regularly scheduled meetings until the local emergency is terminated, the need for continuing the local emergency. However, in no event shall a review take place more than 21 days after the previous review. (2) Notwithstanding paragraph (1), if the governing body meets weekly, it shall review the need for continuing the local emergency at least every 14 days, until the local emergency is terminated. (d) The governing body shall proclaim the termination of the local emergency at the earliest possible date that conditions warrant."

RESOLUTION PROCLAIMING EXISTENCE OF A LOCAL EMERGENCY*
(by Director of Emergency Services)**

WHEREAS, Ordinance No. _____ of the Town of Paradise empowers the Director of Emergency Services** to proclaim the existence or threatened existence of a local emergency when said Town is affected or likely to be affected by a public calamity and the Town Council is not in session; and

WHEREAS, the Director of Emergency Services** of the Town of Paradise does hereby find;

That conditions of extreme peril to the safety of persons and property have arisen within said Town, caused by _____; and _____;
(fire, flood, storm, epidemic, riot, earthquake, drought, energy shortage, or other causes)

That the Town Council of the Town of Paradise is not in session (and cannot immediately be called into session);

NOW, THEREFORE, IT IS HEREBY PROCLAIMED that a local emergency now exists throughout said Town; and

IT IS FURTHER PROCLAIMED AND ORDERED that during the existence of said local emergency the powers, functions, and duties of the emergency organization of this Town shall be those prescribed by state law, by ordinances, and resolutions of this Town, and by the Town of Paradise Emergency Operations Plan, as approved by the Town Council on _____, 20__.

Dated: _____

By: _____
Director of Emergency Services**
Town of Paradise

* This form may be used when the director is authorized by ordinance to issue such a proclamation. Section 8630 of the Government Code provides: "...Whenever a local emergency is proclaimed by an official designated by ordinance, the local emergency shall not remain in effect for a period in excess of seven days unless it has been ratified by the governing body ..."

** Use appropriate title, as established by ordinance.

RESOLUTION CONFIRMING EXISTENCE OF A LOCAL EMERGENCY*

WHEREAS, Ordinance No. _____ of the Town of Paradise empowers the Director of Emergency Services** to proclaim the existence or threatened existence of a local emergency when said Town is affected or likely to be affected by a public calamity and the Town Council is not in session, subject to ratification by the Town Council within seven days; and

WHEREAS, conditions of extreme peril to the safety of persons and property have arisen within this _____ Town, _____ caused by _____
(fire, flood, storm, epidemic, riot, earthquake, drought, energy shortage, or other causes)

commencing on or about _____ .m. on the _____ day of _____, 20____, at which time the Town Council of the Town of Paradise was not in session; and

WHEREAS, said Town Council does hereby find that the aforesaid conditions of extreme peril did warrant and necessitate the proclamation of the existence of a local emergency; and

WHEREAS, the Director of Emergency Services** of the Town of Paradise did proclaim the existence of a local emergency within said Town on the _____ day of _____, 20____;

NOW, THEREFORE, IT IS HEREBY PROCLAIMED AND ORDERED that said local emergency shall be deemed to continue to exist until its termination is proclaimed by the Town Council of the Town of Paradise, State of California.***

Dated: _____

TOWN COUNCIL

ATTEST: _____

Town of Paradise

* This form may be used by a Town Council to ratify the proclamation of existence of a local emergency, issued by the Director of Emergency Services.

** Use appropriate title, as established by ordinance.

*** Section 8630 of the Government Code provides: "...(c) (1) The governing body shall review, at its regularly scheduled meetings until the local emergency is terminated, the need for continuing the local emergency. However, in no event shall a review take place more than 21 days after the previous review. (2) Notwithstanding paragraph (1), if the governing body meets weekly, it shall review the need for continuing the local emergency at least every 14 days, until the local emergency is terminated. (d) The governing body shall proclaim the termination of the local emergency at the earliest possible date that conditions warrant."

**RESOLUTION REQUESTING GOVERNOR TO
PROCLAIM A STATE OF EMERGENCY**

WHEREAS, on _____, 20____, the Town Council of the Town of Paradise found that due to

_____;
(fire, flood, storm, epidemic, riot, earthquake, drought, energy shortage, or other causes)
a condition of extreme peril to life and property did exist within said Town; and

WHEREAS, in accordance with state law the Town Council proclaimed an emergency did exist throughout said Town; and

WHEREAS, it has now been found that local resources are unable to cope with the effects of said emergency;

NOW, THEREFORE, IT IS HEREBY PROCLAIMED AND ORDERED that a copy of this resolution be forwarded to the Governor of California with the request that he proclaim the Town of Paradise to be in a state of emergency; and

IT IS FURTHER ORDERED that a copy of this resolution be forwarded to the Secretary of the California Emergency Management Agency (CalEMA); and

IT IS FURTHER RESOLVED that _____,
(Title) _____, is thereby designated as the authorized representative for public assistance and _____,
(Title) _____, is hereby designated as the authorized representative for individual assistance of the Town of Paradise for the purpose of receipt, processing, and coordination of all inquiries and requirements necessary to obtain available state and federal assistance.

Dated : _____

TOWN COUNCIL

ATTEST: _____

Town of Paradise

LOCAL RESOLUTION REQUESTING SECRETARY, CALIFORNIA EMERGENCY MANAGEMENT AGENCY' (CalEMA) CONCURRENCE IN LOCAL EMERGENCIES*

WHEREAS, on _____, 20____, the Town Council of the Town of Paradise found that due to

_____;
(fire, flood, storm, epidemic, riot, earthquake, drought, energy shortage, or other causes)
a condition of extreme peril to life and property did exist within said Town; and

WHEREAS, in accordance with state law the Town Council now proclaims an emergency does exist throughout said Town;

NOW, THEREFORE, IT IS HEREBY PROCLAIMED AND ORDERED that a copy of this resolution be forwarded to the Secretary of the California Emergency Management Agency (CalEMA) with a request that he find it acceptable in accordance with provisions of the California Disaster Assistance Act; and

IT IS FURTHER RESOLVED that _____,
(Title) _____, is hereby designated as the authorized representative of the Town of Paradise for the purpose of receipt, processing, and coordination of all inquiries and requirements necessary to obtain available state assistance.

Dated: _____

TOWN COUNCIL

ATTEST: _____

Town of Paradise

* Proclamation of local emergency must be made within 10 days of the disaster occurrence in order to qualify for assistance under the California Disaster Assistance Act.

Note: Attach list of damaged Public Facilities showing location and estimated cost of repairs.

RESOLUTION PROCLAIMING TERMINATION OF LOCAL EMERGENCY

WHEREAS, a local emergency existed in the Town of Paradise in accordance with the resolution thereof by the Town Council on the _____ day of _____, 20____, or Director of Emergency Services* on the _____ day of _____, 20____, and its ratification by the Town Council on the _____ day of _____, 20____, as a result of conditions of extreme peril to the safety of persons and property caused by _____ ;
and

(fire, flood, storm, epidemic, riot, earthquake, drought, energy shortage, or other causes)

WHEREAS, the situation resulting from said conditions of extreme peril is now deemed to be within the control of the normal protective services, personnel, equipment, and facilities of and within said Town of _____ ;

NOW, THEREFORE, the Town Council of the Town of Paradise, State of California, does hereby proclaim the termination of said local emergency.

Dated: _____

TOWN COUNCIL

ATTEST: _____

Town of Paradise

* Use appropriate title, as established by ordinance.

Town of Paradise Municipal Code

To view the language contained in Chapter 2.40 of the Town of Paradise Municipal Code section on its Emergency Organization, go to their website at

<http://library.municode.com/index.aspx?clientID=13703&stateID=5&statename=California>.

Sample Press Statement

TEMPLATE PRESS STATEMENT

CONTACT: (Name of contact)

PHONE: (Number of contact)

Date of release: (Date)

FOR IMMEDIATE RELEASE

Two to three sentences describing what happened and expressing empathy on the situation.

Two to three sentences describing what is currently happening in response to the incident.

Two to three sentences listing protective actions for community and actions that will be taken in the future.

Contact information, ways to get more information and other resources.



FUNCTIONAL ANNEXES

Town of Paradise



HAZARD/THREAT APPENDICES

Town of Paradise



Direction and Control Annex A

Town of Paradise

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INTRODUCTION

The Town of Paradise has a municipal code Chapter 2.40 – Emergency Organization that establishes an emergency organization and local disaster council. The municipal code provides for the development of an emergency plan, establishing responsibilities for emergency management operations and specifying the officials authorized to proclaim a local emergency. When there is an immediate threat or actual emergency, the Town of Paradise will implement emergency plans and take actions to mitigate or reduce the emergency threat. Actions may include deploying field-level emergency response personnel and activating the Emergency Operations Center and issuing orders to protect the public. All accessible and applicable local, state and federal resources will be committed to protect lives, property and the environment. This annex is dedicated to the overall Direction and Control of the emergency or disaster as it pertains to the Emergency Operations Center (EOC).

TOWN OF PARADISE EMERGENCY MANAGEMENT ORGANIZATION

Town of Paradise SEMS Organization

The Town of Paradise operates an EOC staffed by personnel from town departments and allied agencies. The EOC team is organized around the five functions (Management, Operations, Planning/Intelligence, Logistics, Finance/Administration) of the Standardized Emergency Management System (SEMS). Town personnel staff the positions to ensure coordination. Please see **Figure 1 – Town of Paradise EOC SEMS Organizational Chart**.

Consistent with SEMS, the Town EOC organizational structure develops in a modular fashion, based upon the type and size of the incident:

- The EOC staff builds from the top down.
- As the need arises, five separate sections can be activated, each with several sub-units that may be established as needed.
- The specific organizational structure established for any given incident will be based on the management and resource needs of the incident in is detailed in **Figure 1 – Town of Paradise EOC SEMS Organizational Chart**. Positions within the EOC organization shown on the next page are filled as needed at the discretion of the EOC Director.

Town of Paradise EOC SEMS Organization

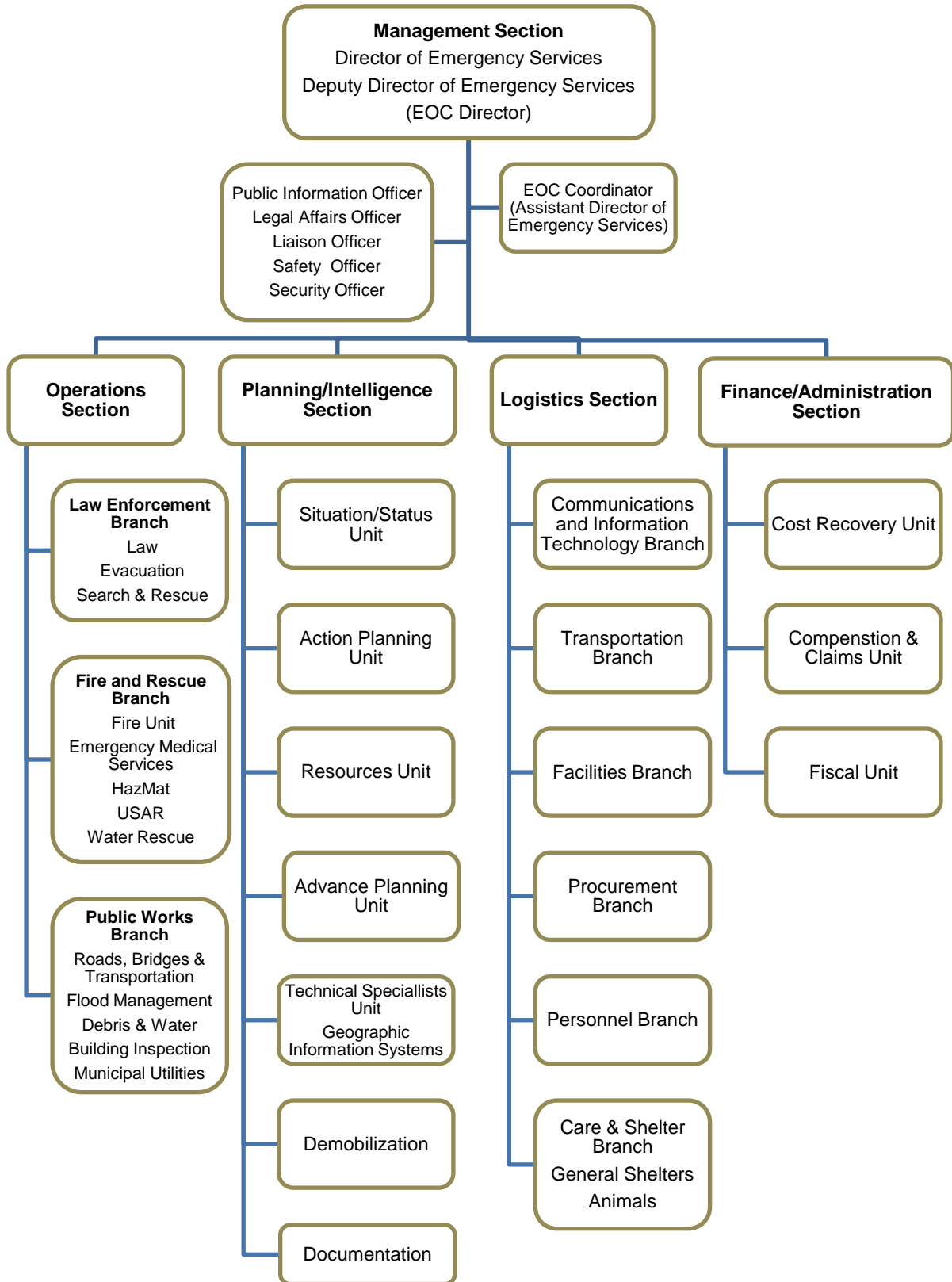


Figure 1 – Town of Paradise EOC Organization

CONCEPT OF OPERATIONS

During a disaster or emergency, the Town of Paradise Emergency Operations Center (EOC) will support field response operations within the town. The EOC will operate using the Standardized Emergency Management System (SEMS) functions, principles, and components. It will implement the action planning process, identifying and implementing specific objectives for each operational period.

EOC Purpose

Within Paradise, the various departments and agencies throughout the town are responsible for conducting normal day-to-day operations. When a major emergency or disaster strikes, the EOC is the location from which centralized emergency management will be performed. The EOC facilitates a coordinated response by all the departments and agencies that are assigned emergency management responsibilities. The level of EOC staffing will vary with the specific emergency situation. Departments with critical response functions may activate their own Department Operation Centers (DOC) which act as conduits of information between field operations and the EOC. The DOC is the location from which individual departments coordinate and control their own resources and response actions specific to that department.

The EOC provides a central location of authority and information, and allows for face-to-face coordination among personnel who must make emergency decisions. The following functions are performed in the Town of Paradise EOC:

- Managing and coordinating emergency operations.
- Receiving and disseminating warning information.
- Developing emergency policies and procedures.
- Collecting intelligence from and disseminating information to, the various EOC representatives, from the town departments, county, state, and federal agencies.
- Preparing intelligence/information summaries, situation reports, operational reports, and other reports as required.
- Maintaining general and specific maps, information display boards, and other data pertaining to emergency operations.
- Continuing analysis and evaluation of all data pertaining to emergency operations.
- Controlling and coordinating, within established policy, the operational and logistical support of departmental resources committed to the emergency and requesting resources from outside of the town.
- Maintaining contact and coordination with support DOCs, other local government EOCs, and the Butte Operational Area Emergency Operations Center (OA/EOC).
- Providing emergency information and instructions to the public, making official releases to the news media and scheduling of press conferences as necessary.

EOC Facility Location - Primary

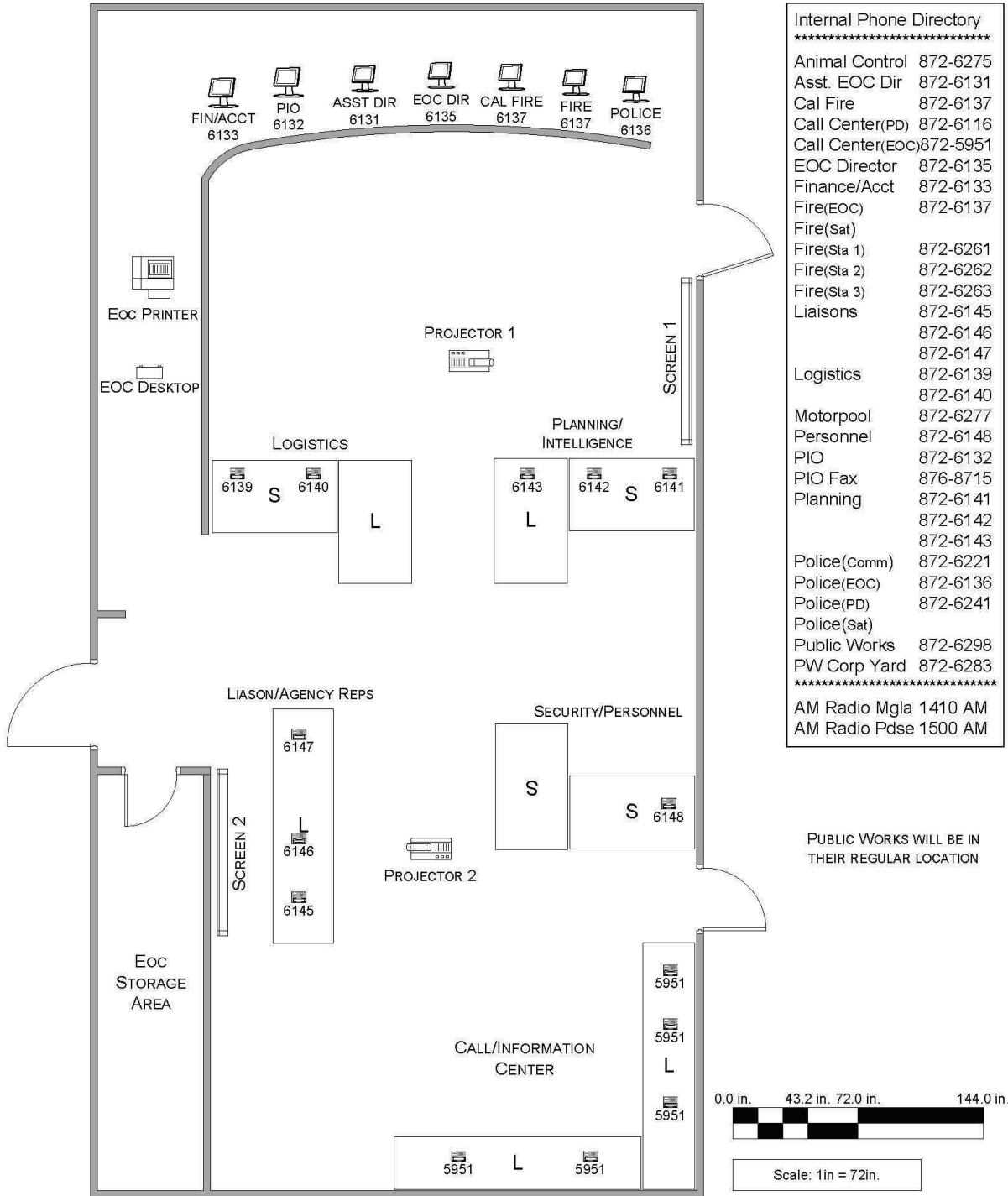
Paradise Town Hall
5555 Skyway
Paradise, CA 95969

The Primary EOC offers the following facilities for use during major emergencies:

- Dedicated operating space
- Extensive telephone and information management capabilities
- Electronic display processing capabilities
- Radio communications capabilities
- Office support facilities
- Dedicated task work areas
- Auxiliary power generator capability
- Adequate parking for personnel
- Adequate restroom/kitchen facilities
- Joint Information Center/Media Briefing Room
- Geographic Information Systems Planning Room

EOC Facility Map

Town of Paradise - Emergency Operations Center
5555 Skyway - Paradise, CA 95969

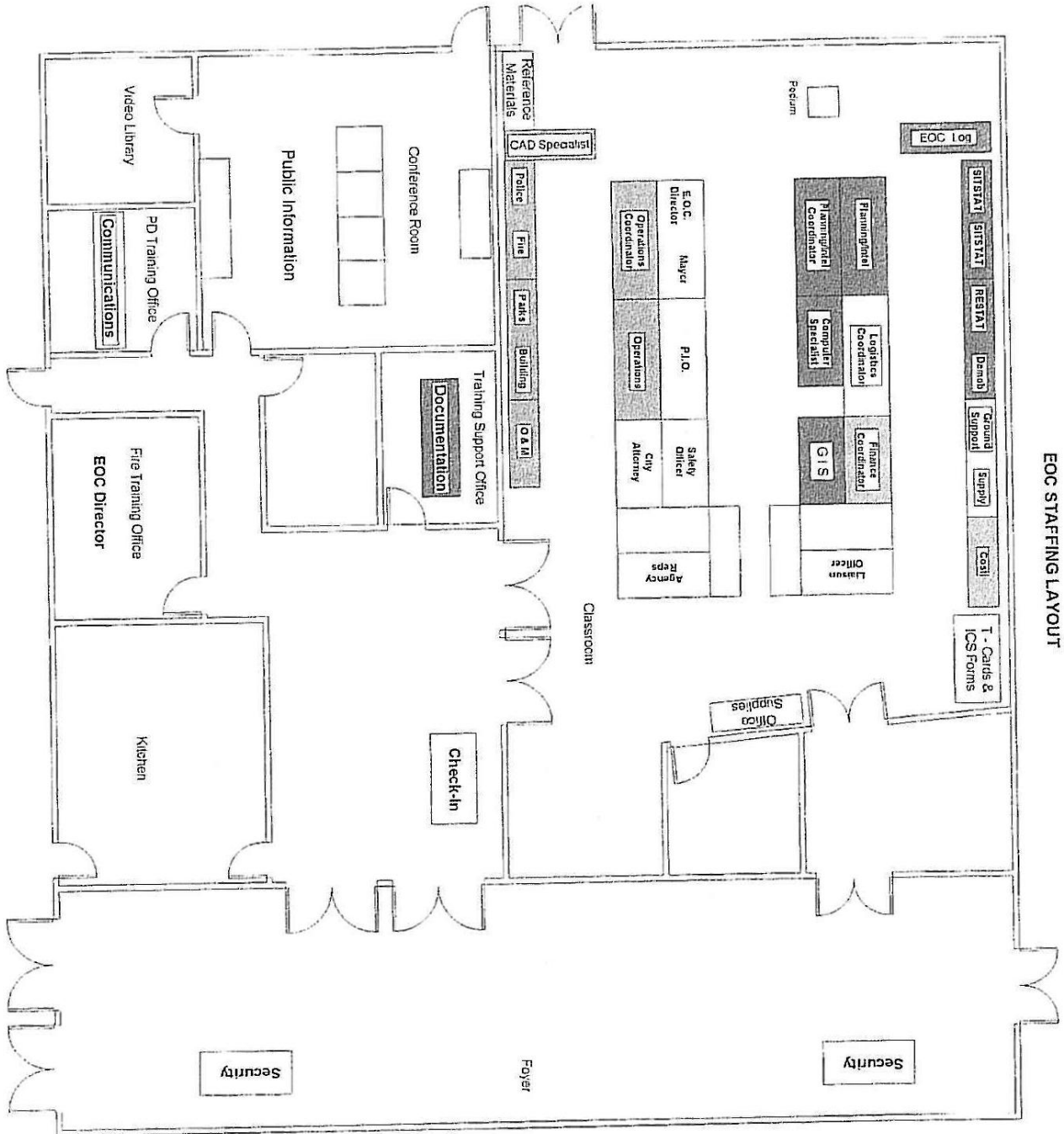


Call/Information Center (EOC): 872-5951 (5 lines)

Updated: 07/15/2010

The alternate Town of Paradise Emergency Operations Center (EOC) is located at the **Chico Fire Training Center**, 1466 Humboldt Road, Chico, CA

EOC Alternate Facility Map



EOC Activation Policy

The Town of Paradise has adopted the criteria (developed by CalEMA) that identify the events/situations which may require EOC activation. This criterion is shown in **Figure 2 – SEMS EOC Activation Requirements**.

EOC Activation Responsibility

The Town Manager administers and directs the Town Emergency Management Organization. During an emergency when the EOC is activated or there is the potential for activation, the Town Manager manages and directs all aspects of the town’s response and recovery operations and will be responsible for facilitating the overall physical set-up, functionality and close-out of the EOC.

SEMS EOC ACTIVATION REQUIREMENTS

Shaded areas = not applicable to SEMS levels Situation identified in SEMS Regulations	SEMS LEVELS				
	Field Level	Local Government	Operational Area	Region	State
Emergency involving two or more emergency response agencies §2407(a)(1)	Use ICS				
Local Emergency Proclaimed* §2407(a)(2)	Use ICS	Use SEMS			
Local Government EOC Activated §2407(a)(1)	Use ICS	Use SEMS			
Local Government activates EOC and requests Operational Area EOC activation §2407(a)(1)	Use ICS	Use SEMS	Activate OA EOC	Activate REOC	Activate SOC
Two or more cities within an Operational Area proclaim a local emergency §2409 (f)(2)	Use ICS	Use SEMS	Activate OA EOC	Activate REOC	Activate SOC
County and one or more cities proclaim a local emergency §2409 (f)(3)	Use ICS	Use SEMS	Activate OA EOC	Activate REOC	Activate SOC
Town, Town and county, or county requests Governor's State of Emergency proclamation §2409 (f)(4)	Use ICS	Use SEMS	Activate OA EOC	Activate REOC	Activate SOC
Governor proclaims a State of Emergency for county or two or more cities §2409 (f)(5)	Use ICS	Use SEMS	Activate OA EOC	Activate REOC	Activate SOC
Operational Area requests resources from outside it boundaries**§2409 (f)(6)	Use ICS	Use SEMS	Activate OA EOC	Activate REOC	Activate SOC
Operational Area receives resource requests from outside it boundaries**§2409 (f)(7)	Use ICS	Use SEMS	Activate OA EOC	Activate REOC	Activate SOC
An Operational Area EOC is activated §2411 (a)	Use ICS	Use SEMS	Activate OA EOC	Activate REOC	Activate SOC
A Regional EOC is activated §2413 (a)(1)	Use ICS	Use SEMS	Activate OA EOC	Activate REOC	Activate SOC
Governor proclaims a State of Emergency §2413 (a)(2)	Use ICS	Use SEMS	Activate OA EOC	Activate REOC	Activate SOC
Governor proclaims and earthquake or volcanic prediction §2413 (a)(3)	Use ICS	Use SEMS	Activate OA EOC	Activate REOC	Activate SOC

This matrix highlights the flow of SEMS activation requirements. Activation of an Operational Area EOC triggers activation of the Regional EOC which, in turn, triggers activation of the State level EOC.

* The EOC is usually activated, but in some circumstances, such as agricultural emergencies or drought, a local emergency may be proclaimed without the need for EOC activation.

** Does not apply for requests for resources used in normal day-to-day operations which are obtained through existing mutual aid agreements providing for the exchange or furnishing of certain types of facilities and services as provided for under the California Disaster and Civil Defense Master Mutual Aid Agreement (MMAA).

§ Indicates sections in the California Code of Regulations (CCR) Title 19, Division 2, Chapter 1 (SEMS)

Figure 2 - SEMS EOC Activation Requirements

If EOC activation is warranted, the first EOC staff member to arrive begins set-up procedures. The Town Manager or designee makes all decisions regarding the level and scope of EOC operations. The scope and nature of the emergency, current conditions, and potential concerns dictate the level of EOC operations and staffing requirements.

Security and Access Control

Upon activation, only authorized personnel are permitted in the EOC. Access shall be granted to all personnel identified as EOC staff or town officials, and those persons having legitimate business in the EOC. Authorized EOC staff and visitors shall be issued identification for EOC access. The identification shall distinguish the bearer as a member of the EOC team or as a visitor.

EOC Staffing

The Town of Paradise Emergency Operations Plan (EOP) will be activated when an emergency occurs or threatens to exceed capabilities to adequately respond to and mitigate an incident(s). The scope of an emergency, rather than the type, will largely determine whether the EOP and EOC will be activated, and to what level.

For planning purposes, the California Emergency Management Agency (Cal EMA) has established three "levels" of response to emergencies. The Town of Paradise also employs this system to guide local response to emergencies. Emergency Response includes the following three levels:

Level One EOC Activation: Level One is a minimum activation. This level may be used for situations which initially only require a few people, e.g., a short term earthquake prediction at condition level one or level two; alerts of storms, tsunamis; or monitoring of a low risk planned event. At a minimum, Level One staffing consists of the EOC Director. Section Coordinators and a situation assessment activity in the Planning and Intelligence Section may be included in this level. Other members of the organization could also be part of this level of activation e.g., the Communications Unit, from the Logistics Section, or an Information Officer.

Level Two EOC Activation: Level Two activation is normally achieved as an increase from Level One or a decrease from Level Three. This activation level is used for emergencies or planned events that would require more than a minimum staff but would not call for a full activation of all organization elements, or less than full staffing. One person may fulfill more than one SEMS function. The EOC Director, in conjunction with the General Staff, will determine the required level of continued activation under Level Two, and demobilize functions or add additional staff to functions as necessary based upon event considerations. Representatives to the EOC from other agencies or jurisdictions may be required under Level Two to support functional area activations.

Level Three EOC Activation: Level Three activation involves a complete and full activation with all organizational elements at full staffing. Level Three would normally be the initial activation during any major emergency. The numbering sequence of EOC staffing progression is established in the SEMS guidelines and is opposite of the NIMS numbering sequence. Given that the SEMS guideline has been in place since the inception of SEMS, this plan recommends continuing the sequence as established in the SEMS guidance documents.

Communications

Communications within the EOC are accomplished using the most expedient and appropriate means possible (usually in person). Each EOC position has a telephone available for communicating directly with EOC staff members, outside agencies, or field forces. Radios may also be used for direct communications with field forces or outside agencies. Key decision-makers and certain EOC staff will be issued portable radios. Regardless of the medium used, all significant communications shall be recorded on the EOC unit/activity log.

EOC Reporting

Information may be sent to town departments, EOC personnel, the and other key agencies using the Response Information Management System (RIMS), Operational Area Satellite Information System (OASIS), radio, telephone, email, internet or fax. Regardless of the method of communication, all data should be verified prior to transmission. If unverified data must be transmitted, it should be clearly designated as unconfirmed information. The Paradise EOC should transmit the following reports with DOCs, other EOCs and the OA EOC:

Preliminary Reports

Preliminary Reports are used during the first two hours of an emergency to:

- Provide an initial picture of the scope and magnitude of the situation.

Situations Reports

Situation Reports are brief narratives that present a concise picture of the emergency situation and are prepared for specific time periods.

- At the beginning of an emergency response, the EOC Management and Planning staff will determine appropriate times for submitting data and issuing Situation Reports.
- The Situation Report is intended for use after the first two hours of an emergency and can be updated as requested or needed.
- The Situation Reports contain the information presented on the Situation Report form located in **Supporting Documents section of the Basic Plan**. The information may be transmitted via the Internet or fax.

Flash Reports

Flash Reports are used for transmitting critical, time-sensitive information outside regularly scheduled Preliminary Reports or Situation Reports. For example, a Flash Report would be used to report an impending dam failure or a receipt of a Federal Declaration of a major disaster.

- Oral Flash Reports may precede written reports. The written report later serves as confirmation and documentation.

Documentation

Unit/activity logs are used to record significant events, communications and actions associated with an emergency for a given operational period (shift). Each EOC staff position is responsible for maintaining a unit/activity log.

All copies of reports, SEMS forms, and logs must be submitted to the Planning/Intelligence Section, Documentation Unit, prior to the close of each operational period (or prior to EOC deactivation if operations do not require multiple shifts).

Status Boards

Status Boards are erasable boards located around the EOC. The Status Boards provide decision-makers and EOC staff with essential information such as road closures, shelter location information, river gauge levels etc., at a glance.

EOC Reporting Systems

There are a number of systems available to communicate information during an EOC activation. In addition, the Operational Area EOC has provided the Paradise EOC a radio to use for EOC to EOC communication.

EOC Briefings

The purpose of briefings is to familiarize or update EOC staff on the current emergency situation. Briefings provide an opportunity for the Section Chiefs, the Emergency Operations Center (EOC) Director and all EOC staff to exchange information on the incident, create and evaluate an Action Plan, and make any revisions deemed necessary to the response strategy and/or priorities. Regular briefings provide a forum away from the high level of activity in the EOC for ensuring that each of the five essential SEMS functions are coordinated (Management, Operations, Planning, Logistics and Finance) and that the EOC staff have the same information from which to base individual and collective actions and decisions.

Management and General Staff

The Management and General Staff conduct regular briefings to receive updated information, evaluate the effectiveness of the response strategy, identify and solve problems, and revise objectives, response strategy and priorities as necessary. These briefings do not replace the Action Planning Sessions, which are required for each operational period. The General Staff briefings should be conducted outside the activity of the EOC. Each Section Chief will appoint someone in the section to assume his/her role in the EOC for the duration of the briefing.

During the briefing, the EOC Director asks each Section Chief for a thorough, but concise status report. Only information relevant to the entire EOC should be discussed in the group briefing. Function-specific issues and questions should be discussed one-on-one between the EOC Director and the involved Section Chief.

At the conclusion of each briefing, the time for the next General Staff briefing is set. Section Chiefs leave each General Staff briefing with a clear understanding of the objectives to be accomplished and the specific information to be collected before the next briefing.

Section Briefings

Following each Management and General Staff briefing, Section Chiefs provide their respective Section staff with a briefing. Overall situation status and response objectives, strategy and priorities should be reviewed. Each Section member must have a clear understanding of the activities they are expected to perform, including any coordination requirements with other EOC staff or external agencies.

Incoming Briefing

Upon arrival at the EOC, Section Chiefs are briefed by the EOC Director to obtain an overall perspective on the current situation. Section Chiefs provide a similar briefing to the personnel assigned to their respective Sections. Incoming briefings include:

- Current situation assessment
- Summary of the significant actions taken or in process
- Initial incident objectives and priorities
- Any limitations on available communications or personnel/equipment resources
- Any directives on specific actions to be taken

In addition to the above information, Section Chiefs review the following information with assigned staff:

- Responsibilities of the assigned function
- Any specific actions to be taken
- Appropriate flow/sharing of information within and between Sections
- Work shifts
- Eating and sleeping arrangements, if necessary
- Time of next briefing

Update Briefings

Throughout EOC activation, General Staff and individual Section briefings are conducted on a regular, predetermined basis, and whenever a major change in incident status has occurred. Update briefings should include a review of the following information:

- Current situation assessment
- Current and potential problems
- Actions being taken, including staff assigned
- Weather forecast, if applicable
- Time for next scheduled briefing

Shift Change Briefing

Shift change briefings are a component of the EOC Action Planning Process. At these briefings the current Action Plan is “handed off” and a briefing on assignments for the operational period which is about to begin, is presented. Facilitated by the Planning/Intelligence Section Chief, this briefing is approved by the EOC Director and attended by the General staff as appropriate. Shift change briefings should include the following:

- Current situation assessment
- Current and potential problems
- Review of the Action Plan
- Weather forecast, if applicable
- Time for next scheduled briefing

Deactivation Briefing

Immediately following deactivation of the EOC, the EOC Director, with all EOC staff, conducts a deactivation briefing. The purpose of this briefing is to advise all EOC staff of the specific contacts and/or referrals to be made for any incident-related questions or concerns that may arise.

EOC Deactivation

Once the critical aspects of an emergency or disaster have been secured, EOC operations may begin to scale down as conditions warrant. The purpose of this procedure is to outline the process to be followed whenever it is determined that the EOC can be deactivated. The EOC Director, with input from the Section Chiefs, may decide to deactivate the EOC.

Deactivation Triggers

Once the emergency response phase has been terminated and system operations are stabilized, the EOC Director may determine that the EOC can be deactivated. Triggers for determining deactivation may include:

- The emergency response phase has been terminated and recovery operations are underway.
- No further town, OA, state, media or public information dissemination is needed.

Procedure for Deactivation

The EOC Director will:

- Establish the time period for deactivation
- Advise EOC staff of the actions to be taken, including time
- Identify EOC staff to be on-call if stand down is implemented
- Direct the liaison or other EOC staff to make notifications

Deactivation Notifications

All internal and external individuals, groups and agencies that were notified of activation will be notified of stand down and/or deactivation. At a minimum, all department managers, elected officials, neighboring jurisdictions, responding agencies will be notified. The person making the notifications, documents the date, time, name and contact method for all persons/organizations notified. Notifications will include:

- Date and time of stand down period or deactivation
- A 24-hour contact number for further information

EOC ACTION PLANNING

Introduction

The use of Action Plans in the Town of Paradise EOC provides a clear and measurable process for identifying objectives and priorities for a given event. Action Planning is an important management tool that involves:

- Process for identifying priorities and objectives for emergency response or recovery efforts.
- Plans which document the priorities and objectives, and the tasks and personnel assignments associated with meeting the objectives.

The Action Planning process should involve the EOC Director and Section Chiefs (one from each Section), along with other EOC staff, as needed, such as special districts, and other agency representatives.

Planning Requirements

The initial EOC Action Plan may be a verbal plan that is developed during the first hour or two following EOC activation. A verbal plan may also be utilized for incidents involving a limited scope, short duration (less than 12 hours) and a limited number of response personnel. An EOC Action Plan shall be developed whenever the EOC is activated, either partially or fully. A written EOC Action Plan is required whenever:

- Two or more agencies are involved in the response
- The incident overlaps more than one operational period
- All EOC functions are fully staffed

The EOC Action Plan addresses a specific operational period (not to exceed 24 hours). The plan should be regularly reviewed and evaluated throughout the operational period and revised or updated as warranted.

Plan Elements

The elements to be included in the EOC Action Plan are also indicated on the Action Plan form located in the **Supporting Documents section of the Basic Plan** and include:

- Operational period covered by the plan
- Identify parts of EOC organization that have been activated on an organization chart
- Assignment of primary and support personnel and material resources to specific tasks and locations
- Describe any logistical or technical support to be provided and by whom
- State the objectives (attainable, measurable and flexible) to be accomplished
- Establish the current priorities to meet the objectives
- Describe the strategy to be utilized to achieve the objectives

In addition to the required elements listed above, the Action Plan may also include:

- Specific departmental mission assignments
- Policy and/or cost constraints
- Any inter-agency considerations

Planning Responsibilities

Primary responsibility for developing the EOC Action Plan rests with the Planning/Intelligence Section. However, development of the plan requires the active participation of the EOC Director and the General Staff. The Operations Section, in particular, must work closely with the Planning/Intelligence Section during Action Plan development. When indicated, the Planning/Intelligence Section Chief will request specific technical experts to provide input to the plan. The EOC Director is responsible for approving the plan.

For incidents requiring close coordination with external agencies, (e.g., local EMO, state and field response agencies, and special districts, etc.), input from the involved agencies should also be included in the Action Planning process.

Specific EOC staff responsibilities associated with the Action Plan includes the following:

Management and General Staff

- Provide general incident objectives and strategy
- Provide direction and overall management
- Ensure incident safety
- Approve the completed Action Plan

Operations Section Chief

- Determine the tactics necessary to achieve objectives
- Determine associated resource requirements
- Communicate Action Plan to EOC staff and Incident Commanders, as appropriate
- Conduct Operations Shift Briefing

Planning/Intelligence Section Chief

- Conduct the Action-Planning meeting
- Establish planning timelines
- Coordinate preparation of the Action Plan
- Manage planning process

Logistics Section Chief

- Establish/confirm procedure for off-incident resource ordering
- Ensure that resource ordering process is in place
- Ensure that Logistics Section can support the Action Plan

Finance Section Chief

- Provide cost assessment of incident objectives
- Ensure that adequate finance approvals are in place for implementation of the Action Plan

Planning Process

The Planning/Intelligence Section staff will maintain the EOC Major Incident Status Board and will develop short-and long-term planning scenarios based upon the situation and its impacts on facilities and operations, as reported. Utilizing these planning scenarios, the Planning/Intelligence Section Chief will conduct an Action Planning meeting with the EOC Director, General Staff and appropriate technical experts. The Operations Section Chief will immediately report any significant changes in information verbally to the Planning/Intelligence Section Chief.

PLANNING/INTELLIGENCE SECTION PLANNING PROCESS SCHEDULE	
Time	Event
0700 – 0800	Shift Change.
0800 – 0900	Prepare for Planning Meeting. Purpose: To review accomplishments, identify new issues, identify resource needs, and determine assignments for next operational period.
0900 – 1000	Planning Meetings (with Management and General Staff, Resources Status Unit Leader, Supply Unit Leader, Communications Unit Leader, and Technical Specialists).
1000 – 1400	Prepare EOC Action Plan.
1400 – 1600	Finalize EOC Action Plan.
1600	Complete EOC Action Plan.
1600 – 1700	Prepare for Operations Briefing. Purpose: To review EOC Action Plan for next operational period.
1700 – 1800	Operations briefing (Management, General Staff, and identified Operations staff and Technical Specialists).
1800 – 1900	Finalize Reports (including Situation Status Report for the Operational Area EOC).
1900 – 2000	Shift Change.
2000 – 2100	Prepare for Planning Meeting. Purpose: To review accomplishments, identify new issues, identify resource needs, and determine assignments for next operational period.
2100 – 2200	Planning Meetings (with Management and General Staff, Resources Status Unit Leader, Supply Unit Leader, Communications Unit Leader, and Technical Specialists).
2200 – 0200	Prepare EOC Action Plan.
0200 – 0400	Finalize EOC Action Plan.
0400	Complete EOC Action Plan.
0400 – 0500	Prepare for Operations Briefing. Purpose: To review EOC Action Plan for next operational period.
0500 – 0600	Operations briefing (Management, General Staff, and identified Operations staff and Technical Specialists).
0600 – 0700	Finalize Reports (including Situation Status Report for the Operational Area EOC).

Figure 3 - Planning Process Schedule

Planning Considerations

In developing the Action Plan, a number of issues should be considered, as outlined in the table below. Applicable issues should be addressed in each iteration of the Action Plan.

ISSUE	CONSIDERATIONS	RESPONSIBILITY
Inter-Agency Coordination	<ul style="list-style-type: none"> • Use of resources • Contact information and frequency • Communications methods 	Liaison
Public Information	<ul style="list-style-type: none"> • Constraints on information to be disseminated • Special instructions • Target areas/audiences 	Public Information Officer EOC Director
Safety	<ul style="list-style-type: none"> • Special precautions to be taken • Personal protective gear required 	Safety Officer
Technical Resources	<ul style="list-style-type: none"> • System maps and schematics • Technical expert input 	Planning/Intelligence Section Chief
Operations	<ul style="list-style-type: none"> • Special skills required • Mutual aid needs • Staging Area needs • Progress in resolving major incident objectives 	Operations Section Chief
Policy	<ul style="list-style-type: none"> • Legal/political issues • Fiscal constraints 	EOC Director
Special Needs	<ul style="list-style-type: none"> • Contingency Plans 	Planning/Intelligence Section Chief
Special Resources	<ul style="list-style-type: none"> • Availability of special supplies and equipment • Transportation support 	Logistics Section Chief

Figure 4 - Planning Considerations

Planning Cycle

The Planning Chief, with input from the EOC Director and the Operations Section Chief, establishes the schedule and cycle for action planning. Initially, meetings may be conducted every few hours or several times each day. Over time, meetings may be held twice each day, and then daily. The following graphic describes the planning cycle process for development of the Action Plan.

Documentation and Distribution

Written EOC Action Plans will be documented on the Action Planning form. The Planning/Intelligence Section Situation Status function is responsible for:

- Posting a copy of the current Action Plan in the EOC and on the Intranet, if operational
- Maintaining a copy of each Action Plan as part of the permanent incident record
- Distributing copies of the current Action Plan to all involved agencies and other personnel as directed by the Planning/Intelligence Section Chief

The Operations Section Chief will ensure that the current EOC Action Plan is distributed to all Operations Section personnel.

TOWN EOC ROLES AND RESPONSIBILITIES

Management Section

The Director of Emergency Services leads the Management Section and is responsible for the overall management of EOC operations to address the impacts of an emergency directly upon the town and assessing conditions outside the town, which have the potential for affecting local resources. Additionally, the Director of Emergency Services is responsible for directing the creation of an EOC Action Plan and the overall strategic direction of response, including appropriate mutual aid liaison activities.

Management Staff

Assisting the Director of Emergency Services is the Management Staff. The Management Staff is responsible for providing direct administrative and executive-level support to the Director, as well as for providing additional emergency support functions within selected areas of responsibility. When fully activated the EOC Management Staff includes the following:

Emergency Operations Center (EOC) Director

The EOC Manager is responsible for disaster operations and will remain at the EOC to observe and direct all operations during the emergency. The EOC Director will ensure the safety of staff and others within the EOC during its operation/activation. **The Town Manager is responsible for staffing this position.** The Deputy Town Manager shall serve as an alternate for this position.

Public Information Officer (PIO)

The PIO is directly responsible for managing Emergency Public Information activities within the EOC and in support of all Town Emergency Public Information operations. The PIO may be assisted by additional staff who will conduct assorted Emergency Public Information tasks and duties (Rumor Control and activation of the Paradise Information Center) within the EOC or a Joint Information Center (JIC) if established, or at a field incident command post. **The responsible town department staffing this position is the Town Clerk's Office.**

Legal Affairs Officer

The Legal Affairs Officer is responsible for providing legal advice and guidance to the Director and the Council on all emergency management issues and concerns. **The responsible town department staffing this position is the Town Attorney.**

Liaison Officer

The Liaison Officer functions as the primary point of contact for all allied agencies and jurisdictional representatives not directly assigned to the Town EOC. All agency and jurisdictional representatives will coordinate with the Liaison Officer, as needed. **The responsible individuals/agencies staffing this position are designated by the EOC Director based on the incident.**

Safety & Security Officers

The Safety & Security Officers are responsible for ensuring that the EOC is secure when activated, that hazards are identified and mitigated, and that the EOC environment is suitable for conducting operations in a safe and healthful manner. **The responsible town departments staffing these positions are the Human Resources for security and the Town Manager's office for safety, if activated.**

Operations Section

The Operations Section, an element of the EOC General Staff is responsible for coordinating the deployment of response resources in support of field operations. Such coordination activities will normally include:

- Manage operational elements of approved Emergency Action Plan (EAP).
- Support Department Operations Centers (DOC) and field incident commands (if DOCs not activated) and associated response activities.
- Coordinate and liaise with DOCs for reporting status information to the EOC for action planning and situation reporting purposes.
- Liaise with designated Mutual Aid Coordinators.
- Coordinate incident response assets (in accordance with the approved Action Plan) regardless of agency affiliation or type of asset (e.g., law enforcement, fire suppression, medical, etc.).
- Assess the emergency within the town or in nearby jurisdictions that affect local government's response organizations.

This section is composed of several functional groups, each with its own functional coordinator. Some or all of the functions may be involved in an incident response.

The Operations Section will be coordinated by the EOC Director and they will activate those functions deemed appropriate. When fully activated, the Operations Section could be comprised of the following branches, with each position being staffed with town or allied-agency personnel.

- Law Enforcement Branch – **Police Department**
- Fire and Rescue Branch – **Fire Department**
- Public Works Branch – **Public Works Department**

Planning/Intelligence Section

The Planning/Intelligence Section, an element of the EOC General Staff, collects and analyzes incident data relating to hazards, damage, operations, and other problems. This section becomes the organizational focus for all information or intelligence analysis and advanced planning relative to the incident or emergency.

The Planning/Intelligence Section is divided into several units. Within those units, the following emergency support functions are organized and performed as part of the Planning/Intelligence Section.

- Situation Status Unit
- Action Planning Unit
- Resource Status Unit
- Documentation Unit
- Advanced Planning Unit
- Technical Specialists Unit
- Demobilization Unit

This section will be staffed by the Development Services Department as needed to perform the various functions required to support emergency management operations within the activated EOC. Additional branches or units may be established as needed to meet operational needs.

Logistics Section

The Logistics Section is responsible for coordinating the provision of a broad assortment of procurement, service, maintenance, communication, and information technology services in support of the town's emergency management activities during a disaster.

The Logistics Section is divided into several branches. Within those branches, the following emergency support functions are organized and performed as part of the Logistics Section.

- IT and Communications Branch
- Facilities Branch
- Personnel Branch
- Procurement Branch
- Transportation Branch
- Care and Shelter Branch

The section will be staffed by Administration, Human Resources, Town Manager's Office and Public Works, as needed to perform the various functions required to support emergency management operations within the activated EOC. Additional branches or units may be established as needed to meet operational needs.

Finance/Administration Section

This section is responsible for the financial management of an operation, including payment for equipment, supplies, and services. It is also responsible for maintaining and monitoring response costs, personnel time-keeping records, and for providing administrative support to the EOC. The following functions are the responsibility of the Finance Section.

- Cost Recovery Unit
- Compensation and Claims Unit
- Fiscal Unit

The section will be staffed by Finance and other town departments as directed by the EOC Director as needed to perform the various functions required to support emergency management operations within the activated EOC. Additional branches or units may be established as needed to meet operational needs.

ANNEX MAINTENANCE

The Town of Paradise Town Manager's office will coordinate with the various town departments on any updates and revisions of this Direction and Control Annex.

Those agencies and organizations listed as having anticipated roles and responsibilities under this annex shall inform the Director of Emergency Services when they are aware that changes need to be made.

EOC POSITION CHECKLISTS

Below is a basic checklist intended to provide guidance for the application of the Standardized Emergency Management System (SEMS) for an EOC/field response to a disaster. Specific position checklists begin on the following page.

- JOB ASSIGNMENT** Receive assignment from your department, including:
1. Job assignment
 2. Reporting location
 3. Reporting time
 4. Travel instructions
 5. Any special communications instructions, e.g., phone numbers, travel frequency
- CHECK-IN** Upon arrival at the EOC or incident, check in at designated Check-in location. Check-in may be found at:
1. Emergency Operations Center
 2. Incident Command Post
 3. Base or Camps
 4. Staging Areas
- INITIAL BRIEFING** Receive briefing from immediate supervisor.
- 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, if in supervisory role.
- COMMUNICATION** Know the assigned telephone or cellular numbers and radio frequency (ies) (if necessary) for your area of responsibility and ensure that communication equipment is operating properly.
- Use clear text and ICS terminology (no codes) in all radio communications (only when needed in the field.)
- DOCUMENTATION** Complete forms and reports required of the assigned position and send through chain of command to Documentation Unit.
- DEMOBILIZATION** Respond to demobilization orders and brief subordinates regarding demobilization.

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Purpose

The Management Section directs the Town of Paradise Emergency Management Organization, coordinates the actions of the EOC staff, establishes operational priorities, ensures development and implementation of strategies to meet the needs of the emergency, works with Elected Officials on issues related to emergency response and recovery, communicates with the media, coordinates response with outside agencies including federal and state resources, and ensures the safety of the responders. The Management Section staff must evaluate the potential economic, social and environmental impacts of the disaster on its citizens, while managing the response to the conditions within the town. Additionally, the Management Section must consider whether an emergency in a neighboring town could impact Paradise, or draw upon resources normally available to the town.

When fully staffed, the Management Section may include the positions shown in the organizational chart above. If staffing is not available for each position, the duties assigned to the unfilled position are the responsibility of the Town Manager.

Objectives

The overall objective of emergency management is to ensure the effective management of response forces and resources in preparing for and responding to situations associated with disasters. To carry out its responsibilities, the Management Section will accomplish the following objectives during a disaster/emergency:

- Overall management and coordination of emergency response and recovery operations.
- Coordinate and liaise with appropriate federal, state and other local government agencies, as well as applicable segments of private sector entities and volunteer agencies.
- Establish priorities and resolve any conflicting demands for support.
- Prepare and disseminate emergency public information to inform, alert and warn the public.
- Disseminate damage information and other essential data.

EOC Director Position Checklist (Position filled by Town Manager, Assistant Town Manager or Designee)

Read entire position checklist before taking any action!

- Review Common Responsibilities – All personnel.
- Determine appropriate level of activation based on situation as known.
- Mobilize appropriate personnel for the initial activation of the EOC.
- Establish the appropriate staffing level for the Town of Paradise Emergency Operations Center (EOC) and continuously monitor organizational effectiveness, ensuring that appropriate modifications occur as required.
- Exercise overall management responsibility for the coordination between emergency response agencies.
- Respond immediately to EOC site and determine operational status.
- Obtain briefing from whatever sources are available.
- Ensure that the EOC is properly set up and ready for operations.
- Ensure that an EOC check-in procedure is established immediately.
- Ensure that an EOC organization and staffing chart is posted and completed.
- Determine which sections are needed, assign Section Chiefs as appropriate and ensure they are staffing their sections as required.
- Determine which Management Section positions are required and ensure they are filled as soon as possible.
- In coordination with General Staff, set priorities for response efforts.
- Ensure that all agency actions are accomplished within the priorities established.
- Ensure that Inter-Agency coordination is accomplished effectively within the EOC.
- Ensure that communications with emergency response agencies are established and functioning.
- Confer with the General Staff to determine what representation is needed at the EOC from member jurisdictions, special districts, and other emergency response agencies.
- Assign a Liaison Officer to coordinate outside agency response to the EOC, and to assist as necessary in establishing an Interagency Coordination Group.
- Monitor General Staff activities to ensure that all appropriate actions are being taken.
- In coordination with the Public Information Officer, conduct news conferences and review media releases for final approval, following the established procedure for information releases and media briefings.
- Ensure that the Liaison Officer is providing for and maintaining effective interagency coordination.
- Based on current status reports, establish initial strategic objectives for the EOC.
- In coordination with Management Staff, prepare management function objectives for the initial Action Planning Meeting.
- Convene the initial Action Planning meeting. Ensure that all Section Chiefs, Management Staff, and other key agency representatives are in attendance. Ensure that appropriate Action Planning procedures are followed (**refer to Planning/Intelligence Section, “Action Planning”**) and the meeting is facilitated appropriately by the Planning/Intelligence Section.
- Once the Action Plan is completed by the Planning/Intelligence Section, review, approve and authorize its implementation.

- Conduct periodic briefings with the General Staff to ensure strategic objectives are current and appropriate.
- Conduct regular briefings for the Elected and Executive representatives and/or their designee.
- Formally issue Emergency Proclamation and coordinate with other agencies as appropriate.
- Brief your relief at shift change, ensuring that ongoing activities are identified and follow-up requirements are known.
- Authorize deactivation of sections, branches, and units when they are no longer required.
- Notify the other activated EOCs, emergency response agencies, and other appropriate organizations of the planned deactivation time.
- Ensure that any open actions not yet completed will be handled after deactivation.
- Ensure that all required forms or reports are completed prior to deactivation.
- Be prepared to provide input to the After Action Report.
- Deactivate the EOC at the designated time, as appropriate.
- Proclaim termination of the emergency and proceed with recovery operations.
- Maintain unit/activity log.

Emergency Services Coordinator Position Checklist

Read entire position checklist before taking any action!

- Review Common Responsibilities – All Personnel.
- Assist the EOC Director with the overall facilitation and functioning of the Paradise Emergency Operations Center (EOC.)
- Assist and serve as an advisor to the EOC Director and General Staff as needed, providing information and guidance related to the internal functions of the EOC and ensure compliance with existing emergency plans and procedures.
- Assist the EOC Director in determining appropriate staffing for the EOC.
- Provide assistance and information regarding section staffing to all General Staff.
- Assist the EOC Director and the General Staff in developing overall strategic objectives as well as section objectives for the Action Plan.
- Advise the EOC Director on procedures for enacting emergency proclamations, emergency ordinances and resolutions, and other legal requirements.
- Assist the Planning/Intelligence Section in the development, continuous updating and execution of the EOC Action Plan.
- Provide overall procedural guidance to General Staff as required.
- Ensure that all notifications are made to Butte County OEM and represent Paradise on any and all Butte County and CalEMA Inland Region conference calls or briefings, as necessary.
- Ensure that all communications with jurisdictional emergency response agencies have been established and are maintained.
- Assist the EOC Director, PIO and Liaison in preparing for and conducting briefings with Management Staff, the Elected/Executive members, the media, and general public.
- Assist the EOC Director and Liaison Officer in establishing and maintaining an Inter-agency Policy Group comprised of outside agency representatives and executives not assigned to specific sections within the EOC.
- Assist the Liaison Officer in ensuring proper procedures are in place for directing agency representatives and conducting VIP/visitor tours of the EOC.
- Provide assistance with shift change activity, as required.
- Maintain unit/activity log.

Public Information Officer Position Checklist

Read entire position checklist before taking any action!

- Review Common Responsibilities – All Personnel.
- Serve as the coordination point for all media releases for the Paradise Emergency Operations Center (EOC).
- Represent the Paradise EOC as the lead Public Information Officer (PIO).
- Ensure the public, within the affected area, receives complete, accurate and consistent information about life safety procedures, public health advisories, relief and assistance programs and other vital information.
- Coordinate media releases with Public Information Officers representing other affected emergency response agencies within the jurisdiction.
- Coordinate the provision of situation information on the town's website and ensure that rumor control is provided with the same information throughout the event.
- Organize the format for press conferences in coordination with the EOC Director.
- Maintain a positive relationship with the media representatives.
- Supervise the Rumor Control function (IF ACTIVATED).
- Establish and manage the Joint Information Center (JIC), as necessary.
- Determine staffing requirements and make required personnel assignments for the JIC function as necessary.
- Obtain policy guidance from the EOC Director on media releases.
- Keep the EOC Director advised of all unusual requests for information and all major critical or unfavorable media comments. Recommend procedures or measures to improve media relations.
- Coordinate with the Situation Status Unit and identify method for obtaining and verifying significant information as it develops.
- Develop and publish a media briefing schedule, to include location, format, preparation, and distribution of handout materials.
- Implement and maintain an overall information release program.
- Establish a Media Information Center, as necessary, providing necessary space, materials, telephones, and electrical power.
- Maintain up-to-date status boards and other references at the media information center. Provide adequate staff to answer questions from members of the media.
- Interact with other EOC sections, branches, and units to provide and obtain information relative to public information operations.
- Develop content for state Emergency Alert System (EAS) releases. Monitor EAS releases, as necessary.
- In coordination with other EOC sections, as approved by the EOC Director, issue timely and consistent advisories and instructions for life safety, health, and assistance to the public.

- At the request of the EOC Director, prepare media briefings for Elected/Executive representatives and/or their designees, other government officials, and provide assistance as necessary to facilitate their participation in media briefings and press conferences.
- Ensure that adequate staff is available at incident sites to coordinate and conduct tours of the disaster areas.
- Provide sufficient staffing and telephones for call center operations to efficiently handle incoming media and public calls.
- Prepare, update, and distribute to the public a Disaster Assistance Information Directory which contains locations to obtain food, shelter, supplies, health services, etc.
- Ensure that announcements, emergency information, and materials are translated and prepared for special populations (non-English speaking, hearing impaired, etc.).
- Monitor broadcast media, using information to develop follow-up news releases and rumor control.
- Ensure file copies are maintained of all information releases (for submission to Planning/Intelligence Section).
- Provide copies of all releases to the EOC Director.
- Conduct shift change briefings in detail, ensuring that in-progress activities are identified and follow-up requirements are known.
- Prepare final news releases and advise media representatives of points-of-contact for follow-up stories.
- Maintain unit/activity log.

Rumor Control Unit Position Checklist
(Usually used in large disasters, otherwise PIO performs this function)

Read entire position checklist before taking any action!

- Review Common Responsibilities – All Personnel.
- Provide staffing for rumor control telephone bank.
- Supervise the Rumor Control Unit.
- Obtain "confirmed" disaster information.
- Operate a telephone bank for receiving incoming inquiries from the general public.
- Correct rumors by providing factual information based on confirmed data.
- Establish a "Disaster Hotline" recorded message and provide updated information periodically.
- Refer inquiries from member of the media to the lead Public Information Officer or designated staff.
- Maintain unit/activity log.

Liaison Officer Position Checklist

Read entire position checklist before taking any action!

- Review Common Responsibilities – All Personnel.
- Oversee all liaison activities, including coordinating outside agency representatives assigned to the Paradise Emergency Operations Center (EOC) and handling of requests from other EOCs for Paradise EOC agency representatives.
- Establish and maintain a central location for incoming agency representatives, providing workspace and support as needed.
- Ensure that position specific guidelines, policy directives, situation reports, and a copy of the EOC Action Plan are provided to Agency Representatives upon check-in.
- In coordination with the Management Section, provide orientations for VIPs and other visitors to the EOC.
- Contact Agency Representatives already on-site, ensuring they:
 - ✓ Sign into the EOC organization
 - ✓ Understand assigned functions
 - ✓ Know work locations
 - ✓ Review and understand Paradise’s EOC organization and floor plan
- Determine if additional agency representation is required from:
 - ✓ Other agencies
 - ✓ Schools
 - ✓ Volunteer organizations
 - ✓ Private organizations
 - ✓ Utilities not already represented
- Arrange and coordinate VIP tours with the PIO and the Elected/Executive members or their designees.
- Determine the status and resource needs and availability of other agencies.
- Notify and coordinate with adjacent jurisdictions on facilities and/or dangerous releases which may impose risk across boundaries.
- Request agency representatives maintain communications with their agencies and obtain Situation Status Reports regularly.
- Act as liaison with state or federal emergency response officials and appropriate town and/or county personnel.
- With the approval of the EOC Director, provide agency representatives from the Paradise EOC to other EOCs, as required and requested.
- Maintain a roster of agency representatives located at the EOC. Roster should include the assignment within the EOC (Section or Interagency Coordination Group). Roster should be distributed internally on a regular basis.
- Release agency representatives that are no longer required in the EOC when authorized by the EOC Director (be sure to get contact information from representative before demobilization.)
- Maintain unit/activity log.

Legal Affairs Officer Position Checklist

Read entire position checklist before taking any action!

- Review Common Responsibilities – All Personnel.
- Facilitate requests for Local Emergency proclamations and requests for a State of Emergency to the Governor through the Butte County OA.
- Provide legal opinion on requests from management on actions which may have impacts on jurisdictional policy and authority by ordinances, statutes and under state and federal laws (e.g., evacuations, quarantines, etc.)
- Check-in with the EOC Director and clarify any issues regarding authority and assignment, including the functions of others in the EOC organization.
- Review rules, regulations and laws required for acquisition and/or control of critical resources within the town.
- Develop necessary ordinances and emergency orders to provide legal basis for the enforcement of emergency actions or protective measures.
- Establish communications with other jurisdictional legal offices for support.
- Facilitate requests for support or information as requested.
- Review and/or prepare the templates for declarations and other actions.
- Provide appropriate proclamation status to the Planning/Intelligence Section.
- Keep the jurisdictional Executives and/or their designees informed and provide policy guidance and clarification for the EOC Management staff, as required.
- Maintain unit/activity log.

Safety Officer Position Checklist

Read entire position checklist before taking any action!

- Review Common Responsibilities – All Personnel.
- Ensure that all buildings and other facilities used in support of the Paradise EOC are in safe operating condition.
- Monitor operational procedures and activities in the EOC to ensure they are being conducted in a safe manner, considering the existing situation and conditions.
- Stop or modify all unsafe operations outside the scope of the EOC Action Plan, notify the EOC Director of actions taken.
- Tour the entire EOC facility and evaluate conditions. Advise the EOC Director of any conditions and actions that might result in liability - e.g., oversights, improper response actions, etc. Include these when writing the **EOC Safety Plan**.
- Study the EOC facility and document the locations of all fire extinguishers, emergency pull stations, and evacuation routes and exits.
- Be familiar with particularly hazardous conditions in the facility and reduce their threats.
- Prepare and present safety briefings for the EOC Director and General Staff.
- Ensure that the EOC facility is free from any environmental threats - e.g., radiation exposure, air purity, water potability, etc.
- Keep the EOC Director advised of unsafe conditions; take action when necessary.
- Coordinate with the Finance Section in preparing any personnel injury claims or records necessary for proper case evaluation and closure.
- Maintain unit/activity log.

Security Officer Position Checklist

Read entire position checklist before taking any action!

- Review Common Responsibilities – All Personnel.
- Provide or coordinate/monitor 24-hour security for the Paradise EOC, as necessary.
- Control personnel access to the Paradise EOC in accordance with policies established by the EOC Director.
- Determine the current EOC security requirements and arrange for staffing as needed.
- Determine needs for special access to EOC facilities.
- Provide Elected/Executive and VIP security as appropriate and required.
- Provide recommendations as appropriate to EOC Director.
- Prepare and present security briefings for the EOC Director and General Staff at appropriate meetings.
- Maintain unit/activity log.

Purpose

The Operations Section supports all tactical emergency response assets, regardless of agency affiliation or type. The Operations Section orchestrates strategic support to all emergency response operations. The Operations Section implements the Emergency Operations Center (EOC) Action Plan and facilitates the direction of and makes changes to the plan based on the needs of the emergency. The Operations Section staff must evaluate the potential economic, social and environmental impacts of the disaster on its citizens, while managing response to the conditions within the town. Additionally, the Operations Section staff must consider whether an emergency in a neighboring jurisdiction could impact the Town of Paradise or draw upon resources normally available to the town.

When fully staffed, the Operations Section may include the positions shown in the organizational chart above. The duties assigned to the unfilled position are the responsibility of the Operations Section Chief.

Objectives

The Operations Section carries out the objectives of the EOC Action Plan and requests additional resources as needed. The Operations Section's primary responsibilities in a disaster/emergency are to:

- Manage tactical operations.
- Assist in the development of the Operations Section portion of the EOC Action Plan.
- Request, coordinate and manage resources needed to implement the Operations Section tactics as a part of the EOC Action Plan development.
- Report situation status information through DOC's, or if no DOC is activated, report information directly to the ICP.

Operations Section Chief Position Checklist

Read entire position checklist before taking any action!

- Review Common Responsibilities – All Personnel.
- Ensure the Operations function is carried out including coordination of response for all operational functions assigned to the Emergency Operations Center (EOC).
- Ensure operational objectives and assignments identified in the EOC Action Plan are carried out effectively.
- Establish the appropriate level of branch and unit organizations within the Operations Section, continuously monitoring its effectiveness and modifying accordingly.
- Exercise overall responsibility for the coordination of Branch and Unit activities within the Operations Section.
- Ensure the Planning/Intelligence Section is provided with Branch Status Reports on a regular schedule.
- Conduct periodic Operations briefings for the EOC Director, as required or requested.
- Provide overall supervision of the Operations Section.
- Ensure that the Operations Section is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps and status boards.
- Meet with Planning/Intelligence Section Chief to obtain a preliminary situation briefing.
- Determine the need for Mutual Aid.
- If Mutual Aid systems are activated, ensure that the appropriate Mutual Aid Coordinator or representative is located in the corresponding branch in operations.
- Obtain a current communications status briefing from Telecommunications in Logistics and ensure there is adequate equipment and frequencies available for the section.
- Determine estimated times of arrival of section staff from the Personnel Branch in Logistics.
- Confer with the EOC Director to ensure that the Planning and Logistics Sections are staffed at levels necessary to provide adequate information and support for response operations.
- Coordinate with the Liaison Officer regarding the need for agency representatives in the Operations Section.
- Establish radio or cell phone communications with Incident Commander(s) operating in the field, if no DOC is activated.
- Determine activation status of other EOCs around the jurisdiction and establish communication links with their Operations Sections.
- Based on the situation known or forecasted, determine likely future needs of the Operations Section.
- Identify key issues currently affecting the Operations Section, meet with Section personnel to determine appropriate section objectives for the first operational period.
- Review responsibilities of branches in section to develop an Operations Plan detailing strategies for carrying out Operations objectives.

- Adopt a proactive attitude. Think ahead and anticipate situations and problems before they occur.
- Ensure that all media contacts are referred to the Public Information Officer.
- Conduct periodic briefings and work to reach consensus among staff on objectives for forth-coming operational periods.
- Attend and participate in EOC Action Planning meetings.
- Provide the Planning/Intelligence Section Chief with the Operations Section's objectives prior to each Action Planning meeting.
- Work closely with each Branch Coordinator to ensure that the Operations Section objectives, as defined in the current Action Plan, are being addressed.
- Ensure that the branches coordinate all resource needs through the appropriate Mutual Aid Coordinators or the Logistics Section.
- Maintain unit/activity log.

Law Enforcement Branch Coordinator Position Checklist

Read entire position checklist before taking any action!

- Review Common Responsibilities – All Personnel.
- Coordinate law enforcement, traffic, evacuation/movement and security/access control operations.
- Supervise the Law Enforcement Branch.
- Coordinate all law enforcement activities with the other units of the Operations Section and with the Operations Section Chief on a regular basis.
- Assist with notification, alert and warning of the public as necessary.
- Track law enforcement resources committed and resources that are still available for deployment and keep the Resources Unit apprised of status.
- Assist with coordination of deceased with the Butte County Sheriff's Department.
- Based on the situation, activate the necessary Units within the Law Enforcement Branch per the EOC Organization Chart. If units are not activated those duties are the responsibility of the Branch Coordinator.
- Provide an initial law enforcement situation report to the Operations Section Chief.
- Based on the initial EOC strategic objectives, prepare objectives for the Law Enforcement Branch and provide them to the Operations Section Chief.
- Maintain current status on Law Enforcement missions being conducted.
- Coordinate the need for voluntary or mandatory evacuations with the Operation Section Chief.
- Initiate animal control measures as necessary and coordinate with the Care and Shelter Branch.
- On a regular basis, complete and maintain the Law Enforcement Branch Status Report and provide to the Operations Section Chief.
- Refer all contacts with the media to the Public Information Officer.
- Assist Planning/Intelligence Section with Damage Assessment in disaster area.
- Maintain unit/activity log.

Law Enforcement Operations Unit Checklist

Read entire position checklist before taking any action!

- Review Common Responsibilities – All Personnel.
- Evaluate and process requests for Law Enforcement Mutual Aid Resources through the Butte Operational Area Law Enforcement Mutual Aid Coordinator.
- Establish and maintain communication with the Law Enforcement Branch Directors in the field.
- Respond to requests for Law Enforcement resources from the field in a timely manner, following established priorities (life safety, protection of property, and then the environment).
- Monitor and track law enforcement resources utilized during the event.
- Provide general support to field personnel as required.
- Supervise the Law Enforcement Operations Unit.
- Establish and maintain radio or cell-phone communication with the Law Enforcement Branch Directors at the field level.
- Obtain regular status reports on the law enforcement situation from the Department Operations Center or Law Enforcement branch at the field level.
- Assess the impact of the disaster/event on the Paradise Police Department's operational capability.
- Establish the objectives of the Law Enforcement Operations Unit based on the nature and severity of the disaster, and provide them to the Law Enforcement Branch Coordinator prior to the first Action Planning meeting.
- Ensure that the assignment of the law enforcement resources are closely monitored and coordinated, and that on-scene time is logged at the field level.
- If not addressed at the ICP, ensure that incident facilities are established (staging areas, etc.) to coordinate incoming law enforcement mutual aid and resources, as requested.
- In coordination with Situation Status Unit, determine if current and forecasted weather conditions will affect law enforcement operations.
- Coordinate with the Fire Operations Branch to determine geographical boundaries of evacuations.
- Coordinate with the Care and Shelter Branch to establish suitable shelter locations and appropriate shelter facilities for evacuated population and/or animals.
- Assist in establishing camp facilities for law enforcement personnel, through the Logistics Section, if not addressed at the ICP.
- Reinforce the use of proper procedures for media contacts.
- Provide law enforcement status updates to the Law Enforcement Branch Coordinator on a regular basis.
- Maintain unit/activity log.

Fire and Rescue Branch Coordinator Position Checklist

Read entire position checklist before taking any action!

- Review Common Responsibilities – All Personnel.
- Coordinate fire, hazardous materials, and search and rescue operations.
- Assist the Fire & Rescue Mutual Aid Coordinator in acquiring mutual aid resources, as necessary.
- Complete and maintain branch status reports for major incidents requiring or potentially requiring operational area, state, and federal response, and maintain status of unassigned fire & rescue resources.
- Implement the objectives of the EOC Action Plan assigned to the Fire & Rescue Branch.
- Provide overall supervision of the Fire & Rescue Branch.
- Prepare and submit a preliminary branch status report as appropriate to the Operations Section Chief.
- Prepare objectives for the Fire & Rescue Branch and provide them to the Operations Section Chief prior to the first Action Planning meeting.
- Ensure that Branch and Unit position logs and other files are maintained.
- Maintain current status of Fire & Rescue missions being conducted in your area of responsibility.
- Provide the Operations Section Chief and the Planning/Intelligence Section Chief with an overall summary of Fire & Rescue Branch operations periodically or as requested during the operational period.
- On a regular basis, complete and maintain the Fire & Rescue Branch Status Report.
- Refer all contacts with the media to the Public Information Officer.
- Ensure that fire, hazardous material, and search and rescue resources are channeled through the mutual aid coordinators.
- Prepare objectives for the Fire & Rescue Branch for the subsequent operations period and provide them to the Operations Section Chief prior to the end of the shift and the next Action Planning meeting.
- Maintain unit/activity log.

Fire Operations Unit Checklist

Read entire position checklist before taking any action!

- Review Common Responsibilities – All Personnel.
- Evaluate and process requests for fire resources through the Butte Operational Area Fire & Rescue Mutual Aid Coordinator.
- Establish and maintain communication with Fire Branch Directors in the field for incidents occurring in the town.
- Respond to requests for fire resources from the field in a timely manner, following established priorities (life safety, property, and then the environment).
- Monitor and track fire resources utilized during the event.
- Provide general support to field personnel, as required.
- Supervise the Fire Operations Unit.
- Establish and maintain radio or cell-phone communication with the Department Operations Center or Fire Branch Director at the field level.
- Obtain regular status reports on the fire situation from the Fire & Rescue Branch at the field level.
- Assess the impact of the disaster/event and the Paradise Fire Department's operational capabilities.
- Establish the objectives of the Fire Operations Unit based on the nature and severity of the disaster, and provide them to the Fire & Rescue Branch Coordinator prior to the first Action Planning Meeting.
- If the Department Operations Center is not activated, ensure that the assignment of fire resources are closely monitored and coordinated, and that on-scene time is logged at the field level.
- Provide fire status updates to the Fire & Rescue Branch Coordinator on a regular basis.
- Evaluate and process all requests for fire mutual aid resources through the Operational Area Fire & Rescue Mutual Aid Coordinator.
- If not addressed at the Incident Command Post, ensure that incident facilities are established (marshaling areas, staging areas, etc.) to coordinate incoming fire mutual aid resources, as required.
- In coordination with Situation Status, determine if current and forecasted weather conditions will affect fire and rescue operations.
- Inform the Fire & Rescue Branch Coordinator of all significant events that occur.
- Coordinate with the Law Enforcement Branch to determine status of evacuations and shelter locations.
- Assist in establishing camp facilities through the Logistics Section, if not addressed at the ICP or DOC.
- Reinforce the use of proper procedures for media contacts.
- Maintain unit/activity log.

EMS Unit Position Checklist

Read entire position checklist before taking any action!

- Review Common Responsibilities – All Personnel.
- Coordinate personnel, equipment and resources to provide emergency medical care and transportation during a disaster.
- Monitor and coordinate all tactical operations of out-of-hospital triage.
- Assess number of medical casualties and needs.
- Coordinate resources and communication with health care facilities and transportation agencies for patient evacuation and care.
- Maintain contact with medical field operations and ensure coordination and information exchange between field responders and the EOC.
- Initiate and maintain contact with the Butte County Operational Area Medical/Health Coordinator.
- Prepare objectives for the EMS Unit and provide them to the Fire & Rescue Branch Coordinator prior to the first Action Planning Meeting.
- Refer all contacts with the media to the Public Information Officer.
- Brief the Butte County Operational Area Medical/Health Coordinator about the:
 - ✓ Scope of medical involvement
 - ✓ Resources committed, need for mutual aid
 - ✓ Approximate number/location of casualties that require hospitalization
- Advise the Control Facility (CF) to assess/report back on local hospital capabilities and impact on operations.
- Coordinate with the CF and the Fire & Rescue Branch Coordinator for transportation and care of injured persons, including transportation to appropriate care facilities/areas.
- Provide information on established disaster routes to hospitals, healthcare facilities, and to other transport agencies.
- Coordinate with Law Enforcement Branch Coordinator during evacuations to relocate and reduce the patient population in affected hospitals, nursing homes and other care facilities.
- Coordinate continued medical care for patients who cannot be moved when hospitals/nursing homes/healthcare facilities are evacuated.
- Identify facilities that could be expanded or utilized for emergency treatment and extended care centers.
- Establish and coordinate the staffing of casualty collection points (CCP) as needed.
- Coordinate/provide for appropriate medications to be distributed to hospitals, shelters, CCPs and/or treatment areas.
- Establish a patient tracking system in coordination with Fire and Law.
- Identify issues, resource needs, and shortfalls for the next operational period.
- Maintain unit/activity log.

Hazardous Materials Unit Checklist

Read entire position checklist before taking any action!

- Review Common Responsibilities – All Personnel.
- Determine the scope of hazardous materials incidents throughout the jurisdiction.
- Assist in mobilizing hazardous materials teams at the request of the Incident Commanders in the field.
- Provide hazardous materials support, as required to emergency response agencies consistent with established priorities and objectives.
- Ensure that deployed teams are provided with adequate support.
- Supervise the Hazardous Materials Unit.
- Work closely with all Operations Section Branch Coordinators to determine the scope of hazardous materials incident response required.
- Coordinate with the Fire & Rescue Branch Coordinator to determine missions for hazmat teams based on established priorities.
- Mobilize and deploy available hazardous materials teams in a manner consistent with the HazMat Mutual Aid System established priorities.
- Establish radio or cell-phone communication with all deployed hazmat teams to determine the scope of support required.
- Work closely with the Resources Unit to determine the status and availability of HazMat Response Teams in the jurisdiction.
- Coordinate with the Public Works Branch to provide on-site assistance with hazmat operations at the request of the Field Incident Commander.
- Coordinate with the EMS Unit to determine medical facilities where victims of hazmat incidents can be transported following decontamination.
- Coordinate with the Coroner to provide on-site assistance for fatalities at hazmat scenes.
- Monitor and track the progress and status of each hazmat team.
- Ensure that HazMat Team Leaders report all significant events.
- Assist in establishing camp facilities for hazmat teams through the Logistics Section, if not addressed at the ICP.
- Inform the Fire & Rescue Branch Coordinator of all significant events.
- Reinforce the use of proper procedures for media contacts. This is particularly critical in instances where the media is seeking technical information on the hazardous material, statistical information, or personal identities of injured victims or fatalities.
- Maintain unit/activity log.

Public Works Branch Coordinator Position Checklist

Read entire position checklist before taking any action!

- Review Common Responsibilities – All Personnel.
- Survey all utility systems and restore systems that have been disrupted, including coordinating with utility service providers.
- Survey all public and private facilities, assessing the damage to such facilities and coordinating the repairs of damage to public facilities.
- Supervise the Public Works Branch.
- Based on the situation, activate the necessary units within the Public Works Branch per the EOC Organization Chart.
- Contact and assist the Operational Area Public Works Mutual Aid Coordinator with the coordination of mutual aid resources as necessary. If there is none, work through a Coordinator in the Butte County EOC.
- Provide an initial situation report to the Operations Section Chief.
- Based on the initial EOC strategic objectives prepare objectives for the Public Works Branch and provide them to the Operations Section Chief prior to the first Action Planning meeting.
- Maintain current status on all public works activities being conducted in your area of responsibility.
- Ensure that damage and safety assessments are being carried out for both public and private facilities. Request mutual aid as required.
- Determine and document the status of transportation routes into and within the affected areas.
- Coordinate debris removal services as required.
- Provide the Operations Section Chief and the Planning/Intelligence Section Chief with an overall summary of the Public Works Branch operations periodically during the operational period or as requested.
- Ensure that all Public Works Status Reports, as well as the initial damage estimates are completed and maintained.
- Refer all contacts with the media to the Public Information Officer.
- Prepare objectives for the Public Works Branch for the subsequent operations period, and provide them to the Operations Section Chief prior to the end of the shift and the next Action Planning meeting.
- Provide your relief with a briefing at shift change, informing him/her of all ongoing activities, branch objectives for the next operational period, and any other pertinent information.
- Maintain unit/activity log.

Roads and Bridges (Transportation) Unit Checklist

Read entire position checklist before taking any action!

- Review Common Responsibilities – All Personnel.
- Provide road closure and traffic light outage information to the EOC.
- Coordinate with Fire and Law on road closures and openings.
- Ensure that current road closures and traffic signal outage information is displayed in the EOC.
- Participate in evacuation route planning.
- Coordinate transportation related activities with other operations units.
- Coordinate with Cal Trans and CHP on status of highways.
- Coordinate and track mutual aid resources.
- Maintain contact with department operations centers and ensure coordination and information exchange between field responders and the EOC.
- Collect preliminary situation information on division activities, the emergency situation, and the status of resources.

Based on the situation, staff the unit to perform the following functions:

- ✓ Road closure coordination
- ✓ DOC/field coordination
- ✓ Evacuation coordination
- Brief the Branch Coordinator on the emergency situation:
 - ✓ Scope of the division's involvement in the incident
 - ✓ Personnel and resources committed, need for mutual aid
 - ✓ Current and potential threats to life and property
 - ✓ Recommend course of action to mitigate immediate threats
 - ✓ Share current situation status and division activities that may impact another department's operations to ensure field activities are coordinated
 - ✓ Discuss strategies for dealing with potential problems
 - ✓ Identify critical issues, needs, and resources
 - ✓ Update the Action Plan and report back on previously assigned tasks
- Warn the Branch Coordinator immediately when the emergency situation escalates or there is a critical situation occurring.
- Assist with Action Planning:
 - ✓ Prepare objectives for the Branch Coordinator prior to the briefing/planning meetings
 - ✓ Brief unit on the EOC Action Plan objectives and assign specific responsibilities
 - ✓ Provide unit tactical plan to the Branch Coordinator
- Coordinate critical emergency information within the unit and with other units in the branch.
- Assist with resource management by tracking resources used in the response, or sent/received as mutual aid and coordinate with the resources tracking unit.

- Provide periodic situation or status reports to the Branch Coordinator for update of the overall situation.
- Ensure that unit position logs are maintained.
- Identify issues, resources needs, and shortfalls for the next operational period.
- Brief your replacement at shift change. Ensure that in-progress activities are identified and follow-up requirements are conveyed.
- Maintain unit/activity log.

Flood Management Unit Checklist

Read entire position checklist before taking any action!

- Review Common Responsibilities – All Positions.
- Gather information about the status of rivers, levees and dams and provide information about flooding and levee status in the affected areas to the Operations Section Chief.
- Provide affected agencies with information and coordinate mutual aid requests for assistance/resources from agencies within the jurisdiction, including but not limited to, specialized personnel, equipment and transportation.
- Manage the process of tracking, requesting, and deploying flood control mutual aid resources.
- Provide status information and reports to the Planning/Intelligence Section for inclusion into the situation report.
- Maintain activity log for the flood control function. At a minimum, the log should record the following:
 - ✓ Conversations in which decisions were reached, instructions given or received, vital information exchanged;
 - ✓ Requests filled, mission assignments from Butte County OEM; and
 - ✓ Major events/activities.
- Establish contact with the following agencies/jurisdictions:
 - ✓ Butte County Water Resources
 - ✓ DWR Flood Operations Center
- Request and obtain reports from flood control agencies within the affected area. This information should include:
 - ✓ Status of rain/stream gages ALERT
 - ✓ Status of levee patrols
 - ✓ Damage to levees/flood fight locations status and risk
 - ✓ Flooding occurring or imminent, areas of impact, estimated damages
 - ✓ Sump pump outages and causes of outage and when repairs will be complete and street flooding and risk of structure flooding
 - ✓ Status of storm drain systems
 - ✓ Status of all dams which could affect the area including: inflow, outflow and volume
 - ✓ Special resources required to accomplish flood fight and major problem identification
 - ✓ Projection of impending areas of concern
 - ✓ Established locations for staging and processing incoming support resources
- Consolidate all information on the Flood Control Status Report form. Provide information to the Planning/Intelligence Section.
- Determine the various flood control agencies capabilities to staff flood fight, and level of additional support needed.
- Assess resource capabilities within the jurisdiction and be prepared to respond to mutual aid resources requests.

- Coordinate requests for additional personnel or other support with other agencies and jurisdictions.
- Process requests for mutual aid to Butte County OEM, if resources within the jurisdiction are inadequate.
- Participate in Action Planning sessions.
- Disseminate established flood control priorities to jurisdictions.
- Brief your relief at shift change time. Ensure that in-progress activities are identified and follow-up requirements are known.
- Maintain unit/activity log.

Debris Management, Waste Management and Recycling Unit Position Checklist

Read entire position checklist before taking any action!

- Review Common Responsibilities – All Personnel.
- Assess and project debris types and quantities generated by the event.
- Identify preferred debris collection, storage, diversion, and disposal alternatives.
- Coordinate intra-departmental and intra-jurisdictional debris management efforts.
- Supervise the Debris Management Unit (DMU).
- Determine regulatory compliance needs.
- Based on the situation, activate the necessary units with the DMU per the DMU organization chart.
- Contact and coordinate with other town departments and Butte County to establish collection and disposal of debris with the mutual aid resources.
- Provide an initial situation report to the Operations Section Chief.
- Based on the initial EOC strategic objectives prepare objectives for the Debris Management Unit and provide them to the Public Works Branch prior to the first Action Planning meeting.
- Ensure that Debris Management Unit position logs and other necessary files are maintained.
- Maintain current status on all debris management activities being conducted in your area of responsibility.
- Ensure that debris assessments are being carried out for both public and private facilities; request mutual aid as required.
- Ensure that regular residential refuse and recycling collection services are maintained to the extent possible. Identify areas where service is not possible and communicate to the EOC.
- Ensure the Butte County waste disposal and transfer facilities remain operational.
- Ensure that adequate public education efforts aimed at keeping Household Hazardous Waste (HHW) and source materials separated and segregated are executed.
- Secure debris removal services from franchised haulers and other services providers as required.
- Provide the Public Works Branch an overall summary of the Debris Management Unit operations periodically during the operational period or as requested.
- Coordinate all contacts with the media with the Public Information Officer.
- Ensure that the temporary Debris Storage facilities are returned to their pre-event condition prior to the site closure
- Ensure that debris tonnage jurisdictional allocations are distributed accurately.
- Maintain unit/activity log.

Building Inspection Unit Checklist

Read entire position checklist before taking any action!

- Review Common Responsibilities – All Personnel.
- Collect initial damage/safety assessment information from other branches/units within the Operations Section.
- Provide detailed damage/safety assessment information to the Planning/Intelligence Section, with associated loss damage estimates.
- Maintain detailed records on damaged areas and structures.
- Coordinate mutual aid requests for engineers to inspect structures and/or facilities, to include organizing the inspectors into inspection teams upon their arrival.
- Supervise the Building Inspection Unit.
- Obtain initial damage/safety assessment information from the Fire & Rescue Branch, Law Enforcement Branch, Utilities Unit, and other branches/units as necessary.
- Coordinate with other sources for additional damage/safety assessment information.
- Prepare detailed damage/safety assessment information, including estimate of value of the losses, and provide to the Planning/Intelligence Section.
- Clearly label each structure and/or facility inspected in accordance with ATC-20 standards and guidelines.
- Maintain a list of structures and facilities requiring immediate inspection or engineering assessment.
- Coordinate all requests for engineers and building inspectors from emergency response agencies. Communicate mutual aid resource needs with the Butte County EOC.
- Keep the Public Works Branch Coordinator informed of the inspection and engineering assessment status.
- Refer all contacts with the media to the Public Information Officer.
- Maintain unit/activity log.

Utilities Unit Position Checklist

Read entire position checklist before taking any action!

- Review Common Responsibilities – All Personnel.
- Assess the status of utilities, and provide Utilities Status Reports as required.
- Coordinate restoration of damaged utilities with utility representatives.
- Supervise the Utilities Unit.
- Establish and maintain a position log and other necessary files.
- Establish and maintain communications with utility service providers.
- Assess the extent of damage to utility systems in the town.
- Coordinate with the Liaison Officer to ensure that agency representatives from utility service providers are available to respond to the EOC.
- Ensure that all information on system outages are consolidated and provided to the Situation Status Unit in the Planning/Intelligence Section.
- Ensure that support to utility providers is available as necessary to facilitate restoration of damaged systems.
- Keep the Public Works Branch Coordinator informed of the restoration status.
- Refer all contacts with the media to the Public Information Officer.
- Maintain unit/activity log.

Care and Shelter Branch Chief Position Checklist

Read entire position checklist before taking any action!

- Review Common Responsibilities – All Personnel.
- Manages and assumes responsibilities of those functions assigned to the Care and Shelter Branch.
- Coordinates with the ARC on the overall management of mass care shelters, including the preparation of action plans, listing objectives to be accomplished, and formation of strategies to achieve those objectives as well as advanced planning considerations.
- Coordinates with other Butte County and other city Operations Section counterparts to ensure support services are provided to shelters, including medical, public and behavioral health, security, fire/safety, and building inspection.
- Communicates care and shelter activities to the Operations Section Chief.
- Ensures coordination with the ARC to provide temporary shelter, food, clothing, medical care, and other essential life support needs for persons impacted by the disaster.
- Coordinate with the Liaison Officer to request an Agency Representative from the American Red Cross. Work with the Agency Representative to coordinate all shelter and congregate care activity.
- Provide the Operations Chief and Planning Chief with updates and/or reports as requested or appropriate.
- Prepare objectives for the Care and Shelter Branch for the subsequent operational period and provide them to the Operations Section Chief prior to the end of the shift and the next Action Planning meeting.
- Refer all contacts with the media to the Public Information Officer.
- Maintain unit/activity log.

Animal Care Unit Position Checklist

Read entire position checklist before taking any action!

- Review Common Responsibilities – All Personnel.
- Coordinate the provision of animal shelter with the Section Chief.
- Coordinate with the Care and Shelter Branch Coordinator on animal shelter locations adjacent to human shelters.
- Coordinate with veterinarians/CVMA to prevent the spread of animal diseases during disasters.
- Coordinate and track mutual aid resources.
- Maintain contact with Butte County Animal Control and ensure coordination and information exchange between agencies.
- Work with the Butte County Agricultural Commissioner on issues associated with livestock.
- Request support from neighboring animal control agencies, Butte County, NGO animal welfare groups and large animal haulers for assistance in animal evacuation and shelter.
- Refer all contacts with the media to the Public Information Officer.
- Collect preliminary situation information and the status of resources.
- Warn Branch Coordinator immediately when the emergency situation escalates or there is a critical situation occurring.
- After the disaster, coordinate the process of displaced animal reunification and or placement.
- Disassemble the temporary animal shelter, disinfect and store the equipment or return to original owners.
- Maintain unit/activity log.

Purpose

The Planning/Intelligence Section is responsible for directing and managing the creation of a comprehensive situation status report, development of EOC Action Plans for each operational period, and maintenance of all documentation related to the emergency. The Planning/Intelligence Section staff must evaluate the potential economic, social and environmental impacts of the disaster, while managing response to the conditions within the town. Additionally, the Planning/Intelligence Section staff must consider whether an emergency in a neighboring jurisdiction could impact the Town of Paradise or draw upon resources normally available to the town.

The Planning/Intelligence Section Chief identifies whether full or partial staff is required to respond. When fully activated the section may include the positions shown in the organizational chart above. The duties assigned to the unfilled position are the responsibility of the Planning/Intelligence Section Chief.

Objectives

The Planning/Intelligence Section will accomplish the following specific objectives during a disaster/emergency:

- Collect initial situation and damage assessment information.
- Display situation status information in the EOC using maps and visual aids.
- Conduct mapping and documentation operations.
- Disseminate summary situation status and damage assessment reports to other EOC sections, town departments, and Butte County EOC.
- Determine the town post-event condition and prepare a post-disaster recovery plan.
- Provide planning support to other sections.
- Ensure accurate recording and documentation of the incident.
- Prepare the Town EOC Action Plan.
- Maintain proper and accurate documentation of all actions taken to ensure that all required records are preserved for future use and CalEMA and FEMA filing requirements.
- Acquire technical experts for special interest topics or special technical knowledge subjects.

Planning/Intelligence Section Chief Position Checklist

Read entire position checklist before taking any action!

- Review Common Responsibilities – All Personnel.
- Ensure that the responsibilities of the Planning/Intelligence Section are carried out, to include:
 - ✓ Ensure collecting, analyzing, and displaying of situation information
 - ✓ Preparing periodic Situation Reports
 - ✓ Preparing and distributing the EOC Action Plan and facilitating the Action Planning meeting
 - ✓ Conducting Advance Planning activities and reports
 - ✓ Providing technical support services to the various EOC sections and branches
 - ✓ Documenting and maintaining files on all EOC activities
- Establish the appropriate level of organization for the Planning/Intelligence Section.
- Ensure the early and continued coordination with the Planning/Intelligence Sections of other activated EOCs within the jurisdiction (i.e. special districts, Butte OA EOC or Inland REOC).
- Exercise overall responsibility for the coordination of unit activities within the section.
- Keep the EOC Director informed of significant issues affecting the Planning/Intelligence Section.
- In coordination with the other Section Chiefs, ensure that Branch Status Reports and Situation Status Reports are used to develop the EOC Action Plan.
- Supervise the Planning/Intelligence Section.
- Ensure that the Planning/Intelligence Section is set up properly and appropriate personnel, equipment, and supplies are in place, including maps and status boards.
- Based on the situation, activate within the section as needed and designate Unit Leaders for each element per the EOC Organization Chart.
- Request additional personnel for the section as necessary to maintain a 24-hour operation.
- Establish contact with all activated DOCs and within the jurisdiction and coordinate Situation Status Reports with their Planning/Intelligence Sections.
- Meet with Operations Section Chief and obtain and review any major incident reports.
- Review responsibilities of branches in section and develop plan for carrying out all responsibilities.
- Make a list of key issues to be addressed in the EOC Action Plan process by consulting with Section Chiefs, including specific objectives to be accomplished during the initial Operational Period.
- Keep the EOC Director informed of significant events.
- Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur.
- Ensure that the Situation Analysis Unit is maintaining current information for the Situation Status Report.
- Ensure major incidents reports and branch status reports are completed by the Operations Section and are accessible by Planning/Intelligence Section.
- Ensure a Situation Status Report is produced and distributed to all EOC Sections and the Butte OA EOC at least once, prior to the end of the operational period.
- Ensure all status boards and other displays are kept current and that posted information is neat and legible.
- Ensure the Public Information Officer has immediate and unlimited access to all status reports and displays.

- Conduct periodic briefings with section staff and work to reach consensus among staff on section objectives for forthcoming operational periods.
- Facilitate the EOC Director's Action Planning meetings approximately two hours before the end of each operational period.
- Ensure objectives for each section are completed, collected, and posted in preparation for the next Action Planning meeting.
- Ensure the EOC Action Plan is completed and distributed at the start of the next operational period.
- Work closely with each unit within the Planning/Intelligence Section to ensure the section objectives as defined in the current EOC Action Plan are being addressed.
- Ensure the Advance Planning Unit develops and distributes a report that highlights forecasted events or conditions likely to occur beyond the forthcoming operational period (**usually within the next 36-72 hours**) particularly those situations which may influence the overall strategic objectives of the EOC.
- Ensure the Documentation Unit maintains files on all activities related to the event, and provides reproduction services for the EOC, as required.
- Provide technical services, such as energy advisors and other technical specialists to all EOC sections as required.
- Maintain unit/activity log.

Situation Status Unit Position Checklist

Read entire position checklist before taking any action!

- Review Common Responsibilities – All Personnel.
- Oversee the collection, organization, and analysis of disaster situation information. This includes gathering data by contacting all activated EOCs in the jurisdiction.
- Ensure that information collected from all sources is validated prior to posting on status boards.
- Ensure that Situation Status Reports are developed for dissemination to EOC staff and the Butte OA EOC.
- Ensure that an EOC Action Plan is developed for each operational period, based on objectives developed by each EOC Section.
- Ensure that all maps, status boards, and other displays contain current and accurate information.
- Supervise Situation Analysis Unit.
- Ensure there is adequate staff available to collect and analyze incoming information, maintain the Situation Status Report and facilitate the Action Planning process.
- Prepare Situation Analysis Unit objectives for the initial Action Planning meeting.
- Oversee the collection and analysis of all event or disaster related information.
- Oversee the preparation and electronic distribution of the Situation Status Report.
- Coordinate with the Documentation Unit for manual distribution and reproduction as required.
- Ensure that each EOC Section provides the Situation Analysis Unit with Branch Status Reports on a regular basis.
- Meet with the Public Information Officer to determine the best method for providing them with up-to-date information.
- Prepare a situation summary for the EOC Action Planning meeting.
- Ensure each section provides an update on their objectives at least 30 minutes prior to each Action Planning meeting. This includes those completed, and the status of those not completed, as well as new objectives to be added to the Action Plan.
- Convene and facilitate the Action Planning meeting following the meeting process guidelines.
- In preparation for the Action Planning meeting, ensure that all EOC objectives are posted on chart paper and the meeting room is set up with appropriate equipment and materials (easels, markers, Situation Status Reports, etc.).
- Following the meeting, ensure that the Documentation Unit publishes and distributes the Action Plan at the beginning of the next operational period.
- Ensure that adequate staff is assigned to maintain all maps, status boards, and other displays.
- Maintain unit/activity log.

Action Planning Unit Position Checklist

Read entire position checklist before taking any action!

- Review Common Responsibilities – All Personnel.
- Establish an EOC Action Planning meeting schedule for the operational period with the EOC Director and Planning/Intelligence Section Chief.
- Coordinate the calling of EOC Action Planning meetings and reminding Section Chiefs to bring summaries of their issues and needs, along with updates on the existing Action Plan.
- Facilitate the EOC Action Planning Meeting.
- Complete and distribute the initial/updated EOC Action Plan (EAP).
- Monitor the current Situation Report.
- Coordinate the EOC Action Plan (EAP) meeting with the EOC Director and Planning/Intelligence Section Chief.
- Remind all of the Section Chiefs and the EOC Director about ten minutes before the EAP meeting so they can prepare their concerns, needs, and updates to any action items on the existing EAP.
- Facilitate the EAP meeting by ensuring the following actions occur in the meeting:
 - ✓ Provide a short briefing on situation and resource status.
 - ✓ Set control objectives for the event---desired management outcomes.
 - ✓ Plot control lines and division boundaries for the event.
 - ✓ Specify tactics for each Section.
 - ✓ Specify resources needed by each Section.
 - ✓ Specify Operations facilities and reporting locations--Plot on map.
 - ✓ Place resource and personnel orders.
 - ✓ Consider Communications, Medical and Traffic Plan requirements.
 - ✓ Finalize, approve and implement EOC Action Plan.
- Prepare a draft EAP and submit it to the EOC Director/Planning/Intelligence Section Chief for approval.
- Print and distribute the approved EAP as directed by the Planning/Intelligence Section Chief. (Ensure that a copy is provided to all EOC positions).
- Maintain unit/activity log.

Documentation Unit Position Checklist

Read entire position checklist before taking any action!

- Review Common Responsibilities – All Personnel.
- Collect, organize and file all completed event or disaster related forms, to include: all EOC Position Logs, Situation Status Reports, EOC Action Plans, and any other related information, just prior to the end of each operational period.
- Provide documentation reproduction services to EOC staff.
- Distribute the EOC Situation Status Reports, EOC Action Plan, and other documents, as required.
- Maintain a permanent electronic archive of all Situation Reports and Action Plans associated with the event or disaster.
- Assist the EOC Coordinator in the preparation and distribution of the After Action Report.
- Supervise the Documentation Unit.
- Meet with the Planning/Intelligence Section Chief to determine what EOC materials should be maintained as official records.
- Meet with the Planning/Intelligence Section Chief to determine what EOC materials and documents are necessary to provide accurate records and documentation for recovery purposes.
- Initiate and maintain a roster of the Town EOC staffing to ensure that position logs are accounted for and submitted to the Documentation Unit at the end of each shift.
- Reproduce and distribute the Situation Status Reports and Action Plans either manually or electronically. Ensure distribution is made to the CalEMA Inland REOC.
- Keep extra copies of reports and plans available for special distribution, as required.
- Set up and maintain document reproduction services for the EOC
- Maintain unit/activity log.

Resources Tracking Unit Position Checklist

Please read entire position checklist before taking any action!

- Review Common Responsibilities – All Personnel.
- Prepare and maintain displays, charts and lists which reflect the current status and location of controlled resources, transportation and support vehicles.
- Establish a resources reporting system for field and EOC units.
- Prepare and process resource status change information.
- Coordinate with town/county/state counterparts.
- Prepare Resources Tracking Unit objectives for the initial Action Planning meeting.
- Develop a system to track resources deployed for disaster response.
- Establish a reporting procedure for resources at specified locations.
- Direct the collection, organization and display status of incident resources to include allocation, deployment and staging areas.
- Maintain a master list of all resources reported.
- Provide for an authentication system in case of conflicting resources status reports.
- Provide a resources overview and summary information to the Situation Status Unit as requested and written status reports on resources allocations as requested by the Section Chiefs.
- Assist in strategy planning based on the evaluation of the resource allocations, resources en route and projected resource shortfalls.
- Ensure available resources are not overlooked by the Operations Section staff.
- Make recommendations to the Planning/Intelligence Section Chief of resources that are not deployed or should be deactivated.
- Prepare a situation summary for the EOC Action Planning meeting.
- Ensure that adequate staff is assigned to maintain all maps, status boards, and other displays.
- Maintain unit/activity log.

Advance Planning Unit Position Checklist

Read entire position checklist before taking any action!

- Review Common Responsibilities – All Personnel.
- Development of an Advance Plan consisting of potential response and recovery related issues likely to occur beyond the next operational period, generally within 36 to 72 hours.
- Review all available Status Reports, Action Plans, and other significant documents.
- Determine potential future impacts of the event or disaster, particularly issues which might modify the overall strategic EOC objectives. This includes coordination of information with all activated jurisdictional EOCs.
- Provide periodic briefings for the EOC Director and General Staff addressing Advance Planning issues.
- Supervise the Advance Planning Unit.
- Monitor the current Situation Report to include recent updates.
- Meet individually with the General Staff and determine best estimates of the future direction of the event or disaster.
- Develop an Advance Plan identifying future policy related issues, social and economic impacts, significant response or recovery resource needs, and any other key issues likely to affect EOC operations within a 36 to 72 hour time frame.
- Submit the Advance Plan to the Planning Chief for review and approval prior to conducting briefings for the General Staff and EOC Director.
- Review Action Planning objectives submitted by each section for the forthcoming operational period. In coordination with the General Staff, recommend a transition strategy to the EOC Director when EOC activity shifts predominantly to Recovery Operations.
- Maintain unit/activity log

Demobilization Unit Position Checklist

Read entire position checklist before taking any action!

- Review Common Responsibilities – All Personnel.
- Develop a Demobilization Plan for the EOC based on a review of the pertinent planning documents and status reports. Ensure demobilization is coordinated in the activated jurisdictional DOCs as well as the Logistics section as they will carry out the Demobilization Plan.
- Supervise personnel assigned to the Demobilization Unit.
- Monitor the current situation report to include recent updates.
- Meet individually with the EOC Director and General Staff to administer the section worksheets for the demobilization plan.
- Utilizing the worksheets, develop the Demobilization Plan and circulate to the EOC Director and General Staff for review.
- Formalize the Demobilization Plan for the EOC Director.
- Demobilization planning must occur at least once during the operational period for as long as EOC Sections are formally staffed.
- Advise all Section Chiefs to ensure that demobilized staff complete all reports, timesheets, and exit surveys in coordination with the Personnel Unit prior to leaving the EOC.
- Maintain unit/activity log.

Technical Specialists Unit Position Checklist

Read entire position checklist before taking any action!

- Review Common Responsibilities – All Personnel.
- Provide technical observations and recommendations to the EOC in specialized areas, as required.
- Ensure that qualified specialists are available in the areas required by the particular event or disaster.
- Supervise the Technical Services Unit.
- Coordinate with the Logistics Section to ensure that technical staff are located and mobilized.
- Assign technical staff to assist other EOC Sections in coordinating specialized areas of response or recovery.
- Assign technical staff to assist the Logistics Section in interpreting specialized resources.
- Maintain unit/activity log.

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Purpose

The Logistics Section's primary responsibility is to ensure the acquisition; transportation and mobilization of resources are available to support the response effort at the disaster sites, public shelters, EOCs, etc. This Section provides all necessary personnel, supplies and equipment procurement support. Methods for obtaining and using facilities, equipment, supplies, services and other resources to support emergency response at all operational sites during emergency conditions, will be the same as those used during normal operations unless authorized by the Director of Emergency Services. The difference is the coordination will be from the EOC.

When fully activated, the section may include the positions shown in the organizational chart above. If staffing is not available for each position, the duties assigned to the unfilled position are the responsibility of the Logistics Section Chief.

Objectives

The Logistics Section ensures that all other sections are supported for the duration of the incident. Any personnel, equipment, supplies or services required by the other sections, except mutual aid resources requested through law enforcement and fire mutual aid channels, will be ordered through the Logistics Section.

The Logistics Section will accomplish the following specific objectives during a disaster:

- Collect information from other sections to determine needs and prepare for expected operations.
- Coordinate provision of logistical support with the EOC Director.
- Prepare required reports identifying the activities performed by the Logistics Section.
- Determine the town's logistical support needs and plan for both immediate and long-term requirements.
- Maintain proper and accurate documentation of all actions taken and all items procured to ensure that all required records are preserved for future use for CalEMA and FEMA filing requirements.

Logistics Section Chief Position Checklist

Please read entire position checklist before taking any action!

- Review Common Responsibilities – All Personnel.
- Ensure the logistics function is carried out in support of the Emergency Operations Center (EOC). This function includes providing communication services, resource tracking, acquiring equipment, supplies, personnel, facilities, and transportation services as well as arranging for food, lodging, and other support services to the EOC and its supporting facilities.
- Establish the appropriate level of branch and/or unit staffing within the Logistics Section, continuously monitoring the effectiveness of the organization and modifying as required.
- Ensure section objectives as stated in the EOC Action Plan are accomplished within the operational period or within the estimated time frame.
- Coordinate closely with the Operations Section Chief to establish priorities for resource allocation to activated EOCs within the jurisdiction.
- Keep the EOC Director informed of all significant issues relating to the Logistics Section.
- Supervise the Logistics Section.
- Ensure the Logistics Section is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps, status boards, vendor references, and other resource directories.
- Based on the situation, activate Branches/Units within the Section as needed and designate Branch and Unit Leaders for each element per the EOC Organization Chart.
- Mobilize sufficient Section staffing for 24-hour operations.
- Establish communications with Logistics Sections in activated DOCs within the jurisdiction.
- Advise Logistics Section Branches and Units to coordinate with appropriate branches in the Operations Section to prioritize and validate resource requests from activated DOCs within the jurisdiction. **This should be done prior to acting on the request.**
- Meet with the EOC Director and General Staff and identify immediate resource needs.
- Meet with the Finance Section Chief and determine level of purchasing authority for the Logistics Section.
- Assist Branch and Unit Leaders in developing objectives for the section as well as plans to accomplish their objectives within the first operational period, or in accordance with the Action Plan.
- Provide periodic Section Status Reports to the EOC Director.
- Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur, especially regarding the acquisition, movement, and deployment of resources.
- Meet regularly with Section staff and work to reach consensus on section objectives for forthcoming operational periods.
- Provide the Planning/Intelligence Section Chief with the Logistics Section objectives at least 30 minutes prior to each Action Planning meeting.
- Attend and participate in EOC Action Planning meetings.
- Ensure that transportation requirements, in support of response operations, are met.
- Ensure that all requests for facilities and facility support are addressed.
- Maintain unit/activity log.

IT Unit Position Checklist

Read entire position checklist before taking any action!

- Review Common Responsibilities – All Personnel.
- Provide desktop support services to EOC.
- Ensure all desktop and printer hardware is fully functional, coordinating with hardware vendors where necessary to obtain in-warranty support.
- Install desktop hardware.
- Ensure latest desktop images are ready, available and installed on all supported desktops.
- Ensure available images have the latest security updates and software versions installed.
- Provide desktop support and troubleshooting activities as necessary in EOC.
- Keep team members informed of developments, bringing up to speed at shift changes.
- Perform post-mortem from incident management reports and submit reports to designated EOC contact.
- Monitor and maintain Anti-Virus service to assure client servers and desktops are protected from virus, spyware/grayware.
- Monitor and maintain shared file and print servers to assure file and print services are available.
- Monitor and maintain backup service to assure servers and files are being backed up and recoverable.
- Maintain adequate documentation of systems and services supporting EOC activations.

Telecommunications Unit Position Checklist (Telephones, Network, Internet, Email)

Read entire position checklist before taking any action!

- Review Common Responsibilities – All Personnel.
- Ensure that all necessary voice and data communications lines remain operational.
- Monitor and maintain network devices to assure LAN connectivity and Internet access
- Monitor and maintain servers to assure network authentication services are available.
- Monitor and maintain Email servers to assure email service is available.
- Monitor and maintain telephone service support for end-users.
- Maintain adequate documentation of systems and services supporting EOC activations.
- Attend any necessary EOC Operations training as recommended from EOC staff.
- Ensure that all user requests and/or service incidents are maintained
- Keep EOC personnel informed of the status of communications systems.
- Review and update procedures for supported systems as needed or as requested by EOC staff.
- Perform post-mortem from incident management reports and submit reports to designated EOC contact.

Facilities Branch Position Checklist

Please read entire position checklist before taking any action!

- Review Common Responsibilities – All Personnel.
- Ensure that adequate essential facilities are provided for the response effort, including securing access to the facilities and providing staff, furniture, supplies, and materials necessary to configure the facilities in a manner adequate to accomplish the mission.
- Ensure acquired buildings, building floors, and/or workspaces are returned to their original state when no longer needed.
- Supervise the Facilities Branch.
- Work closely with the EOC Coordinator and other sections in determining facilities and furnishings required for effective operation of the EOC.
- Coordinate with branches and units in the Operations Section to determine if assistance with facility acquisition and support is needed at the field level.
- Arrange for continuous maintenance of acquired facilities, to include ensuring that utilities and restrooms are operating properly.
- If facilities are acquired away from the EOC, coordinate with assigned personnel and designate a Facility Manager.
- Develop and maintain a status board or other reference which depicts the location of each facility, a general description of furnishings, supplies, and equipment at the site, hours of operation, and the name and phone number of the Facility Manager.
- As facilities are vacated, coordinate with the Facility Manager to return the location to its original state. This includes removing and returning furnishings and equipment, arranging for janitorial services, and locking or otherwise securing the facility.
- Keep the Logistics Section Chief informed of significant issues affecting the Facilities Branch.
- Maintain unit/activity log.

Procurement Branch Position Checklist

Please read entire position checklist before taking any action!

- Review Common responsibilities – All Personnel.
- Oversee the procurement and allocation of supplies and material not normally provided through mutual aid channels.
- Coordinate delivery of supplies and material as required through the Logistics section.
- Supervise the Procurement Branch.
- Determine procurement spending limits. Obtain a list of pre-designated emergency purchase orders as required in coordination with the Finance Section, Fiscal Unit.
- In conjunction with the Resource Tracking Unit, maintain a status board or other reference depicting procurement actions in progress and their current status. For Example:
 - ✓ resources readily available
 - ✓ resource requests
 - ✓ status of shipments
 - ✓ priority resource requirements
 - ✓ shortfalls
- Determine if the procurement item can be provided without cost from another jurisdiction or organization within the jurisdiction.
- Determine unit costs of supplies and material, from suppliers and vendors, and if they will accept purchase orders as payment prior to completing the order.
- Orders exceeding the purchase order limit must be approved by the Finance Section before the order can be completed.
- Keep the Finance Section Chief informed of significant issues affecting the Procurement Branch.
- Maintain unit/activity log.

Feeding Unit Position Checklist

Please read entire position checklist before taking any action!

- Review Common Responsibilities – All Personnel.
- Determine feeding requirements for the EOC and supporting facilities.
- Complete menu planning including determining the required catering options and food distribution facilities.
- Provide water and general maintenance of the food service areas.
- In conditions wherein food preparation is conducted relative to the response scenario, direct food preparation including serving.
- Determine location of working assignment of catering and service staff at the EOC and supporting facilities.
- Determine method of feeding to best fit each situation.
- Obtain necessary equipment and supplies to operate food service facilities.
- Set up food unit equipment.
- Prepare menus to ensure personnel of well-balanced meals, appropriate snacks and an adequate supply of drinks available.
- Ensure that sufficient water is available to meet all personnel needs.
- Ensure that all appropriate health and safety measures are taken.
- Supervise all food unit personnel.
- Keep inventory of food on hand, and check in food orders.
- Provide Procurement Branch with food supply orders.
- Keep the Logistics Section Chief informed of significant issues affecting the Food Unit.
- Maintain unit/activity log.

Personnel Branch Position Checklist

Please read entire position checklist before taking any action!

- Review Common Responsibilities – All Personnel.
- Provide personnel resources as requested in support of the EOC, DOC and Field Operations.
- Identify, recruit, track and register volunteers as required.
- Develop an EOC organization chart.
- Supervise the Personnel Branch.
- In coordination with the Documentation Unit, develop a large poster size EOC organization chart depicting each activated position. Upon check in, indicate the name of the person occupying each position on the chart. The chart should be posted in a conspicuous place, accessible to all EOC personnel.
- Coordinate with the Liaison Officer and Safety Officer to ensure that all EOC staff, including volunteers, receive a current situation and safety briefing upon check in.
- Establish communications with volunteer agencies and other organizations that can provide personnel resources.
- Coordinate with the Butte OA EOC to activate the Emergency Management Mutual Aid System (EMMA) if approved by the Logistics Section Chief, and **ONLY AFTER REQUESTED BY THE EOC DIRECTOR.**
- Process all incoming requests for personnel support. Identify the number of personnel, special qualifications or training, reporting location, and the person or unit they should report to upon arrival. Determine the estimated time of arrival of responding personnel, and advise the requesting parties accordingly.
- Maintain a status board or other reference to keep track of incoming personnel resources.
- Coordinate with the Liaison Officer and Security Officer to ensure access and proper direction for responding personnel upon arrival at the EOC.
- To minimize redundancy, coordinate all requests for personnel resources from the field level, or from activated DOCs within the jurisdiction, through the EOC Operations Section prior to acting on the request.
- In coordination with the Safety Officer, determine the need for crisis counseling for emergency workers; acquire a mental health specialist as needed.
- Arrange for childcare, eldercare, and pet care services for EOC personnel as required.
- Keep the Logistics Section Chief informed of significant issues affecting the Personnel Branch.
- Maintain unit/activity log.

Transportation Branch Position Checklist

Please read entire position checklist before taking any action!

- Review Common Responsibilities – All Personnel.
- Coordinate with Fire and Law on road closures and traffic light outage information to the EOC.
- Ensure that current road closures and traffic signal outage information is displayed in the EOC.
- Participate in evacuation route planning, transportation routes and resources to support operations.
- Coordinate transportation related resource needs with other operations units to include heavy equipment resources.
- Coordinate with the Butte OA EOC for highway status with Cal Trans and CHP.
- Based on the situation, staff the branch to perform the following functions:
 - Road closure and traffic light outage coordination
 - DOC/field coordination
 - Light and heavy equipment transportation resources
- Warn the Branch Chief immediately when the emergency situation escalates or there is a critical situation occurring.
- Coordinate transportation resources to support evacuation.
- Assist with resource management by tracking transportation resources used in the response, or sent/received as mutual aid.
- Maintain unit/activity log.

Care and Shelter Branch Chief Position Checklist

Read entire position checklist before taking any action!

- Manage and assumes responsibilities of those functions assigned to the Care and Shelter Branch.
- Coordinates with the ARC on the overall management of mass care shelters, including the preparation of action plans, listing objectives to be accomplished, and formation of strategies to achieve those objectives as well as advanced planning considerations.
- Coordinates with other Butte County and other Town Operations Section counterparts to ensure support services are provided to shelters, including medical, public and behavioral health, security, fire/safety, and building inspection.
- Communicates care and shelter activities to the Operations Section Chief.
- Ensures coordination with the ARC to provide temporary shelter, food, clothing, medical care, and other essential life support needs for persons impacted by the disaster.
- Coordinate with the Liaison Officer to request an Agency Representative from the American Red Cross. Work with the Agency Representative to coordinate all shelter and congregate care activity.
- Provide the Operations Chief and Planning Chief with updates and/or reports as requested or appropriate.
- Prepare objectives for the Care and Shelter Branch for the subsequent operational period and provide them to the Operations Section Chief prior to the end of the shift and the next Action Planning meeting.
- Refer all contacts with the media to the Public Information Officer.
- Maintain unit/activity log.

Animal Care Unit Position Checklist

Read entire position checklist before taking any action!

- Review Common Responsibilities – All Personnel.
- Coordinate the provision of animal shelter with the Section Chief.
- Coordinate with the Care and Shelter Branch Coordinator on animal shelter locations adjacent to human shelters.
- Coordinate with veterinarians/CVMA to prevent the spread of animal diseases during disasters.
- Coordinate and track mutual aid resources.
- Maintain contact with Butte County Animal Control and ensure coordination and information exchange between agencies.
- Work with the Butte County Agricultural Commissioner on issues associated with livestock.
- Request support from neighboring animal control agencies, Butte County, NGO animal welfare groups and large animal haulers for assistance in animal evacuation and shelter.
- Refer all contacts with the media to the Public Information Officer.
- Collect preliminary situation information and the status of resources.
- Warn Branch Coordinator immediately when the emergency situation escalates or there is a critical situation occurring.
- After the disaster, coordinate the process of displaced animal reunification and or placement.
- Disassemble the temporary animal shelter, disinfect and store the equipment or return to original owners.
- Maintain Unit/Activity Log.

Purpose

The Finance Section is responsible to organize and operate the finance and administration actions for the EOC; arrange for emergency purchasing and financing of resources and services; participate in development and implementation of the EOC Action Plan; and activate and supervise the Finance Section staff.

When fully activated the section may include the positions shown in the organizational chart above. If staffing is not available for each position, the duties assigned to the unfilled position are the responsibility of the Finance Section Chief.

Objectives

To carry out its responsibilities, the Finance Section will accomplish the following objectives during a disaster:

- Determine the extent to which the town's financial systems are accessible and/or usable.
- Determine if the town's bank can continue handling financial transactions.
- Maintain to the extent possible the financial continuity of the town (payroll, payments and revenue collection).
- Disseminate information about the disaster accounting process to other sections and departments as necessary.
- Upon declaration of a disaster by the state and/or federal governments, coordinate with disaster agencies to initiate the recovery of town costs.
- Coordinate with the other sections and departments the collection and documentation of costs pertaining to the disaster/emergency both for cost recovery purposes and to ensure prompt vendor payments.
- Coordinate with disaster assistance agencies and the impacted town departments for the required inspections, documentation, audits and other necessary work in order to recover costs.

Finance/Administration Section Chief Position Checklist

Read entire position checklist before taking any action!

- Review Common Responsibilities – All Personnel.
- Ensure that all financial records are maintained throughout the event or disaster.
- Ensure that all on-duty time is recorded for each person staffing the EOC.
- Ensure that all on-duty time sheets are collected from Field Level Supervisors or Incident Commanders and their staff, who are assigned within the jurisdiction.
- Ensure that there is a continuum of the payroll process for all town employees responding to the event or disaster.
- Determine purchase order limits for the procurement function.
- Ensure that workers' compensation claims, resulting from the response to the event or disaster by employees, are processed within a reasonable time, given the nature of the situation.
- Ensure that all travel and expense claims are processed within a reasonable time, given the nature of the situation.
- Provide administrative support to the EOC Sections as required, in coordination with the Personnel Unit.
- Activate units within the Finance Section as required and monitor section activities continuously and modify the organization as needed.
- Ensure that all recovery documentation is accurately maintained during the response and submitted on the appropriate forms to FEMA and/CalEMA. (See Part IV of the EOP)
- Supervise the Finance Section.
- Ensure that the Finance Section is set up properly and that appropriate personnel, equipment, and supplies are in place.
- Based on the situation, activate units within the Section as needed and designate unit leaders for each element per the EOC Organization Chart.
- Ensure that sufficient staff is available for a 24-hour schedule, or as required.
- Ensure there is coordination with all activated DOCs for the purpose of gathering and consolidating response cost estimates and other related information.
- Meet with the Logistics Section Chief and review financial and administrative support requirements and procedures. Determine the level of purchasing authority.
- In coordination with Unit Leaders, determine the initial Action Planning objectives operational periods.
- Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur. If there is any indication that the jurisdiction can no longer support the costs of the response and/or recovery, the EOC Director needs to be informed immediately.
- Ensure that Finance position logs and other necessary files are maintained.
- Ensure that displays associated with the Finance Section are current and that information is posted in a legible and concise manner.
- Participate in all Action Planning meetings.
- Keep the EOC Director, General Staff, and individual town departments aware of the current fiscal situation and other related matters, on an on-going basis.

- Ensure the Cost Recovery Unit maintains all financial records throughout the event or disaster.
- Ensure the Time Keeping Unit tracks and records all agency staff time.
- Ensure departments are coding their time correctly in accordance with the specific SOPs for disaster cost tracking.
- Ensure that the Procurement Unit processes purchase orders and develops contracts in a timely manner.
- Ensure that the Compensation and Claims Unit processes all workers' compensation claims resulting from the disaster, in a reasonable time frame, given the nature of the situation.
- Ensure that the Time Keeping Unit processes all time sheets and travel/expense claims promptly through town budget and payroll office.
- Ensure that the Finance Section provides administrative support to other EOC Sections as required.
- Maintain unit/activity logs.

Cost Recovery Unit Position Checklist

Read entire position checklist before taking any action!

- Review Common Responsibilities – All Personnel.
- Collect and maintain documentation of all disaster information for reimbursement from FEMA and CalEMA.
- Coordinate all fiscal recovery with responding disaster assistance agencies.
- Prepare and maintain a cumulative cost report for the event or disaster. Be sure to provide this at least once a shift to the Situation Status Unit.
- Supervise the Cost Recovery Unit and ALL recovery operations.
- In coordination with the finance office, compute costs for use of equipment and facilities owned, rented, donated, or obtained through mutual aid.
- Obtain information from the Resources Unit regarding equipment use times.
- Ensure that each section is documenting cost recovery information from the onset of the event or disaster or collect required cost recovery documentation daily, at the end of each shift.
- Meet with the Documentation Unit in Planning and review EOC position logs, journals, all Status Reports, and Action Plans to determine additional cost recovery items that may have been overlooked.
- Act as the liaison for the jurisdiction with the disaster assistance agencies, to coordinate the cost recovery process.
- Prepare all required state and federal documentation as necessary to recover all allowable disaster response and recovery costs.
- Prepare and maintain a cost report for the Finance Chief, EOC Director, and Elected/Executive representatives. The report should provide cumulative analyses, summaries, and total expenditures for the jurisdiction (for information purposes).
- Organize and prepare records for final audit.
- Maintain unit/activity log.

Fiscal Unit Position Checklist

Please read entire position checklist before taking any action!

- Review Common Responsibilities – All Personnel.
- Coordinate vendor contracts, not previously addressed by existing approved vendor lists.
- Coordinate with the Procurement Unit in Logistics on all matters involving the need to exceed established purchase order limits.
- Document and track all EOC staff time in coordination with the Personnel Branch in Logistics.
- Supervise the Fiscal Unit.
- Establish and maintain position logs and other necessary files.
- Review and be familiar with the emergency purchasing procedures.
- Prepare and sign contracts as needed and obtain concurrence from the Finance/Administration Section Chief, per existing policy and procedures.
- Ensure that all contracts identify the scope of work and specific site locations.
- Negotiate rental rates not already established, or purchase price with vendors as required.
- Warn vendors as necessary, regarding unethical business practices, such as inflating prices or rental rates for their merchandise or equipment during disasters. There are both state and federal penalties for price gouging during disasters.
- Finalize all agreements and contracts, as required.
- Complete final processing and send documents to Finance Department for payment.
- Verify costs data in the pre-established vendor contracts and/or agreements.
- In coordination with the Logistics Section, ensure the purchase orders are completed in a timely manner.
- Keep the Finance/Administration Section Chief informed of all significant issues involving the Fiscal Unit.

Compensation and Claims Unit Position Checklist

Read entire position checklist before taking any action!

- Review Common Responsibilities – All Personnel.
- Oversee the investigation of injuries and property/equipment damage claims involving the jurisdiction and arising out of the event or disaster.
- Complete all forms required by Workers' Compensation program and the jurisdiction.
- Maintain a file of injuries and illnesses associated with the event or disaster, which includes results of investigations.
- Supervise the Compensation and Claims Unit.
- Maintain a chronological log of injuries and illnesses, and property damage reported during the event or disaster.
- Investigate all injury and damage claims as soon as possible.
- Prepare appropriate forms for all verifiable injury claims and forward them to Workers' Compensation within the required time frame, consistent with existing Policy and Procedures.
- Coordinate with the Safety Officer regarding the mitigation of hazards.
- Keep the Finance Chief informed of significant issues affecting the Compensation and Claims Unit.
- Forward all equipment or property damage claims to the Cost Recovery Unit.
- Maintain unit/activity logs.



Continuity of Operations

Continuity of Government **Annex B**

Town of Paradise

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INTRODUCTION

The Town of Paradise, as a jurisdiction within Butte County government, is responsible for essential functions, such as public safety, public health, public works, and for protecting its citizens, staff, visitors and businesses. The town must be prepared to conduct emergency operations to respond to emergencies, as well as to support the town's own functions during emergencies, and especially during catastrophic events that may severely impact the citizenry and its populace.

Continuity of Government (COG) is defined as the preservation, maintenance, or reconstitution of the civil government's ability to carry out its constitutional responsibilities during a time of emergency or disaster. This effort typically involves

- Succession of Leadership;
- Pre-delegation of emergency authority
- Devolution Strategy

Continuity of Operations (COOP) is defined as an effort within individual departments to ensure continuity of minimum Essential Functions across a wide range of emergencies and events. Essentially, it is the capability of maintaining the business of government under all eventualities. This effort typically involves

- The identification and prioritization of each department's Essential Functions;
- The identification of Critical Resources that support Essential Functions;
- Personnel Protection;
- Activation, Organization and Responsibilities;
- Alternate Locations; and
- Succession and Delegation of Authority.

Most specifically, the COG refers to activities that support the continuance of constitutional government, such as providing for legislative activities, elected officials convening to complete constitutionally required activities, and command of emergency operations and recovery, while the COOP refers to activities that support the continuance of the governmental operations.

Purpose

The purpose of this annex is to support the Town of Paradise's Emergency Operations Plan and to document the strategy for the town's response to emergencies that involve the activation and the implementation of activities in response to a disaster or emergency that impacts the operations and governmental functions of the Paradise. Focus areas within this annex includes the continuity of essential functions of the town's departments and details the orders of succession for key positions within the town government.

CONTINUITY OF GOVERNMENT (COG)

Government at all levels is responsible for providing continuous, effective leadership and authority under all aspects of emergency services operations (preparedness, response, recovery, and mitigation). Under California's concept of mutual aid, local officials remain in control of their jurisdiction's emergency operations while additional resources may be provided by others upon request. A key aspect of this control is to be able to communicate official requests, situation reports, and emergency information throughout any disaster a community might face.

Preservation of Local Governments - Succession of Local Officials/Town Council

Sections 8635 through 8643 of the California Government Code:

- Furnish a means by which the continued functioning of political subdivisions can be assured by providing for the preservation and continuation of local government in the event a State of Emergency or Local Emergency is declared.
- Authorize political subdivisions to provide for the succession of officers (department heads) having duties related to law and order and/or health and safety.
- Under Article 15, the duties of a governing body during emergencies include ascertaining the damage to the jurisdiction and its personnel and property, reconstituting it and any subdivision, and performing functions in preserving law and order and furnishing local services.
- Authorize governing bodies to designate and appoint three standby officers for each member of the governing body and three standby officers for the Chief Executive, if not a member of the governing body. Standby officers may be residents or officers of a political subdivision other than that to which they are appointed. Standby officers take the same oath as regular officers and are designated number 1, 2, and 3.
- Authorize standby officers to report ready for duty in the event of a State of Emergency, or Local Emergency at the place previously designated.
- Authorize local governing bodies to convene as soon as possible whenever a State of Emergency, or Local Emergency exists, and at a place not within the political subdivision. Authorize that, should all members, including all standbys, be unavailable, temporary officers shall be appointed as follows:
 - By the Chairperson of the Board of Supervisors in which the political subdivision is located, and if they are unavailable; then
 - By the Chairman of the Board of Supervisors of any other county with 150 miles of the political subdivision, beginning with the nearest and most populated county and going to the farthest and least populated; then
 - By the mayor of any city within 150 miles (nearest and most populated down to farthest and least populated).

Director of Emergency Services

A successor to the position of Emergency Services Director is appointed by the Town Council. The succession occurs:

- Should the director be unavailable or unable to serve, the positions listed below, in order, shall act as the Emergency Services Coordinator.

- First Alternate: Assistant Town Manager
 - Second Alternate: Police Chief
 - Third Alternate: Fire Chief
- Should these positions be unavailable or unable to serve, the individuals who hold permanent appointments to the following positions in the town will automatically serve as acting director in the order shown. The individual who serves as acting ESC shall have the authority and powers of the ESC, and will serve until they are again able to serve, or until a successor has been appointed by the Town Council.

Department Heads

Article 15, Section 8637 of the Emergency Services Act authorizes political subdivisions to provide for the succession of officers (department heads) having duties related to law and order and/or health and safety.

- The alternates to key positions in units of the emergency organization are shown in appropriate staff, service, or division annexes of this operations plan.
- The lines of succession list to key positions in the regular departments and agencies of the Town of Paradise government are shown in executive or administrative orders (or the equivalent) issued by department or agency authorities.

Temporary Seat of Government

Section 23600 of the California Government Code

This code specifies that the Town Council shall designate alternative town seats which may be located outside town boundaries, (real property cannot be purchased for this purpose), a resolution designating the alternate town seats must be filed with the Secretary of State, and additional seats may be designated subsequent to the original site designations if circumstances warrant.

The primary temporary seat of government site for the Town of Paradise will be:

Town Council Chambers at Town Hall

5555 Skyway
Paradise, CA 95969

Alternate sites can include:

Town of Paradise Police Department

5595 Black Olive Drive
Paradise, CA 95969

PRESERVATION OF VITAL RECORDS

Preservation of vital records of the Town of Paradise is critical to conducting emergency operations in the event of a disaster and to restoring the day-to-day operations of the town following a disaster. In addition,

certain records contain information that document and protect the rights and interests of individuals and government. These latter records must also be protected and preserved.

In the Town of Paradise, the Town Clerk's office is responsible for the preservation and protection of vital records for the town. Each department within the town will be responsible for the identification, maintenance and protection of its vital records.

Typically vital records comprise of a small percentage of all the records of the town government and meet one or more of the following criteria:

1. Records necessary to conduct emergency operations may include the following categories:
 - Utility system maps
 - Locations of emergency supplies and equipment
 - Emergency operations plans and procedures
 - Lists of regular and auxiliary personnel

2. Records required to restore day-to-day town operations include the following categories:
 - Constitutions and charters
 - Statutes
 - Ordinances
 - Resolutions
 - Court records
 - Official proceedings
 - Financial reports

3. Records necessary for the protection of rights and interests of individuals and government, which may include the following categories:
 - Vital statistics and records by the Town Manager
 - Land and tax records
 - License registers
 - Articles of incorporation

Currently, vital records for the Town of Paradise are routinely stored within a fireproof safe at Town Hall, located at 5555 Skyway in Paradise.

Preservation Methods

The first step in preserving essential town records is to identify the source, location, and department to which is designated as the official record holder for these record. Vital records typically appear on an approved records retention schedule for each town department.

Each department typically maintains the approved records retention schedules. The schedules should be among the first documents reviewed in restoring town operations following the occurrence of a disaster.

Current back-up and preservation methods for town records and vital information within the Town Manager's Office include:

- All records are backed up on tape nightly and placed in a fire proof box and sent to an offsite facility on a monthly basis;
- All records are backed up to disk (in-house) weekly and any changes are backed up to disk nightly; and
- All permanent records are copied on a CD and placed within a bank vault in Paradise Town Hall.

Additionally, each town department is responsible for managing the back-up and preservation of their vital and essential records.

Security Measures Used to Protect Essential Records

Essential town records may be protected at any point in the life cycle (e.g., from creation to final disposition). As the designated responsible position, the Town Clerk may assist departments in identifying and planning the appropriate methods of protecting such records. The department will determine the appropriate method of managing the essential records, including:

1. Determining the appropriate time and methods of protection, including the resources of department(s) and other factors unique to the department(s).
2. Acceptable methods of preserving essential records may include the following methodologies:
 - Media – whether to store materials as hard copy, microfiche, disk, CD etc.
 - Dispersal – maintaining records in two different town facilities/departments.
 - Duplication – essential records are duplicated on a scheduled basis and held for the purpose of reconstructing such records at any time, with the least amount of effort and cost.
 - On-site storage – essential records are stored on-site in fire resistant containers, file cabinets, safes, vaults, and or fire rooms designed for preservation of vital records.
 - Off-site storage – stored off-site in facilities specifically designed to preserve and make available such records when needed. These may be commercial sites.
3. Current Storage Facilities
 - If an emergency threatens the safety of the town's essential records, they will be relocated to an alternate facility by the department that is responsible for the records.
 - As departments create records, documents considered essential town records will be identified and preserved by the methods indicated above. Records from other departments are backed-up and stored as determined by the Department Director.
4. City archives:

The Town of Paradise has also established an archive for the preservation and permanent retention of documents and information of historic value. The archive is specifically designed to store vital town records, and contains records that may serve the following purposes:

- Protect the rights of individuals and government.
- Document the development of the town, its organization structure and decisions made by its governing body.
- Such records may, therefore be used to restore town operations following disasters and documenting actions of the government body and from other information contained in the archives.
- The town archive includes, but is not limited to storing the historical records for the town.

CONTINUITY OF OPERATIONS (COOP)

It is the responsibility of all town officials, elected and appointed, to ensure the survival and continuity of government operations. This includes the maintenance of essential services during emergencies, as well as timely recovery and restoration of government functions following a disaster. The public can only be served if government is able to respond and support community needs during emergencies.

Essential Functions

From the standpoint of identifying essential functions of Town of Paradise government, the following represents general areas of primary service that should be maintained:

- Public Safety (law enforcement, fire suppression, emergency rescue, EMS, hazmat, emergency management, public health)
- Critical Infrastructure (roads, water systems, sewer and sanitation, communications)
- Public Functions (vital records, funding disbursement)
- Critical Administrative Functions (Payroll, Human Resources, Information Technology, Finance, Public Works, Social Services).

Each town department is responsible for the development of a plan for the continuance of essential government functions during major emergencies. Each departmental plan becomes a supporting document for Town of Paradise's Continuity of Operations (COOP) plan and should be reviewed regularly, tested periodically and evaluated as to efficacy and appropriateness.

ANNEX MAINTENANCE

The Town of Paradise Town Manager in collaboration with Town Administration will update, revise and record any revisions of this Continuity of Operations/Continuity of Government Annex.



Communications and Warning Annex C

Town of Paradise

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INTRODUCTION

Essential to all emergency organizations is an effective communications capability to support emergency operations. The magnitude of a particular emergency situation will determine the degree to which communications systems are used. Communications systems are relied upon to be used for direction/coordination of emergency operations, alerting and warning government and the public, and provide advice and instructions to the public.

Purpose

Communications

This annex describes the processes for providing reliable and effective communications among organizations participating in an emergency operation and outlines communications procedures and facilities by which the emergency missions and functions of the operations plan will be carried out in an emergency.

Warning

This annex describes the system that provides reliable, timely, and effective warnings to the public at the onset and throughout a disaster and outlines warning procedures to inform the public of any highly probable and/or immediate danger.

COMMUNICATIONS SYSTEMS

Expectations of Use

Generally, in a wide-spread disaster, communications used daily by most departments, particularly public safety departments, will be used as well for intra-jurisdictional communications. These departments will also be expected, at least initially, to operate from their day-to-day offices and headquarters. Departments requiring personnel augmentation to properly staff their facilities should request assistance through the Logistics Section/Personnel Unit at the Town EOC. Emergency procurements of communications-related equipment/supplies should also be handled through the Logistics Section/Procurement Unit of the EOC.

All communications personnel must familiarize themselves with protective measures and countermeasures to employ that minimize the risk of outages or failures caused by elements of a disaster or emergency.

The Town of Paradise Emergency Services has a radio system installed in the EOC that supports and coordinates communication between on and off scene personnel. Typically, communications is conducted via cell phone. The ***Paradise Operational Area Tactical Interoperable Communications Plan*** (TICP) outlines the interoperable communications resources available within the tactical region, the entity that controls or manages each resource, and the operational procedures for the activation and deactivation of resources.

For detailed information, please refer to the ***Paradise Operational Area Tactical Interoperable Communications Plan***.

COMMUNICATIONS SYSTEM VULNERABILITIES

General

Telecommunications systems are composed of many subsystems, each may be interdependent or interconnected. A radio network, for example, may use a combination of telephone lines, microwave circuits, satellite interfaces, underground and overhead cables, and secondary radio paths. The failure of any one link in this chain can effectively disable or severely limit a large portion of the system.

Communications systems may be overloaded or even rendered inoperable in an emergency. Telephone communications may be overloaded by calls within or into affected areas. The situation may be further complicated by physical damage to equipment, loss of electrical power and subsequent failure of some auxiliary sources. Loss of emergency power has been the primary cause of communications failure in past disasters. Poor installation practices and inadequate preventative maintenance of backup power sources can contribute to the high failure rate. Scarcity of primary fuels during an emergency or disaster situation for back-up systems (gasoline, natural gas, and diesel) may limit viability of surviving communications sites.

In situations arising from a radiological incident or detonation, high intensity, short duration electromagnetic pulse (EMP), may cause damage or malfunctions to unprotected electrical and electronic systems. EMP damage can occur instantaneously over very large areas. All communications equipment is susceptible to damage or destruction by EMP, including broadcast stations, radios, televisions, car radios, and battery-operated portable radios.

Warning

Warning is the process of alerting governmental forces and the general public to the threat of imminent extraordinary danger. Dependent upon the nature of the threat and the population group at risk, warning can originate at any level of government.

Success in saving lives and property is dependent upon timely dissemination of warning and emergency information to persons in threatened areas. Local government is responsible for warning the populace of the jurisdiction. Government officials accomplish this using warning devices located within the community or mounted on official vehicles. The warning devices are normally activated from a point staffed 24 hours a day.

There are various mechanical systems in place, described below, whereby an alert or warning may originate or be disseminated. Following the description of the systems is an explanation of the "Emergency Conditions and Warning Actions" depicted at the federal, state and local levels through which these systems may be accessed.

TOWN OF PARADISE RADIO FREQUENCIES

For a complete list of the Town of Paradise's radio frequencies, please refer to the ***Paradise Operational Area Tactical Interoperable Communications Plan***.

FEDERAL ALERT AND WARNING SYSTEMS

Emergency Alert System (EAS)

The Emergency Alert System (EAS) is a network of public broadcast stations and interconnecting facilities that have been authorized by the FCC to operate in a controlled manner during a state of public peril or disaster, or other large scale emergency. The system's main purpose is to provide the President and federal government officials the means by which to transmit emergency communications to the public. It may also be used for local, state and other national programming for public information on situations posing a threat to life and/or property.

National Warning System (NAWAS)

The National Warning System (NAWAS) is a nationwide wire-line communications 2-way voice system connecting subscribing emergency management organizations and designed primarily to warn of a nationwide attack. It may also be used for coordination and communications for major peacetime emergencies.

STATE ALERT AND WARNING SYSTEMS

California Warning System (CALWAS)

The California Warning System (CALWAS) is the state portion of NAWAS that extends to communications and dispatch centers throughout the state. CalEMA headquarters ties into the federal system through the Warning Center in Sacramento. Circuits then extend to county warning points. The California Highway Patrol headquarters in Sacramento is the state's alternate warning point. Both state and federal circuits are monitored 24 hours a day at the Warning Center, the alternate point and each of the local warning points. Counties not on this system will receive warning through other means (normally over the California Law Enforcement Telecommunications System [CLETS]).

California Emergency Services Radio System (CESRS)

The California Emergency Services Radio System (CESRS) serves as an emergency communications system for CalEMA and county emergency services organizations. The system assists in the dissemination of warning information and to support disaster and emergency operations. The system may be used on a day-to-day basis for administrative emergency services business. Statewide communications are provided through a number of microwave interconnected mountain top relays. It operates under appropriate FCC rules and regulations and is administered by CalEMA.

California Law Enforcement Radio System (Inter-agency Radio) (CLERS)

The California Law Enforcement Radio System (CLERS) is a microwave interconnected radio repeater system with statewide coverage. It may also have been referred to locally as Inter-agency Radio. This system was designed for use by law enforcement agencies for point-to-point communications and to provide a backup warning system to all counties in the state. CalEMA provides and maintains the statewide repeater system and microwave network for use by law enforcement agencies. System users are responsible for providing their own base station equipment and obtaining proper licensing from the

FCC. CLERS participation is voluntary, and many departments no longer maintain the equipment; however the Town of Paradise Police Department participates in CLERS.

California Law Enforcement Telecommunications System (CLETS)

The California Law Enforcement Telecommunications System (CLETS) is a high-speed message switching system which became operational in 1970. CLETS provides law enforcement and criminal justice agencies access to various data bases and the ability to transmit and receive point-to-point administrative messages to other agencies within California or via the National Law Enforcement Telecommunications System (NLETS) to other states and Canada. Broadcast messages can be transmitted intrastate to participating agencies in the Group Bulletin Network and to regions nationwide via NLETS. The state provides the computer hardware, switching center personnel, administrative personnel, and the circuitry to one point in each county. The local departments provide the circuitry and equipment which link them to their county termination point. A number of departments have message switching computer (MSC) systems and computer aided dispatch (CAD) systems which directly connect to CLETS. The CLETS terminal in the Town of Paradise is housed at the Paradise Police Department.

Emergency Digital Information System (EDIS)

The Emergency Digital Information System (EDIS) provides local departments and state agencies with a direct computer link to the news media and other agencies during emergencies. EDIS supplements existing emergency public information systems such as the Emergency Alert System. By combining existing data Input Networks with a digital radio Distribution System, EDIS gives authorized departments a direct data link to the news media and other agencies.

The main purpose of EDIS is to distribute official information to the public during emergencies. However, a system that is not used day-to-day will not be used with confidence during an emergency. Therefore, certain non-emergency uses of EDIS are permitted so long as they do not interfere with more urgent transmissions.

EDIS may be used to transmit information in the following categories, listed in priority order:

- FLASH - Alerts and warning of immediate life-safety value to members of the public.
- NEWS - Information of immediate benefit to the public. Releases in this category may include reports of unusual natural, social or technological events; notices of government activities requiring specific action by members of the public; road and traffic information and instructions for those affected by an emergency.
- INFO - Advisory messages for coordination between government and the news media. Topics might include: times and locations of news briefings, schedules for media tours of emergency scenes, "pool coverage" arrangements, airspace restrictions.
- TEST - Transmissions to verify operation of equipment and for training of originating personnel.

Senders of EDIS messages should bear in mind that almost anyone can obtain the equipment to receive EDIS messages. Confidential or sensitive information should never be transmitted over EDIS.

Operational Area Satellite Information System (OASIS)

The Operational Area Satellite Information System (OASIS) project, funded under the Earthquake Hazards Reduction Act of 1986, was established to create the most robust communications system possible using leased transponder space from commercial satellite operators. The result is the establishment of a system which allows virtually un-interruptible communication between state, regional and operational area level EOCs.

OASIS is a system that consists of a communications satellite, multiple remote sites and two hubs. The satellite is in a stationary or geo-synchronous orbit above the earth's equator. A high frequency (HF) radio system and a satellite communications network were constructed to link all 58 counties with CalEMA and other state agencies for disaster communications as well as day-to-day traffic. The system, which uses technology similar to cellular telephones, has more than 800 phone lines statewide.

The equipment necessary for the remote sites includes a six-foot diameter dish antenna using Very Small Aperture Terminal or VSAT technology. These sites were originally set up by CalEMA and are capable of conducting eight simultaneous voice conversations and one data channel at DSL speed.

The final components are the hubs. The hubs are large external dish antennas and a network control station which is managed by CalEMA personnel. The hubs provide access control for the system and can control all 58 Operational Areas and 15 transportables. CalEMA personnel will use the hubs to define the network, detect trouble and serve as an emergency alert network for other CalEMA personnel.

California Health Alert Network (CAHAN)

The California Health Alert Network (CAHAN) is the State of California's web-based information and communications system available on a 24/7/365 basis for distribution of health alerts, dissemination of prevention guidelines, coordination of disease investigation efforts, preparedness planning, and other initiatives that strengthen state and local preparedness. CAHAN participants have the ability to receive alerts and notifications via alphanumeric pager, e-mail, fax, and phone (cellular and landline).

The Town of Paradise does not receive CAHAN alerts as they are not part of the program; however they receive information from Butte County OEM and the Department of Public Health.

LOCAL ALERT AND WARNING SYSTEMS

Local Alerting and Warning System

Town public safety department (Police and Fire) have the primary responsibility in alerting and warning the public, with assistance from the Town Manager's Office, as deemed necessary. Alerting and warning the public may be accomplished through the Emergency Alert System (EAS), special broadcasts, social networking mediums or simply driving up and down the streets using the public address system.

Examples of emergencies identified by the Town of Paradise which may warrant either immediate or delayed response under EAS by the broadcast industry are serious fires, heavy rains and flooding, widespread power failures, hazardous material accidents, transportation incidents, and potential severe

weather. The context of any emergency broadcast transmitted on EAS should be of concern to a significant segment of the population of the Town of Paradise.

The Town Manager, while not the originator of the EAS material, is responsible for the content and authenticity of the information broadcast over the local EAS. Local broadcast stations have the right to edit or use any or all of an EAS broadcast. Any jurisdiction within the County may make separate programming arrangements with any broadcast station independent of the EAS.

Emergency Alert List

The Emergency Alert List is to be activated and implemented when an emergency or disaster affects the Town of Paradise and poses a major threat to life, property, and/or the environment. The list will only be activated when directed by the Town Manager, the Assistant Town Manager, or the Incident Commander when a disaster occurs or threatens to occur within town limits.

Once an activation is requested and properly authorized, the Town of Paradise EOC personnel will implement the Emergency Alert List. Notifications and alerts begin with the Town Manager. If they cannot be reached, his/her successor(s) will be contacted until someone is reached to assume the role.

The dispatcher will provide the Town Manager with a complete status of the incident or disaster, identifying damage sustained, current response actions, resource status, etc. Based on the information provided by the dispatcher, the Town Manager will determine what parts of the Emergency Alert List will be implemented, including what sections of the Town of Paradise EOC will be activated and what personnel will be requested to respond.

Additionally, the dispatchers will confirm whether or not the Town Manager will personally contact and inform the Town of Paradise Council of the situation affecting the town. The Town Manager may request that the dispatchers notify the Town Council.

Additionally, the Town of Paradise Emergency Management Organization must maintain and keep current the Emergency Alert List. The Town Manager must also ensure that the EOC, Town Administration, and the Butte County Office of Emergency Management (OEM) have current copies of the Emergency Alert List.

Law Enforcement Network

This network operates on several channels. Channels are used for the town wide dispatch and control of Law Enforcement service mobile units based on area. These channels will be used by the Law Enforcement Unit in the EOC to keep informed on developments. Main dispatch will remain with Town of Paradise Police Department and should the 9-1-1 system go offline, the notification duties get transferred to other agencies. The EOC will have radio contact to a dispatch operator.

The Town of Paradise Dispatch Center

The dispatch center provides a centralized, law enforcement program directly supporting the Police Department. Operational responsibilities incorporate a wide variety of public safety activities, and direct interaction with many local government agencies. Event coordination involves the use of complex phone, radio and computer aided dispatch systems.

Public Health and Social Services Network

This network is operated by the Butte County Department of Public Health which utilizes 800 Mhz to communicate with hospitals and clinics. The hospitals and clinics in the Town of Paradise rely on the use of landline phone, cellular phones and deployment of the Amateur Radio Emergency Services (ARES) network for shelter communications and are notified through the CAHAN system as well as other communication systems used by the town.

City Watch

The City Watch System is managed by the Town of Paradise Police Department. The City Watch system is a PC based broadcast message delivery system capable of delivering automated telephone messages to a defined area in the event of an emergency. Town residents and non-residents have the ability to be notified in the event of an emergency through this system and can sign-up for notification on the town’s website.

The system was designed exclusively for Law Enforcement, Fire and Emergency Services to deliver phone messages to the community to advise them of an immediate threat to life and/or property.

OTHER WARNING DEVICES AND SYSTEMS

Town of Paradise Website

The Town of Paradise’s website is used as a resource for information dissemination to the citizenry and general public especially during emergency situations. The website also has a section that offers Emergency Services Information in the form of a Citizen’ Planning Guide for Emergency Preparedness and Evacuation Information.

Social Media

The Town of Paradise Office of Emergency Services will begin the incorporation of social networking tools, such as Twitter, as a resource for public notification and dissemination of preparedness and emergency information.

Local Radio and Television Stations

The Town of Paradise has dedicated radio and television station channels to inform the citizenry of potential incidents. Those channels are as follows:

- Primary Radio** Paradise 1500 AM
- Secondary Radio** KPAY 1290 AM
- Primary TV** KNVN Channel 24 (NBC)
- Secondary TV** KHSL Channel 12 (CBS)
- Other TV** KCVU Channel 20 (FOX)/KRCR Channel 7

Other warning systems utilized by the Town of Paradise include WebAlert, mobile emergency vehicle sirens and loudspeakers, helicopters using PA systems, door-to-door notification by neighborhood groups and associations, and law enforcement volunteers, explorers and reserve deputies/officers. The Town PIO also monitors the Butte County Public Safety System website, www.thenet411.net, for wildland fire activity which is managed by the Butte County Fire Safe Council.

Communications Management

In the event that there is a breakdown or a shortfall in communication channels, the Town of Paradise Emergency Management Organization has access to a radio cache that can be requested through the mutual aid system that are programmed with federal interoperability frequencies.

ANNEX MAINTENANCE

The Town of Paradise Town Manager will coordinate with the Town Administration, and the public safety departments on any updates and revisions of this Communications and Warning Annex.



Emergency Public Information Annex D

Town of Paradise

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INTRODUCTION

Public information consists of the processes, procedures and systems to communicate timely and accurate information by accessible means and in accessible formats on the incident's cause, size and current situation to the public, responders and additional stakeholders (both directly affected and indirectly affected). Public information must be coordinated and integrated as part of the Multi-Agency Coordination System across jurisdictions, departments and organizations; among federal, state, tribal and local governments; and with the private sector and NGOs. Public information includes processes, procedures and organizational structures required to gather, verify, coordinate and disseminate information.

Emergency Public Information Assumptions

The following assumptions involving public information during emergencies highlight how local government response and public preparedness may be affected during a major emergency.

- The public will demand information about the emergency and instructions on proper survival/response actions.
- Rumors and misinformation are likely to develop when there is a lack of official news and information readily available.
- The media will demand information about the emergency.
- Local and regional radio/television stations without emergency power may also be off the air.
- Telephones (cellular and hardwire) may be inoperative.
- The emergency organization will become overwhelmed by the demand for information if sufficiently trained staff is not available.

PUBLIC OUTREACH PROGRAMS

The Town of Paradise will communicate and educate the public (including businesses, individuals and residents) on the risks and issues faced by the community and provide resources to mitigate risks and support preparedness. Outreach programs should address information on established emergency plans and procedures and delineate the roles and responsibilities of first responders and the public immediately following an emergency and during a sustained response.

EMERGENCY PUBLIC INFORMATION

During an emergency, the town will be responsible for the dissemination of information about the emergency to keep the public informed about what has happened, the actions of emergency response departments and to summarize the expected outcomes of the emergency actions.

- **Local Government Responsibilities:** Local government (Paradise Town Manager and Town Administration) will provide immediate and critical emergency public information to their constituents.
- **State Government Responsibilities:** CalEMA will coordinate the state's emergency public information efforts and provide support to other state agencies to ensure that the state government issues a timely, clear, concise, consistent message.
- **State Assistance to Local Officials:** State assistance may be required when:

- The means of dispersing public information at the local government level is damaged or overwhelmed.
- Critical information needs to be disseminated to victims, responders, recovery personnel and members of the media.
- Multiple response agencies and levels of government need to work cooperatively to provide consistent emergency information.

JOINT INFORMATION SYSTEM (JIS)

Under SEMS and NIMS, public information is directly managed and controlled by the jurisdictions with responsibility for the emergency incident through the Multi-Agency Coordination System (MACS) beginning at the Field Level under a Unified Command structure and linking to Multi-Agency Coordination Groups (MAC Group) within each EOC level of SEMS as a Joint Information Center (JIC). Collectively, the activated JICs form the Joint Information System (JIS) that coordinates and communicates lifesaving measures, evacuation routes, threat and alert methods and other public safety information to numerous audiences in an accurate, timely, accessible and consistent manner.

Joint Information System

The JIS provides the mechanism to organize, integrate and coordinate information to ensure timely, accurate, accessible and consistent messaging activities across multiple jurisdictions and/or disciplines with the private sector and NGOs. It includes the plans, protocols, procedures and structures used to provide public information. Federal, state, tribal, territorial, regional, local and private sector Public Information Officers (PIO) and established JICs are critical supporting elements of the JIS. Key elements include the following:

- Interagency/department coordination and integration;
- Gathering, verifying, coordinating and disseminating consistent messages;
- Support for decision makers; and
- Flexibility, modularity and adaptability.

Joint Information Center (JIC)

The JIC is a central location that facilitates operation of the JIS. It is a location where personnel with public information responsibilities perform critical emergency information functions, crisis communications and public affairs functions. A JIC may be established at various levels of government, at incident sites, or can be components of federal, state, tribal, territorial, regional, or local EOC. Typically, an incident specific JIC is established at a single, on scene location in coordination with federal, state and local department (depending on the requirements of the incident). Informational releases are cleared through Incident Commander (IC)/Unified Command, and/or the EOC.

Public Information Coordinators (PIO) Coordination Teams

When a JIC is established, it will be staffed with Public Information representatives from the responding agencies, who will coordinate as a team to:

- Gather, verify and produce information for dissemination to the media and public (such as news releases, background information, fact sheets, public service announcements, briefings and news conference materials).
- Respond to media questions and requests.

- Schedule media releases, briefings, news conferences, interviews, public service announcements, etc.
- Arrange for media interviews and tours.
- Assign agency representatives to coordinate information from their agency with other team members before it is released to the public.

Media Centers

Local government agencies may establish a Media Center that serves as a central location for media briefings, conferences and information distribution. Media Centers may be activated independently or as part of a larger JIC. The Media Center for the town will be located at:

Paradise Town Hall
5555 Skyway
Paradise, CA 95969

Call Centers

Local government departments may activate a call center to centralize information sharing between the public, the media and government. Inquiry centers should be directly linked to media centers or joint information centers as appropriate. Call centers allow for:

- Establishment of Public Information hotlines (including TTY capability for individuals who are deaf) and hotline staff.
- Monitoring of radio and television stations and informing the PIO Coordination Team of inaccuracies.
- Sharing of information about the emergency or the government's response.
- Identification of information trends, which in turn allows the PIO to focus on providing targeted information.
- Identification of rumors and misinformation and bringing these to the attention of the PIO Coordination Team.
- Response to questions using official, verified information that has been approved for release.
- Call referrals, as appropriate, to federal, state, local, volunteer and private sector agencies.
- Current and updated information records.
- Records of questions, responses and actions.
- Enhancing information to meet the needs of those whose primary language is not English and to meet the functional needs of the blind, deaf and hard of hearing.

Virtual Joint Information Center

A virtual JIC may be initiated through technological means when geographical restrictions, incident management requirements, or other limitations preclude physical attendance by public information officers/liaisons at a central location. Through telephone or video teleconferences, personnel participating in the virtual JIC can meet and coordinate information.

ANNEX MAINTENANCE

The Town of Paradise Town Manager in collaboration with Town Administration — Public Information Officer will update, revise and record any revisions of this Emergency Public Information Annex.



Recovery and Mitigation Annex E

Town of Paradise

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RECOVERY

Transition to Recovery

While the immediate lifesaving activities are occurring, the town's Emergency Services Coordinator is simultaneously assessing how soon the response phase can transition to recovery. Critical response phase operations will gradually shift to assisting individuals, households, businesses and governments in meeting basic needs and returning to self-sufficiency.

The recovery phase of an emergency or disaster is often defined as restoring a community to its pre-disaster condition. More realistically, recovery is the process of re-establishing a state of normalcy in the affected communities. The specific approach to recovery operations following a disaster will be determined by the location, type, magnitude and effects of the incident.

The Town of Paradise and various special districts within the town boundaries will be involved in recovery operations. In the aftermath of a disaster, many residents, businesses, and even government itself will have specific needs that must be met before they can return to their pre-disaster lives. There will be a need for services such as:

- Assessment of the extent and severity of damages to homes, businesses, and infrastructure;
- Restoration of services generally available in communities – water, power, transportation, food, and medical assistance;
- Repair of damaged homes, businesses, and infrastructure; and
- Professional counseling when the sudden changes resulting from the emergency have resulted in mental anguish and inability to cope.

The town can help individuals, families, businesses, and community organizations recover by ensuring that these services are available and by seeking additional resources if the community needs them. If the Town of Paradise requires state or federal assistance, a local proclamation of an emergency may be required as a prerequisite to obtaining the assistance. This annex provides an overview of state and federal assistance programs, including proclamation/declaration requirements. **Please Note: If a local emergency proclamation is required, it must be issued within 10 days of the event.**

The recovery process occurs in two phases; short-term and long-term. Those processes are discussed in more detail in the following sections.

Short Term Recovery

The goal of short-term recovery is to restore the town to at least a minimal operating capacity. Short-term recovery includes:

- Utility restoration;
- Delivery of social, medical, and mental health services;
- Provision of interim housing
- Re-establishment of Paradise government operations;
- Establishment of transportation routes;
- Debris removal;
- Cleanup operations; and
- Abatement and demolition of hazardous structures.

The town will coordinate its efforts to restore utility systems and services during recovery operations between town departments, special districts serving the town and investor-owned utilities, including Pacific Gas and Electric, Comcast Cable, and the various telephone companies serving the town. Medical and other essential services may need to operate from temporary facilities, as necessary. If there is serious damage to the town's housing stock, the town may be asked to identify and assist in the support of interim housing solutions, such as motels or temporary trailer sites. The town may request support to conduct Critical Incident Stress Debriefings (CISD) for emergency response personnel and victims of the disaster event.

The town will ensure that debris removal and cleanup operations are expedited. The town will need to inspect damaged buildings and facilities. Assistance in conducting post-disaster inspections of public and private facilities may be requested through California's Safety Assessment Program, which is accessed through the California Emergency Management Agency. The Safety Assessment Program provides professional evaluators (volunteers) and mutual aid resources to local governments to determine use and occupancy of homes, buildings and infrastructure. On the basis of the town's assessments, structures that pose a public safety concern may be demolished or cordoned off.

If needed for the continuation of government operations and the provision of recovery services, the town may implement its Continuity of Operations Plan (COOP), including relocation of operations from damaged facilities. If such relocation is required, information on alternate service delivery locations will be provided to the public. ***For more information on the Town's COOP refer to Functional Annex B-Continuity of Operation/Government of the Emergency Operations Plan***

Long Term Recovery

The goal of long-term recovery is to restore facilities and the community to pre-disaster condition. Long-term recovery includes hazard mitigation activities, restoration or reconstruction of public facilities, facilitating restoration and reconstruction of damaged homes and businesses, and disaster response cost recovery. The town will be responsible for its own approach to mitigation, which could include zoning variances, building codes changes, plan reviews, seismic safety elements, and other land use planning techniques. Long term recovery will likely necessitate the need for significant coordination with Butte County, state, and federal entities, the private sector, and with community-based organizations.

With public safety a primary concern, rapid recovery may require adjustments to various town policies, procedures, codes, and ordinances to streamline the recovery process. Identification of specific statutes and policies to be adjusted will be disaster-specific and should be identified during the damage assessment process. The town will also determine if temporary modification of state or county statutes are needed to facilitate recovery; if so, those modifications should be requested through the SEMS process.

Depending on the extent of the damage, the town may consider activating a Local Assistance Center (LAC) to provide a centralized location or "one stop shop" for services and resource referrals for the unmet needs of disaster victims. State funding may be available for eligible LAC operations. Historically, LACs have proven to be a key factor for a successful recovery. LAC characteristics generally include:

- Resource facility for recovery information, services and programs
- Community-based service facilities
- Managed by the town
- Staffed by Red Cross, other NGO's and various Town of Paradise departments, PNP's, local, state and federal government, as appropriate

- Local utilities, insurance adjusters, and others may be asked to collocate with the LAC to facilitate access to services

Depending on the extent of damage, state and federal recovery assistance will also be sought for residents, businesses, and community organizations. If federal assistance for households and businesses is granted, the town may be asked to assist in implementing a Disaster Recovery Center (DRC). A DRC may be activated by key federal agencies to provide a location for victims and private non-profit organizations to obtain information about federal recovery programs. The DRC may be collocated with a LAC if one has been established.

RECOVERY OPERATIONS RESPONSIBILITIES

The town has specific responsibilities in recovering from a disaster. The list below summarizes some of the key functional responsibilities:

- Political process management; interdepartmental coordination; policy development; decision making; coordination with community and non-profit organizations; establish a long term recovery committee (if needed); and public information.
- Conduct Initial Damage Estimate; compile and update damage information; and assist state and federal agencies in conducting formal Preliminary Damage Assessment, as needed.
- Activation of the Safety Assessment Program (if needed); land use and zoning variance; permits and controls for new development; revision of building regulations and codes; code enforcement; and plan review.
- Debris removal; demolition; construction; management of and liaison with construction contractors; and restoration of utility services.
- Housing programs; assistance programs for those with functional needs; and low income and special housing needs.
- Public finance; budgeting; contracting; accounting and claims processing; taxation; and insurance settlements.
- Redevelopment of existing areas; planning of new redevelopment projects; and financing new projects.
- Applications for disaster financial assistance; liaison with assistance providers; onsite recovery support; and disaster financial assistance project management.
- Advise on emergency authorities, actions and associated liabilities; preparation of legal opinions; identification of statutes in need of temporary modification; and review and assist in preparation of new ordinances and resolutions.
- Implementation of the COOP (if needed); government operations and communications; space acquisition; supplies and equipment; vehicles; personnel; and related support.

RECOVERY OPERATIONS DEPARTMENTAL ASSIGNMENTS

The town has specific responsibilities in recovering from a disaster. The chart below summarizes the functional responsibilities assigned to the Town departments and/or key personnel.

Function	Departments
Political process management; interdepartmental coordination; policy development; decision making; coordination with community and non-profit organizations; establish a long term recovery committee (if needed); and public information.	Town Manager's Office
Conduct Initial Damage Estimate; compile and update damage information; and assist state and federal agencies in conducting formal Preliminary Damage Assessment, as needed.	Town Manager's Office, Finance Department
Activation of the Safety Assessment Program (if needed); land use and zoning variance; permits and controls for new development; revision of building regulations and codes; code enforcement; and plan review.	Development Services, Personnel
Debris removal; demolition; construction; management of and liaison with construction contractors; and restoration of utility services.	Development Services, Paradise Irrigation, PG&E and other special districts.
Housing programs; assistance programs for those with functional needs; and low income and special housing needs.	Development Services
Public finance; budgeting; contracting; accounting and claims processing; taxation; and insurance settlements.	Finance Department
Redevelopment of existing areas; planning of new redevelopment projects; and financing new projects.	Development Services
Applications for disaster financial assistance; liaison with assistance providers; onsite recovery support; and disaster financial assistance project management.	Town Manager, Finance Department
Advise on emergency authorities, actions and associated liabilities; preparation of legal opinions; identification of statutes in need of temporary modification; and review and assist in preparation of new ordinances and resolutions.	Town Manager's Office, Town Attorney
Implementation of the COOP (if needed); government operations and communications; space acquisition; supplies and equipment; vehicles; personnel; and related support;	Town Manager's Office

RECOVERY PLANNING CONSIDERATIONS

Rebuilding and restoration efforts require decisions on a number of critical activities that have long-term social, economic and physical recovery implications. Specific recovery considerations will be disaster specific and will be identified through the post-disaster damage assessment process. Recovery considerations will begin to be identified through the advance planning process undertaken during the response phase. During development of advance plans that address the transition to recovery, Planning Section staff should consider the applicability of the activities and issues listed below to the specific disaster scenario.

Physical Recovery Activities

- Conducting a comprehensive damage assessment and compiling the data into an Initial Damage Estimate to support a local Emergency Proclamation
- Identifying and preserving damaged historical or cultural sites
- Identifying environmental concerns (e.g., damage adjacent to riparian habitat)
- Removing debris from public and private property and managing disposal sites
- Identifying redevelopment opportunities, if appropriate
- Deferring permits, fees, etc. for rebuilding of damaged structures
- Pursuing hazard mitigation projects and advancing mitigation efforts, including upgrading infrastructure and utilities
- Modifying land use and zoning requirements and incorporating changes in construction standards and other codes, both for repair or rebuilding of disaster-damaged structures and for promoting disaster resistant future development
- Evaluating repair and rebuilding options

Governmental Recovery Activities

- Continuing the performance of governmental functions (“Continuity of Government”)
- Protecting, restoring, or replacing essential town facilities, equipment, records, processes, etc. (“Continuity of Operations”)
- Managing donations of goods, services, and funds to assist with recovery
- Coordinating voluntary agencies and requests for volunteer assistance to assist with recovery
- Establishing a “long term recovery committee” to aid in building community consensus by engaging stakeholders, special interests groups, and the public in decision-making processes
- Updating community plans, including the Emergency Plan and Redevelopment Plan, based on lessons learned from the disaster
- Upgrading communication systems
- Communicating recovery activities to the public
- Addressing community questions about health consequences of the event

Social Recovery Activities

- Promoting community participation in recovery efforts through the “Long Term Recovery Committee”, volunteer opportunities, and in plan revision
- Supporting distribution of essential commodities and other daily living needs
- Evaluating community stress and providing services for the mental health of individuals
- Supporting restoration of critical community support structure, such as schools, medical services, and financial institutions

- Restoring community values
- Promoting family and individual preparedness
- Establishing Local Assistance Centers for 'one-stop' disaster recovery services and assisting in establishing a Disaster Recovery Center(s) in the town if requested to do so to support delivery of state and federal recovery programs

Economic Recovery Activities

- Establishing a documentation system to collect and store disaster-related cost information to ensure maximum state and federal reimbursement
- Filing insurance claims, as appropriate
- Identifying economic impact of the disaster on the community, such as impacts on the tax base and employment
- Reviewing the town budget to identify potential sources of available working capital
- Facilitating business recovery by reestablishing commercial services and promoting businesses in damaged areas
- Securing disaster business loans, disaster recovery assistance grants and hazard mitigation project funding

Documentation

Documentation is essential to recovering expenditures related to emergency response and recovery operations. For the town, documentation must begin at the field response level and continue throughout the operation of the Emergency Operations Center as the disaster unfolds.

As such, the Town of Paradise should incorporate disaster documentation into their current accounting system. To obtain maximum reimbursement for disaster-related expenditures, it is critical that the town:

- Implement the disaster documentation system during a disaster;
- Ensure disaster-related expenditures are easily distinguished from on-going activities; and
- Maintain accurate accounting records for disaster-related expenditures including:
 - Force account labor (timesheets) and equipment;
 - Invoices for rented equipment, materials and purchases;
 - Photographs of damage and repair;
 - Insurance information;
 - Environmental and historical preservation issues; and
 - Records of donated goods and services.
- Keep these records for a minimum of three years after the last action on a state or federally funded disaster project (CalEMA will notify the town when the three year-time frame begins)

STATE AND FEDERAL POST-DISASTER ASSISTANCE PROGRAMS

Introduction

Depending on the nature and extent of the disaster, state and federal assistance programs may be available to assist the town, special districts, and eligible households, businesses and non-profit organizations that have experienced disaster-related expenses that are not covered by insurance. For public agencies, assistance may be available, on a cost-share basis, for emergency response costs, costs for debris removal and emergency protective measures, and repair or rebuilding of damaged facilities and infrastructure. For households and businesses, assistance may include loans to repair damaged buildings. Households may also be eligible for assistance with other unmet needs and businesses may be eligible for loans for disaster-related loss of revenue. Disaster unemployment assistance and assistance for disaster-related mental health needs may also be available. The following pages describe the assistance programs that may be available under certain criteria following a disaster.

Emergency Proclamations/Declarations

If Paradise requires state or federal assistance, it is important to know if a local proclamation of an emergency is a prerequisite to obtaining the assistance. The chart below provides an overview of the programs discussed in this section and indicates proclamation/declaration requirements. **Please Note: If a local emergency proclamation is required, it must be issued within 10 days of the event.** More information on these assistance programs is provided following this section of the annex.

Program Name	Type of Assistance	Local Proclamation Required?	State of Emergency Required?	Federal Declaration or Designation Required?
SAP	Provides professional evaluators to determine safety, use and occupancy of homes and buildings	No	No	No
FMAG	Reimbursement of emergency response costs for fire suppression	No	No	Yes
State PA under an CALEMA Secretary's Concurrence	Funding to restore eligible public infrastructure	Yes	No	No
State PA under a Governor's proclamation of state of emergency	Reimbursement of eligible local emergency response costs, debris removal and funding to restore eligible public infrastructure	Yes	Yes	No
Federal PA (major disaster declaration)	Reimbursement of eligible local emergency response costs, debris removal and funding to restore eligible public and allowable private non-profit infrastructure	Yes	Yes	Yes
Federal PA (emergency declaration)	Reimbursement of eligible local emergency response costs	Yes	Yes	Yes
Individuals and Household Program (IHP)	Grants for unmet recovery needs to individuals and families	Yes	Yes	Yes
State Supplemental Grant Program (SSGP)	Supplemental grants for individuals for recovery may be available only when maximum IHP has been reached	Yes	Yes	Yes
SBA Economic Injury Disaster Loan Program	Working capital loans for small businesses that have suffered an economic loss due to a disaster	No	No	Yes
SBA Physical Disaster Loan Program	Loans for individuals, families and businesses that have lost real and personal property due to a disaster	No	No	Yes
USDA Disaster Designation	Loans for farmers and ranchers for physical and crop production losses due to a disaster	No	No	Yes
Crisis Counseling Programs	Referral/resource services and short-term counseling for emotional and mental health problems caused by the disaster	Yes	Yes	Yes
Disaster Unemployment Assistance	Weekly unemployment benefits and job finding services due to a disaster	Yes	Yes	Yes

Damage Assessment

When requesting state or federal disaster assistance, the Town of Paradise **must** provide information to support the request. The chart below describes the mechanisms required to document damages and determine needed assistance in the impacted area.

Report Title	Responsible Party	Description Needed	Purpose of Report
Initial Damage Estimate (IDE)	Local jurisdiction	Initial description of damage including: <ul style="list-style-type: none"> • type and extent of public and private sector damage • basic repair and emergency response costs • any acute public health issues • number of homes and businesses not insured or underinsured 	Provides information for Cal EMA to determine if state and/or federal disaster assistance is warranted and to what external resources are needed. An IDE should be provided concurrently with request for assistance. Not providing this information promptly can delay recovery assistance.
Preliminary Damage Assessment (PDA)	Cal EMA Recovery Branch staff assisted by Cal EMA Regional staff, local, state and/or federal government staff	Preliminary detailed damage report including: <ul style="list-style-type: none"> • facility types (e.g., school, road, private residences) and location • facility insurance and/or maintenance records • damage description and repair estimates • local government budget reports • destroyed/damaged residences, personal property, businesses • any identified environmental or historical issues 	Provides information for Cal EMA to determine extent and type of state and/or federal disaster assistance. This information is also used by FEMA to prepare a regional analysis of the request for consideration by FEMA headquarters.
Damage Assessment by other Federal Agencies	Small Business Administration (SBA)	Includes the number of private homes and businesses damaged or destroyed and estimate uninsured losses. It also may include documentation showing economic injury to businesses.	Ensures minimum damage criteria have been satisfied to implement the Physical or Economic Injury Disaster Loan Program.
	U.S. Dept. of Agriculture (USDA) and/or local Agricultural Commissioner (this is usually done by the Ag commissioner)	Includes cause, type and value of crop/livestock losses.	Provides USDA with justification to implement emergency loan program.

Town Responsibilities to Access Assistance

If a request for assistance is necessary, the town should include the following information in the request:

- A copy of the local proclamation (if required)
- Initial Damage Estimate (IDE)
- Written request/resolution by the Town Council (or the Town Manager if the council cannot be convened)
- Type of disaster and areas of the town affected
- Date of occurrence and whether situation is continuing
- Type of assistance needed

Submit the request to:

- Butte County OEM

The county will then forward the request to the California Emergency Management Agency (Cal EMA). The town should submit its request separately *only* if the county does not intend to submit the same request. Assistance programs have deadlines for application which must be strictly adhered to; technical assistance is available from CalEMA in identifying those deadlines.

When a request for assistance is submitted, CalEMA will:

- Review the request for completeness;
- Request additional information if necessary
- Determine the need to conduct damage assessments, and
- Make a determination regarding the level of appropriate disaster assistance for the request.

Applicant Briefings

If there is a state or federal declaration including the provision of public or individual assistance the Cal EMA Recovery Branch will schedule and hold Public Agency Applicant Briefings. Affected public agencies will be notified by letter, e-mail, Cal EMA website, Cal EMA regional offices, or by telephone of the date, location, and time of the briefing. The town and any local special districts that have experienced damages or may have eligible response costs should participate in the Applicant Briefing.

At the Applicant Briefing available Public Assistance (assistance to public agencies) and Individual Assistance (assistance for households and businesses) will be described. Applications for federal and state Public Assistance will be available and accepted during these briefings. Detailed instructions on Public Assistance applicant eligibility, project eligibility, eligible costs, program criteria, documentation requirements and important deadlines for work completion will also be explained. Public Assistance applicants are assigned a primary point of contact that will process the application, monitor work progress, and provide technical assistance for the duration of the application.

Public Assistance Project Approval Process

The Cal EMA Recovery Branch encourages applicant agencies to participate fully in the decision-making process of the approved scope of work and cost estimation for each project. The town and other eligible applicants are notified by mail when FEMA or the state has approved the project for funding. This notification includes instructions to request payment of the funds. Additional information regarding both federal and state public assistance programs on the Recovery section of the Cal EMA website and technical assistance is available through the Cal EMA Recovery Branch or the Regional Office.

Upon a Presidential declaration, local governments that have incurred significant emergency response costs may request the expedited processing of state and federal funding. Qualifying costs may include:

- Emergency costs (e.g., police and fire overtime salaries);
- Debris removal necessary to protect life and property; and
- Temporary shelter operating costs

Individuals and Households Program (IHP)

Upon the implementation of the IHP, individuals are required to first “tele-register” with FEMA. Widespread notice through the local media and posting on the town’s website to inform the public of the toll-free tele-registration number. Upon tele-registration, FEMA will assign a representative to evaluate the claim and will refer the individual to the appropriate program for loan and/or grant assistance. Individuals will then be provided loan and/or grant application information, instructions, terms and conditions directly from the agency providing assistance (FEMA, SBA, USDA). The town may be asked for assistance in identifying appropriate locations for Disaster Recovery Centers and to participate in the DRC when activated.

SBA and USDA

When SBA and/or USDA has implemented its disaster program(s) independent of a Presidential declaration, individuals, businesses, private non-profit agencies, and/or the agricultural community, will be instructed to file an application directly with their local SBA and/or USDA office. If a DRC is not activated, the SBA or USDA will normally administer their programs through an existing local office or, particularly for SBA, in locally leased space.

HAZARD MITIGATION - IMPROVING CONDITIONS TO PREVENT LOSS

Introduction

Hazard Mitigation (HM) is any cost-effective activity that seeks to eliminate or reduce human suffering and property damage from natural and manmade hazards. Hazard Mitigation includes both pre-disaster and post-disaster activities.

Hazard Mitigation Planning

Hazard Mitigation Planning includes analyses of ways to eliminate or reduce the impact of future disasters. The federal Disaster Mitigation Act of 2000 required the state to develop and maintain a State Hazard Mitigation Plan. California's hazard mitigation planning process is continuous and involves a multitude of federal, state, and local agencies, academia, private non-profit organizations, and community-based organizations.

The Hazard Mitigation Plan is approved by FEMA and is also required for the town or a special district to receive grant funds for mitigation projects from the federal Hazard Mitigation Grant Program and the federal Pre-Disaster Mitigation Grant Program. Butte County has an approved Local Hazard Mitigation Plan and is in the process of updating the document to include all cities, the town and special districts.

Funding for Pre-Disaster Mitigation

The federal Pre-Disaster Mitigation Grant Program (PDM) provides funds for hazard identification, mitigation strategies, and public partnerships. More specifically, PDM:

- Supports development of the hazard mitigation planning process at the state and local levels and funds high priority projects from these plans.
- Provides a continuous flow of funding to states for hazard mitigation, whether the state has experienced a recent disaster or not.
- Supports local communities in becoming disaster resistant by providing technical and financial assistance to state and local governments in implementing cost effective pre-disaster hazard mitigation measures.
- Helps to reduce injuries, loss of life, and damage and destruction of property, including damage to critical services and facilities under the jurisdiction of state or local governments.

Communities that wish to participate in the PDM program must demonstrate commitment to the implementation of hazard mitigation activities within their jurisdiction. Assistance includes both planning grants and project grants. Planning grants assist the state and its communities in developing a multi-hazard mitigation plan. Planning grants may also be used for technical assistance including risk assessments, project development, community outreach and education. Funds applied to planning grants cannot exceed 10 percent of the state's allocation. Project grants are awarded in accordance with the priorities cited in the State Hazard Mitigation Plan. Project grants may be used to reimburse costs for acquisitions or relocations of vulnerable properties, structural retrofits, vegetation management (e.g., shaded fuel breaks, defensible space), public information and educational programs.

Flood Mitigation Assistance (FMA) provides funding for measures to reduce or eliminate the long-term risk of flood damage to repetitive loss of buildings, manufactured homes, and other structures insurable under the FEMA National Flood Insurance Program (NFIP). Communities requesting FMA planning and project grants

must be participating in the NFIP. FMA planning grants are available for the flood portion of any mitigation plan. FMA project grants are available to NFIP-participating communities to implement measures to reduce flood losses. Example FMA projects are elevating structures, acquisitions, watershed management (e.g., detention basins, increased culvert size). FEMA contributes up to 75 percent of total eligible costs for each grant. At least 25 percent of the total eligible cost must be provided from a non-federal source. The state will evaluate and approve applications for FMA planning grants.

Funding for Post-Disaster Mitigation

The Hazard Mitigation Grant Program (HMGP) provides grants following a disaster to state and local governments, Indian tribes, and certain non-profit organizations to develop plans and implement long term hazard mitigation measures.

Federal funding for the HMGP becomes available only after the President signs a major disaster declaration. The amount of funding available is based on a percentage of the federal share of the aggregate disaster costs for public and individual assistance. As manager of the HMGP, CalEMA is responsible for soliciting program interest, helping potential applicants develop applications, establishing deadlines for applications, providing technical assistance, establishing funding priorities and forwarding selected projects to FEMA for approval based on those priorities. CalEMA posts grant applications instructions and deadlines on the website for a limited time following a federal declaration of a disaster. Successful applicants are notified by mail when FEMA has approved the grant for funding. This notification includes instructions to request payment of the funds.

Planning and project grants can be funded under HMGP. By regulation, HMGP projects must meet the minimum eligibility criteria, be consistent with the state and local hazard mitigation plans, and meet the guidelines and priorities established for a particular disaster. Projects must also demonstrate cost-effectiveness.

DISASTER ASSISTANCE PROGRAMS AND THEIR REQUIREMENTS

The following tables are designed to provide a quick reference to disaster assistance programs administered or coordinated by CalEMA. The tables are grouped by potential recipients and indicate general program implementation criteria, including key deadlines.

Public Assistance through CalEMA

Public agencies include state agencies and departments, cities, counties, town and county, school districts, community college districts, special districts and certain private non-profit agencies. The following table describes implementation criteria for the five main public assistance disaster programs administered by CalEMA: Director’s Concurrence, Governor’s Proclamation of a State of Emergency, Fire Management Assistance Program (FMAG), Presidential Declaration of an Emergency, and Presidential Declaration of a Major Disaster.

Type of Assistance	Program Name and Authority	Cost Share Requirements	Implemental Criteria
Funding to restore damaged public infrastructure (e.g. roads, buildings, utilities)	State Public Assistance CDAA – Director’s Concurrence with local emergency	75% State 25% Local	Local agency must proclaim an emergency and request a “Director’s Concurrent” within 10 days of an event. A Governor’s proclamation of a state of emergency is not required for the CalEMA Director to provide CDAA funding to repair damaged public facilities.
Reimbursement of local emergency response costs, debris removal, and funding to restore damaged public infrastructure.	State Public Assistance CDAA – Governor’s Proclamation of a State of Emergency	75% State 25% Local	Local agency must proclaim an emergency and request the Governor to proclaim a state of emergency within 10 days of an event. The request should include dates of the event, an IDE, areas affected, and appropriate type of assistance needed.
Reimbursement for fire suppression costs	FMAG Stafford Act	75% Federal 25% Local	Responsible fire agency must request FMAG assistance while the fire is still burning out of control. Neither local nor state emergency proclamation are necessary for the implementation of this program.
Reimbursement of local emergency response and debris removal costs	Federal and State Public Assistance Stafford Act and CDAA – Presidential Declaration of an Emergency	75% Federal 18.75% State 6.25% Local	Local agency must proclaim an emergency and request the Governor to proclaim a state of emergency within 10 days of an event. The Governor has 5 days to request federal assistance. Local government should provide detailed information including date of the event, an IDE, areas affected, appropriate type of assistance needed.
Funding to restore public infrastructure* and reimbursement of emergency response and debris removal costs	Federal and State Public Assistance Stafford Act and CDAA – Presidential Declaration of a Major Disaster	75% Federal 18.75% State 6.25% Local	Local agency must proclaim an emergency and request the Governor to proclaim a state of emergency within 10 days of an event. The Governor has 30 days to request federal assistance. Local government should provide detailed information including dates of the event, an IDE, areas affected, and appropriate type of assistance needed. *Funding beyond what is necessary to restore a facility may also be approved for hazard mitigation measure to ensure that future similar damage will not occur. These mitigation projects include cost-effective improvements to the current design and capacity of the existing facility.
Funding to provide crisis counseling services	FEMA Crisis Counseling Program Stafford Act	75% Federal 25% State	This program is funded by FEMA and administered through the state Department of Mental Health. Benefits may be short term or long term (up to 9 months).

Public Assistance through other Agencies

The following table describes the implementation criteria for disaster assistance programs available to public entities through federal agencies other than FEMA. Through CDAA, the state may also cost share with these federal programs.

Type of Assistance	Program Name/Lead Federal Agency and Authority	Cost Share Requirements	Implemental Criteria
Watershed restoration	Emergency Watershed Program / NRCS Division of the U.S. Department of Agriculture Section 216, P.L. 81-516 and Section 403-405, P.L. 95-334	75% NRCS 18.75% State 6.25% Local	Eligible activities include providing financial and technical assistance to remove debris from streams, protect destabilized streambanks, establish cover on critically eroding lands, repair conservation practices, and the purchase of flood plain easements. This program does not require a Presidential declaration before it is implemented. However, in order for the sponsoring agency to be eligible for state cost share, the Governor must have proclaimed a state of emergency for the event.
Emergency flood and post-flood activities	USACE Emergency Operations / USACE Flood Control and Coastal Emergencies Act (P.L. 84-99)	100% USACE	The USACE may provide manpower, supplies, and equipment for flood-fighting, debris clearance and temporary levee repairs during the emergency period and up to a maximum of 10 days thereafter. This program does not require a Presidential disaster declaration before it is implemented.
Restoration of publicly sponsored flood control structures	USACE Rehabilitation Program/ USACE Flood Control and Coastal Emergencies Act (P.L. 84-99)	100% USACE	The USACE Rehabilitation program provides assistance for permanent repairs to federal system levees. Although USACE covers the repair costs, the local sponsoring agency may be required to purchase additional soil and must sign "Hold Harmless" agreements and other applicable assurance before work can begin. This program does not require a Presidential disaster declaration before it is implemented.
Emergency repairs to federal roads and highways	FHWA Emergency Relief (ER) Program/FHWA Title 23, U.S.C., Section 125	100% FHWA if performed within 180 days of an event	This program may be implemented upon a Presidential Declaration or by special request from the Governor when a state of emergency has been proclaimed. The FHWA ER program is administered through Caltrans.
Permanent restoration of damaged federal aid highways	FHWA ER Program/FHWA Title 23, U.S.C., Section 125	88.53% FHWA 8.6% State 2.87% Local	FHWA funds 88.53% of repairs upon a Presidential Declaration or by special request from the Governor when a state of emergency has been proclaimed. The FHWA program is administered through Caltrans in close coordination with CalEMA
Long-term economic-redevelopment	HUD Disaster Recovery Initiative/HUD Section 122 of the Housing and Community Act of 1974, as amended	75% Federal 18.75% State 6.25% Local	Funds earmarked for certain HUD projects may be transferred to emergency projects if not covered by FEMA and are in the best interest of post-disaster stricken community. California Department of Housing and Community Development administers this program.

Individual and Family Assistance

The following table describes the implementation criteria for programs that are available to assist businesses, families and individuals, and Private non-profit (PNPs) agencies in recovering from a disaster.

Type of Assistance	Program Name and Authority	Loan/Grant Maximum	General Implemental Criteria
Low interest loans for losses to real property (primary residences) which may include mitigation measures	SBA Physical Disaster Loan Program 13 CFR Ch.1 Part 123	\$200,000	The SBA Physical loan program may be implemented upon a Presidential declaration of an emergency or major disaster. Victims are required to first seek loan assistance through SBA before they can be considered for a federal grant through FEMA. SBA also has the authority to independently (without a Presidential declaration) implement the program when at least 25 homes and/or businesses suffer 40% uninsured losses of their estimated fair market or pre-disaster fair market value, whichever is lower. In this case, a request for SBA declaration must be requested through CalEMA within 60 days of the occurrence.
Low interest loans for losses to personal property	SBA Physical Disaster Loan Program 13 CFR Ch.1 Part 123	\$40,000	Same as above.
Grants to cover temporary housing needs, home repairs, losses to personal property, transportation expenses, funeral and medical expenses, etc.	Individual and Households Program (IHP) Robert T. Stafford Act Disaster Relief and Assistance Act, 44 CFR Ch. 1, Part 206, Subpart D, Sect. 206.110	\$25,600	This is a federal grant program managed and administered by FEMA upon a Presidential Declaration of an Emergency or Major Disaster. Victims who are found to be ineligible for an SBA loan are referred to FEMA's IHP program.
Grants to individuals and families that have received the maximum IHP grant but still have unmet needs	State Supplemental Grant Program California Department of Social Services W/ 13600-13601	\$10,000	This program is administered through the state Department of Social Services. It is only implemented when FEMA has activated the IHP. The state has no authority to activate the SSGP independent of a federal declaration.
Disaster Unemployment Assistance	DUA U.S. Department of Labor, 20 CFR, Part 625 44 CFR, Part 206.141	N/A	This program may be implemented by the Department of Labor upon a Presidential declaration. It allows those unemployed due to a disaster up to 26 weeks of unemployment benefits.

Businesses, Ranchers and PNP Assistance

The following table describes the implementation criteria of programs that are available to assist businesses, ranchers, and Private non-Profit (PNPs) agencies in recovering from a disaster.

Type of Assistance	Program Name and Authority	Loan Maximum	Implemental Criteria
Low interest loans to businesses and PNPs, for losses to real property	SBA Physical Disaster Loan Program 13 CFR Ch.1 Part 123	\$1.5 Million	<p>The SBA Physical loan program may be implemented upon a Presidential declaration of an emergency or major disaster.</p> <p>SBA also has the authority to independently implement the program when at least 25 homes and/or 3 businesses have suffered 40% uninsured losses due to a disaster. Typically, when SBA declares a disaster for a county, contiguous counties are also eligible.</p>
Low interest loans to businesses and to help cover working capital	SBA Economic Injury Disaster Loan (EIDL) 13 CFR Ch.1 Part 123	\$2 Million	<p>SBA also has the authority to independently implement the program with certification by the CalEMA Director that at least five small business concerns in a disaster area have suffered economic injury and are in need of financial assistance not otherwise reasonably available.</p> <p>The SBA may provide economic injury assistance for a disaster determined by the Secretary of Agriculture. Under these designations, SBA makes economic injury assistance available to eligible small businesses.</p> <p>EIDL loans become available under all SBA physical declarations. The maximum SBA loan assistance is \$1.5 million, whether it is a Physical Disaster Loan, an EIDL loan, or a combination of both programs.</p>
Low interest loans to farmers, ranchers and aquaculturists for physical and/or crop production losses resulting from an unusual natural occurrence (weather pattern, pest, etc.)	Secretarial Designation – Agricultural disaster U.S. Department of Agriculture, Farm Services Agency 7 CFR, Ch. 18, Part 1945, Subpart A	\$500,000	<p>Emergency loans are made to farmers and ranchers who have suffered at least a 30-percent loss in crop production or a physical loss to livestock products, real estate or chattel property.</p> <p>The Secretary of Agriculture can implement this program when requested by CalEMA on behalf of a local agriculture commissioner or local government authority, or implemented automatically when the President declares a major disaster or emergency. When requested on its own authority, supporting documentation to the types of crops and level of damage must be submitted. A proclamation of local or state emergency is not required for this program.</p>

ANNEX MAINTENANCE

The Town of Paradise Town Manager will coordinate with the various town departments on any updates and revisions of this Recovery and Mitigation Annex.



Hazard/Threat-Specific Appendices

Town of Paradise

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Hazard Appendix 1 - Flooding/Dam Failure

Flooding

Hazard Definition

A flood is defined as an overflowing of water onto an area of land that is normally dry. Floods generally occur from natural causes, usually weather-related, such as a sudden snow melt, often in conjunction with a wet or rainy spring or with sudden and very heavy rainfalls. Floods can, however, result from human causes as a dam impoundment bursting. Dam break floods are usually associated with intense rainfall or prolonged flood conditions.

The primary effect of flooding is the threat to life and property. People and animals may drown; structures and their contents may be washed away or destroyed; roads, bridges, and railroad tracks may be washed out; and crops may be destroyed.

Floods may also create health hazards due to the discharge of raw sewage from damaged septic tank leach fields, sewer lines, and sewage treatment plants and due to flammable, explosive, or toxic materials carried off by flood waters. In addition, vital public services may be disrupted.

Floods are generally classed as either slow-rise or flash floods. Slow-rise floods may be preceded by a warning time lasting from hours, to days, or possibly weeks. Evacuation and sand bagging for a slow rise flood may lessen flood related damage. Conversely, flash floods are the most difficult to prepare for due to the extremely short warning time, if available at all. Flash flood warnings usually require immediate evacuation within the hour. On some occasions, adequate warning may be impossible.

Once flooding begins, personnel will be needed to assist in rescuing persons trapped by flood waters, securing utilities, cordoning off flood areas, and controlling traffic. The Public Health Department would be actively involved in addressing the public health impact of a flood, such as disease and environmental health issues. These actions may overwhelm local agencies, and additional personnel and resources may be required. It is anticipated that existing mutual aid resources would be used as necessary to augment local resources.

Local Situation

The probability and severity of flooding in the Town of Paradise is categorized as low to moderate risk with the main risk within the town being localized flooding during or after a heavy rain storm. Below is a list of creeks and levees that could affect the Town of Paradise:

- **Dry Creek:** During high flow events, there is local roadway and property flooding.
- **Berry Creek:** During high flow events, there is local roadway and property flooding.
- **Clear Creek:** During high flow events, there is local roadway and property flooding.
- **Little Dry Creek:** During high flow events, there is local roadway and property flooding.
- **Honey Run Creek:** During high flow events, there is local roadway and property flooding.

Dam Failure

Hazard Definition

A dam failure is the partial or complete collapse of an impoundment, with the associated downstream flooding. Flooding of the area below the dam may occur as the result of structural failure of the dam,

overtopping, or a seiche. Dam failures are caused by natural and manmade conditions. The list of causes includes earthquake, erosion of the face or foundation, improper siting, structural/design flaws, and prolonged rainfall and flooding. The primary danger associated with a dam failure is the swift, unpredictable flooding of those areas immediately downstream of the dam.

A dam failure will cause loss of life, damage to property, and other ensuing hazards, as well as the displacement of persons residing in the inundation path. Damage to electric transmission lines could impact life support systems in communities outside the immediate hazard areas. A catastrophic dam failure, depending on size of dam and population downstream, could exceed the response capability of local communities.

Damage control and disaster relief support would be required from other local governmental and private organizations, and from the state and federal governments. Mass evacuation of the inundation areas would be essential to save lives, if warning time should permit. Extensive search and rescue operations may be required to assist trapped or injured persons. Emergency medical care, food, and temporary shelter would be required for injured or displaced persons. Identification and burial of many dead persons would pose difficult problems; public health would be a major concern. Many families would be separated, particularly if the failure should occur during working hours.

These and other emergency/disaster operations could be seriously hampered by the loss of communications, damage to transportation routes, and the disruption of public utilities and other essential services. Governmental assistance could be required and may continue for an extended period. Actions would be required to remove debris and clear roadways, demolish unsafe structures, assist in reestablishing public services and utilities, and provide continuing care and welfare for the affected population including, as required, temporary housing for displaced persons.

Local Situation

While the Town of Paradise has not been affected by a dam failure, the Paradise Irrigation District has Paradise Dam impounding Paradise Lake and the smaller Magalia Dam just beneath it on Little Butte Creek.

Failure of one or both of these structures would cause catastrophic loss of potable water for the majority of Paradise's population (approx. 25,000). Fire protection would be severely hampered. Access above and below Paradise would be restricted for an extended period of time.

Emergency Response Actions

Emergency Operations Center (EOC) response actions applicable to all hazards are included in EOC Handbook and Position Checklists in ***Functional Annex A - Direction and Control***.

Refer to the ***March 2007 Butte County All-Hazard Mitigation Plan*** for detailed information and maps on the Flood and Levee Failure/Dam Failure hazards for the town.

Hazard Appendix 2 – Severe/Extreme Weather

Severe/Extreme Weather

This hazard category is defined by those naturally occurring events that are environmentally or meteorologically initiated, and have either a long-term rate of occurrence or occur with regular frequency. Their impacts, although normally not considered damaging, have the capacity to present significant challenges in the areas of public safety, economic vitality, environmental quality, and other social consequences.

Local Situation

The Town of Paradise experiences a probability and severity of a Moderate risk due to extreme weather. Extreme weather may cause a variety of damages, depending on the type or weather situation. Damage may range from temporary power and utility outages due to thunderstorm and high wind activity to the sometimes, although rare, destruction of a tornado. Extreme weather such as a drought can have long-term economic repercussions.

Drought

The Town of Paradise, as with Butte County, chronically experiences drought. The 1987 to 1992 and 1994 drought was notable for its six-year duration and the statewide nature of its impacts throughout California. Groundwater extraction increased substantially during the drought which caused excessive drawdown of the groundwater table. Numerous private domestic wells went dry, as did wells supplying small systems in rural areas. In addition, the drought conditions have caused extensive weakening of trees in forested areas causing them to become highly vulnerable to disease and insect infestation. Many trees have weakened and died, creating a severe fire hazard. Furthermore, wildland brush areas are dry, presenting wildfire risk.

*For detailed information on Drought activity in Butte County, please refer to the **Drought Preparedness Plan** from the Department of Water and Resource Conservation.*

Heat/Cold

Annually, the Town of Paradise can experience summer temperatures that reach into the 100's and in the winter temperatures can drop in the low teens. Exposure to extreme temperatures can cause unsafe changes to the body temperature and cause the town infrastructure to fail or become otherwise compromised.

Occasionally, the town will receive a significant accumulation of snow, due to a combination of cold arctic air traveling down from Canada and Alaska, along with a subtropical moisture source moving in from the west. When this cold arctic air collides with an ample sub-tropical moisture source, the town is capable of receiving snow rates of upwards of two inches per hour of high moisture content snow, with total accumulations of 3 feet of snow at the upper elevations of town, and a foot or more snow at the lowest elevations.

Significant snow events are relatively infrequent in Paradise (typically 12 inch snow accumulations have less than a 10% chance of occurring in any particular year). This infrequent occurrence, along with our elderly and fairly transitory population makes it likely that a significant number of our citizens will be unprepared to deal with the heavy snow accumulation, snow and ice covered roads, extended disruption of electrical power, and lack of access to basic medical and food supplies.

*For detailed information on Snow activity in Paradise, please refer to the Town of Paradise **Snow Emergency Response Plan**.*

Thunderstorms

Numerous thunderstorms develop and mature on an annual basis. In the Butte County area, the frequency of storms is less in the inland areas than in the mountainous areas. Based on the topography of the Town of Paradise, the overall severity of a thunderstorm is moderate and would be limited to direct lightning strikes, wind damage, and precipitation.

Tornados

Butte County has a history of chronic tornados that have caused six injuries recorded between 1950 and 2011. On December 17, 1992, a category 1 tornado injured 4 people and caused between \$500,000 and \$5,000,000 in damages. On February 10, 1994, a category 2 tornado damaged a dozen structures and caused power outages. Butte County experienced three tornadoes in May 2011 in a rural area of the county south of the City of Chico.

Emergency Response Actions

Emergency Operations Center (EOC) response actions applicable to all hazards are included in EOC Handbook and Position Checklists in **Functional Annex A -- Direction and Control**.

*Refer to the **March 2007 Butte County All-Hazard Mitigation Plan** for detailed information and maps on the Severe/Extreme weather hazards for the town.*

Hazard Appendix 3 - Wildfire/Urban Interface

Wildfire

Hazard Definition

A wildfire is an uncontrolled fire spreading through vegetative fuels, posing danger and destruction to life and property. Wildfires can occur in undeveloped areas and spread to urban areas where structures and other human development are more concentrated.

To describe an area where urban development has been located in proximity to open space, or wildland areas, the term, “urban-wildland interface” is commonly used. The most common type of urban wildland interface results when development occurs immediately adjacent to wildland vegetation. Other interface conditions can be created when urban development is intermixed with wildland vegetation, or when pockets of wildland vegetation occur inside developed areas.

Local Situation

Countywide, the wildland fire risk is considered Very High, but it is not evenly distributed. Valley communities, such as Biggs, Chico, and Gridley range from Low to Medium risk, but the communities of Oroville, Paradise, and other foothill unincorporated communities (e.g., Cohasset, Forest Ranch, Yankee Hill, Berry Creek, Forbestown and Bangor) are High risk.

The communities of Paradise and Paradise Pines (Magalia) are more characteristic of interface communities where urban or suburban development immediately abuts the wildland. Fires that occur within the urban-wildland interface areas affect natural resources as well as life and property. This type of fire is described as a fire moving from a wildland environment, consuming vegetation for fuel, to an environment where structures and buildings are fueling the fire.

The Town of Paradise is in a high wildland fire hazard area. During wildland fires, hundreds or even thousands of people may need to be evacuated in a very short time frame. Staff estimates are that during a large scale, wind driven fire, in excess of 25,000 vehicles may attempt to evacuate Paradise and the upper ridge area. Due to the limited roadway systems in Paradise and the upper ridge, evacuations of this magnitude will be very difficult to accomplish.

The Butte Lightning Complex fire occurred in June/July 2008 due to a series of lightning strikes causing fires that eventually destroyed over 200 dwellings in the Concow area and caused the evacuation of up to 15,000 people and thousands of animals. There were initially 36 lightning caused fires; however while not all the fires were in Butte County some of the fires threatened Butte County communities. The fires threatened the Town of Paradise and the areas in Butte County known as Magalia, Butte Meadows, Jonesville, Feather Falls, and Berry Creek.

Major wildfires can completely destroy ground cover. If heavy rains follow a major fire, flash floods, heavy erosion, landslides and mudflows can occur. These cascading effects can have ruinous impacts on people, structures, infrastructure, and agriculture.

*For detailed information on Wildland Fire Evacuation activities in Paradise, please refer to the Town of Paradise **Wildland Fire Emergency Action Plan**.*

Emergency Response Actions

Emergency Operations Center (EOC) response actions applicable to all hazards are included in EOC Handbook and Position Checklists in **Functional Annex A – Direction and Control**.

*Refer to the **March 2007 Butte County All-Hazard Mitigation Plan** for detailed information and maps on the Wildfire/Urban Interface hazards for the town.*

Hazard Appendix 4 - Earthquake

Earthquake

Hazard Definition

An earthquake is a sudden, rapid shaking of the ground caused by the breaking and shifting of rock beneath the Earth's surface. For hundreds of millions of years, the forces of plate tectonics have shaped the Earth as the huge plates that form the Earth's surface move slowly over, under, and past each other. Sometimes the movement is gradual. At other times, the plates are locked together, unable to release the accumulating energy. When the accumulated energy grows strong enough, the plates break free causing the ground to shake. Most earthquakes occur at the boundaries where the plates meet; however, some earthquakes occur in the middle of plates.

The major form of direct damage from most earthquakes is damage to construction. Bridges are particularly vulnerable to collapse, and dam failure may generate major downstream flooding. Buildings vary in susceptibility, dependent upon construction and the types of soils on which they are built. Earthquakes destroy power and telephone lines; gas, sewer, or water mains; which, in turn, may set off fires and/or hinder firefighting or rescue efforts. The hazard of earthquakes varies from place to place, dependent upon the regional and local geology.

Ground movement during an earthquake is seldom the direct cause of death or injury. Most earthquake-related injuries result from collapsing walls, flying glass, and falling objects as a result of the ground shaking, or people trying to move more than a few feet during the shaking. Much of the damage in earthquakes is predictable and preventable.

Local Situation

The probability and severity of an earthquake affecting the Town of Paradise is categorized as a low risk. The only known active fault in Butte County is the Cleveland Hills Fault south of Oroville, the site of the August 1975 Oroville earthquake. This earthquake had a Richter magnitude of 5.7. Prior to the 1975 earthquake this fault had not been considered active. Reports by the California Division of Mines and Geology indicate that the ground motion at Gridley was approximately 0.1 times acceleration of gravity. Similar motion was experienced in Oroville and resulted in considerable structural damage in Oroville. This earthquake was also felt in Chico, but there was no recorded damage. Studies indicate that this fault could have a maximum credible earthquake of 6.5 to 6.7 Richter.

Emergency Response Actions

Emergency Operations Center (EOC) response actions applicable to all hazards are included in EOC Handbook and Position Checklists in **Annex A – Direction and Control**.

Refer to the **March 2007 Butte County All-Hazard Mitigation Plan** for detailed information and maps on the Earthquake hazard for the town.

Hazard Appendix 5 – Hazardous Materials

Hazardous Materials Incidents

Hazard Definition

Hazardous materials consist of substances that by their nature, lack of containment, and reactivity, have the capability for inflicting harm. Hazardous materials pose a threat to health and the environment when improperly managed. It can be toxic, corrosive, flammable, explosive, reactive, an irritant, or a strong sensitizer. Hazardous materials substances also include certain infectious agents, radiological materials, oxidizers, oil, used oil, petroleum products, and industrial solid waste substances.

Hazardous materials incidents are one of the most common technological threats to public health and the environment. Incidents may occur as the result of natural disasters, human error, and/or accident. Although hazardous material incidents can happen almost anywhere, certain areas are at higher risk. Jurisdictions near roadways that are frequently used for transporting hazardous materials and jurisdictions with industrial facilities that use, store, or dispose of such materials all have an increasing potential for major mishaps, as do jurisdictions crossed by certain railways, waterways, airways and pipelines. The types of hazmat incidents that can occur and the resulting impact are:

Spill or Release

Immediate threat from any hazardous materials release into the atmosphere is from exposure to toxic vapors, gases, liquids and solids. Even a small release of a hazardous substance can have devastating effects on those who are exposed. A release may result in requiring town residents and businesses to take protective actions such as evacuation or shelter in place.

The secondary risk is to the environment. Unchecked exposure can lead to contamination of the air, ground and subsurface water sources, soil and affect the health of wildlife. Large spills can contaminate drinking water supplies that may affect entire communities, especially in rivers, underground aquifers or reservoirs.

Fire

When hazardous materials burn, toxic chemicals are often present in the smoke in which the greatest danger is from inhalation, but eye damage and absorption through the skin can also be a problem. Fire fighting can be quite difficult. Large hazardous materials fires are mainly a hazard in and around industrial areas, although smoke and vapor plumes can travel for miles.

Explosion

The major threats from an explosion involving hazardous materials are from falling objects and flying debris, thermal exposure, released contaminants, and over pressure during detonation. Like hazardous materials fires, explosions are mainly a hazard in and around industrial areas, and along ground or marine transportation corridors.

Local Situation

Hazardous Materials require special care in handling because of the hazards they pose to the public's health and safety, and the environment. The major generators of this waste in Butte County are haulers that are licensed to pick up used oil from locations in other counties. Therefore, the largest sources of hazardous waste important to Butte County are outside of the county. It is brought in by a licensed hauler

and then shipped out for recycling, treatment, or disposal. Medical wastes are another growing source of hazardous wastes in the county.

The Butte County Hazardous Materials Response Team is the agency which responds to large scale, emergency hazardous material incidents within the County. This team was organized by the Butte County Fire Chiefs Association brought in through the use of a Joint Powers Agreement (JPA). Team members are provided through various departments from the cities of Chico, Oroville, Biggs, and Gridley; and the Town of Paradise and Butte County/Cal Fire.

Emergency Response Actions

Emergency Operations Center (EOC) response actions applicable to all hazards are included in EOC Handbook and Position Checklists in ***Functional Annex A -- Direction and Control***.

*Refer to the **March 2007 Butte County All-Hazard Mitigation Plan** for detailed information and maps on the Hazardous Materials hazard for the town.*

Hazard Appendix 6 – Landslide/Mudslide

Hazard Definition

Landslide is a general term for a falling mass of soil or rocks; vertical movement of small pieces of soil. “Mudslide” (mudflow) is a flow of very wet rock and soil. The primary effects of landslides or mudslides can include:

- Abrupt depression and lateral displacement of hillside surfaces over distances of up to several hundreds of feet.
- Disruption of surface drainage.
- Blockage of flood control channels and roadways.
- Displacement or destruction of improvements such as roadways, buildings, oil and water wells.

The speed with which landslides can occur vary considerably from rapid rockfalls to virtually imperceptible movements down slope under the pull of gravity. Soil creep is a very slow type of earth flow movement. It occurs mainly in solids containing clay. Most landslides are shallow, ranging up to perhaps 100 feet in depth and limited in extent to generally less than 100 acres. Most are not presently in motion (active), but have moved down slope to a position of stability and have remained.

An unusual number of brush fires in hillside areas may create the potential for mudslides if heavy rains arrive before the replanting has taken hold. Situations of this nature can usually be managed by warnings to the residents and making sandbags available in advance of the predicted heavy rainfall.

Local Situation

The probability and severity of a landslide/mudslide hazard occurring in the Town of Paradise is categorized as low risk.

Most landslides in Butte County occur on slopes greater than 15 percent, and most new landslides occur in areas that have experienced previous landslides. The areas of highest landslide potential are in the mountainous central area of the county where well-developed soils overlay impervious bedrock on steep slopes which at times undergo heavy rainfall. The slopes around flat uplands, such as Table Mountain, are also highly susceptible to landslides.

Emergency Response Actions

Emergency Operations Center (EOC) response actions applicable to all hazards are included in EOC Handbook and Position Checklists in **Functional Annex A -- Direction and Control**.

Refer to the **March 2007 Butte County All-Hazard Mitigation Plan** for detailed information and maps on the Landslide/Mudslide hazard for the town.

Hazard Appendix 7 – Insect Infestation

Hazard Definition

Insect infestation occurs when an undesirable type of insect inhabits an area in a manner that causes serious harm to agriculture crops, livestock, or poultry; wild land trees, plants, animals, or humans. Countless insects live on, in, and around plants, animals, and humans in all environments. Many are harmless, while others can cause fatal damage. Under some conditions, insects that have been present and relatively harmless can become hazardous. For example, severe drought conditions can weaken trees and make them more susceptible to destruction from insect attacks.

The major forms of insects are: chewing insects, boring or tunneling insects, and sucking insects. Also, while not technically an “insect,” it is worth noting that pathogens such as fungi can kill large stands of trees. In conjunction with the above outlined problems, insects can carry and spread disease to plants, animals, and people.

Local Situation

The probability is low; however the severity would be high if an insect infestation hazard affected the Town of Paradise.

The number one industry in Butte County is agriculture, which provides a very significant base to the county’s economy. Throughout Butte County, 1,216 traps were placed to detect the presence of the pest: Gypsy Moth, Mediterranean Fly, Japanese and Khapra Beetle, Oriental, Melon and Olive Fruit Flies and Glassy-winged Sharpshooter and 1,873 Olive Fruit Flies were trapped during this response.

Pest eradication for the Spotted Knapweed, Diffuse Knapweed, Hoary Cress, Perennial Peppergrass, White Horsenettle, Skeleton Weed and Dyer’s Woad is controlled by a combination of mechanical and chemical methods at 52 sites throughout the county.

Insect infestation is an ongoing threat to agriculture and public health in Butte County. The effects on people and property can be disastrous and costly.

Emergency Response Actions

Emergency Operations Center (EOC) response actions applicable to all hazards are included in EOC Handbook and Position Checklists in **Functional Annex A - Direction and Control**.

*Refer to the **March 2007 Butte County All-Hazard Mitigation Plan** for detailed information and maps on the Insect Infestation hazard for the town.*

Hazard Appendix 8 – Public Health/Epidemics

Hazard Definition

From time to time, a pathogen is introduced to or evolves within a human population to which we have little or no immunity. If that pathogen is highly communicable or easily transmitted from person to person, and virulent, causing severe illness or death in a significant percentage of persons, then such a pandemic can infect millions of people and potentially cause a destabilizing social disruption.

Epidemics (an infectious disease that spreads person to person, and beyond the local population) and pandemics (an epidemic that reaches global proportions), have been noted in recent past. Three acknowledged pandemics occurred in the twentieth century. The Spanish flu of 1918 was not a highly virulent pathogen in terms of mortality - only 2.5 percent of those infected died - but it was highly communicable. As a result, a large percentage of the U.S. population fell ill; approximately one-half million Americans died, and during the waves of the pandemic essential public services were threatened. The 1958 Asian Flu (H2N2) caused 70,000 deaths in the US. The 1968 Hong Kong Flu (H3N2) caused 34,000 deaths in the US.

Already in the 21st Century the world has two epidemic flu strains that raised the threat level for influenza around the world.

- In 2003 the H5N1 Avian Influenza caused over 500 cases of human infection and was reported by more than a dozen countries. Avian influenza flu infection in humans is very rare and has never been detected in the United States.
- In 2009 the H1N1 (sometimes called the Swine Flu) flu pandemic spread throughout the world, including the United States, and infected more than 61 million people, causing 12,000 deaths. The US government coordinated a public health emergency response within the states that saved lives and helped limit the impact of the outbreak. In summer of 2010, the U.S. Public Health Emergency for H1N1 flu expired.

Local Situation

The probability and severity of public health/epidemic hazard occurring in the Town of Paradise is categorized as a moderate risk.

The first California recorded death from West Nile Virus in 2006 occurred in Butte County. In 2005 there was the presence of West Nile Virus infecting 25 humans, 79 birds, 53 sentinel chickens and 7 horses. Outbreaks had been localized and controlled.

Also from 1995 to 2003 there have been reported 98 cases of Lyme disease in the county.

The Butte County Department of Public Health (BCDPH) is the lead department for the county's response. BCDPH will work closely with local jurisdictions such as the Town of Paradise to ensure that:

- planning efforts are consistent throughout the county;
- official information will be provided to the jurisdictions in a timely manner;

- pharmaceutical distribution planning, training and exercising is conducted; and
- the organization is SEMS/NIMS (Standardized Emergency Management System/National Incident Management System) compliant.

The Butte County Office of Emergency Management (OEM) and Department of Public Health would coordinate personnel and material resource acquisition and distribution in coordination with local, state, and federal agencies. In addition, potential pharmaceutical distribution sites have been identified in each locale within Butte County to assist in dispensing pharmaceuticals or vaccines if there is a credible public health threat.

Emergency Response Actions

Emergency Operations Center (EOC) response actions applicable to all hazards are included in EOC Handbook and Position Checklists in ***Functional Annex A - Direction and Control***.

*Refer to the **March 2007 Butte County All-Hazard Mitigation Plan** for detailed information and maps on the Public Health/Epidemic hazard for the town.*

Hazard Appendix 9 – Transportation Incidents

Transportation Incidents

Air

A major air crash that occurs in a populated residential area can result in considerable loss of life and property. The impact of a disabled aircraft as it strikes the ground creates the likely potential for multiple explosions, resulting in intense fires. Regardless of where the crash occurs, the explosions and fires have the potential to cause injuries, fatalities and the destruction of property at and adjacent to the impact point. The time of day when the crash occurs may have a profound effect on the number of dead and injured. Damage assessment and disaster relief efforts associated with an air crash incident will require support from other local governments, private organizations and in certain instances from the state and federal governments.

It can be expected that few, if any, airline passengers will survive a major air crash. The intense fires, until controlled, will limit search and rescue operations. Police barricades will be needed to block off the affected area. The crowds of onlookers and media personnel will have to be controlled. Emergency medical care, food and temporary shelter will be required by injured or displaced persons. Many families may be separated, particularly if the crash occurs during working hours; and a locator system should be established at a location convenient to the public. Investigators from the National Transportation and Safety Board and the Butte County Coroner's Office will have short-term jurisdiction over the crash area and investigations will be completed before the area is released for clean up. The clean-up operation may consist of the removal of large debris, clearing of roadways, demolishing unsafe structures and towing of demolished vehicles.

It is impossible to totally prepare, either physically or psychologically, for the aftermath of a major air crash. However, since the Butte County area has an active air space, air crash incidents are no longer a probability but a reality. Therefore, air crash incidents must be included among other potential disasters.

Rail

A major train derailment that occurs in a heavily populated area can result in considerable loss of life and property. As a train leaves its track, there is no longer any control as to the direction it will travel.

Potential hazards could be overturned rail cars, direct impact into an industrial building or entering into normal street traffic. Each of these hazards encompasses many threats, such as a hazardous materials incident, fire, severe damage to either adjacent buildings or vehicles and loss of life of those in either adjacent buildings or vehicles and pedestrians.

Freight/Truck

A major truck incident that occurs in a heavily populated industrial area or residential area can result in considerable loss of life and property. When a truck is involved in an accident, there is no longer control as to the direction the truck will travel.

Potential hazards could be overturned tank trailers, direct impact either into a residence or industrial building, or entering into the normal flow of traffic. Each of these hazards encompass many threats, such as hazardous materials incident, fire, severe damage to either adjacent buildings or vehicles, and loss of life of pedestrians or those in either the adjacent buildings or vehicles.

Local Situation

The Town of Paradise is susceptible to several different types of transportation emergencies, including emergencies involving the airplane crashes, railroad, major truck (freight) and auto accidents. Many of these emergency situations may cause ancillary emergencies such as hazardous materials spills, which may require extensive population movement and sheltering efforts.

Air

The impact of a disabled aircraft as it strikes the ground creates the potential for multiple explosions, resulting in an intense fire. Wherever the crash occurs, the resulting explosions and fires have the potential to cause injuries, fatalities and the destruction of property at, and adjacent to the impact point. The time of day when the crash occurs may have a profound effect on the number of injuries and fatalities.

The skies above Paradise are occupied by aircraft originating and departing from the Paradise Skypark which is located parallel to State Route 191 and south of the town.

Rail

The Union Pacific Railroad Company maintains approximately 100 miles of railroad tracks in Butte County. Union Pacific provides transportation services to manufacturing industries, lumber mills, quarries and agricultural producers. Passenger rail service is provided by Amtrak with a station in Chico.

Freight/Truck

The main road through town and Paradise's link with Chico is known as The Skyway, or simply "Skyway". Skyway begins in the Valley, at the Highway 99 Freeway in Chico, and runs up the ridge as a 4-lane divided highway until it reaches Paradise. Through the town it is a four-lane undivided highway, and it becomes a two-lane road as it continues up the Ridge to Magalia and numerous smaller communities to the north. Paradise is connected to Oroville via Highway 191, otherwise known as Clark Road upon entering the town.

Because of this routine heavy truck traffic, the potential for a highway accident involving one or more trucks carrying volatile cargo is great. Generally, these accidents are handled as incidents by the appropriate jurisdiction; however, because of the dense population in and around Paradise combined with the sheer volume of vehicular traffic, the risk of a crash becoming a catastrophic event grows.

Chain reaction accidents on Clark Road in Paradise must also be considered. These events can quickly grow into localized disasters that overstrain local responders. Potentially, they could expand into catastrophic incidents involving hazardous materials, mass casualties, fire, and transportation disruption. Depending on the occurrence, the response could involve mass evacuation, mutual aid and other aspects of managing a disaster.

Emergency Response Actions

Emergency Operations Center (EOC) response actions applicable to all hazards are included in EOC Handbook and Position Checklists in **Functional Annex A - Direction and Control**.

Refer to the **March 2007 Butte County All-Hazard Mitigation Plan** for detailed information and maps on the Transportation Incident hazard for the town.

Hazard Appendix 10 - Terrorism

Terrorism

Terrorism is defined in 28 CFR Section 0.85 as “...the unlawful use of force and violence against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political or social objectives.” Since September 11, 2001, terrorism has become a fact of life for all Americans. Planning for response to potential terrorist incidents has long been part of California’s Emergency Preparedness Planning effort. California provides a target-rich environment for terrorists, with many facilities and venues and an easy place to hide in California’s diverse population.

There are many forms that terrorism can take and the most prevalent is a terrorist attack involving Chemical, Biological, Radiological, Nuclear and Explosive (CBRNE) agents and/or devices. There is also the threat of Cyber-Terrorism involving the use of computer data and networks to interrupt or shut down critical government infrastructures such as energy, transportation or financial sectors and Agro-Terrorism involving threats or interruptions to the food supply chain via crop contamination or a more targeted threat to a restaurant, distribution center or grocery store.

National security emergencies are typically war-related events or those events which threaten our national infrastructure, both physical and human, including those which hold the potential for destabilizing our national economy. National security emergencies could also include events such as severe petroleum shortages, disruption to food production and the supply chain or a public health emergency such as a pandemic. National security emergencies are, by their nature, catastrophic events which impact us not just on a local or regional level but threaten the well-being of the entire country.

Local Situation

Butte County and its cities are home to many business and government agencies, transportation infrastructure and cultural facilities which are vulnerable to terrorist attack. Terrorism is a continuing threat throughout the world and within the United States. A variety of political, social, religious, cultural and economic factors underlie terrorist activities. Terrorists typically target civilians to advance their agenda. The media interest generated by terrorist attacks makes this a high visibility threat.

While the Town of Paradise has not experienced terrorism threats whether conventional, CBRNE, Agricultural or any significant cyber-terrorism attack; incidents generating significant mass casualties make preparedness and the mechanisms for effective response essential.

In the event of an occurrence, local law enforcement has the primary responsibility to respond to terrorist events and in the event of a CBRNE incident will require the assistance of the hazardous materials response teams and other specialized response agencies on all levels (local, State and federal) depending on the situation.

Emergency Response Actions

Emergency Operations Center (EOC) response actions applicable to all hazards are included in EOC Handbook and Position Checklists in **Functional Annex A - Direction and Control**.

Refer to the **March 2007 Butte County All-Hazard Mitigation Plan** for detailed information and maps on the Terrorism hazard for the town.

Hazard Appendix 11 – Civil Disorder and Violent Encounters

Civil Disorder

Hazard Definition

Generally, civil disorder is tied to a social situation/event or an issue of dispute, usually involving large groups who are celebratory, angry, frustrated and wanting to express an opinion or position. Public assembly can turn violent, resulting in civil disorder conditions in which the community well-being is directly at risk.

Civil Disorder incidents may result in the following impacts to public safety and wellbeing:

- Injury to targeted population groups or individuals within the perimeter of the event
- Damage to public and private property, structures and systems
- Interruption of official government operations
- Loss of revenue from people being discouraged from entering affected areas
- Costs of managing response resources
- Interrupted traffic and loss of mobility due to rioting and official road closures
- Societal disruptions and long-term stigma associated with such occurrences

Large groups of people may become unruly and disturb the peace or commit other illegal activities. The law enforcement's effort to quell such a situation may require mutual aid beyond standard agreements.

A violent encounter is a sudden and significant act of lawlessness by one or more persons or groups resulting in extreme violence and hazard.

Local Situation

Civil disorder and violent encounters include incidents that are intended to disrupt a community to the degree that law enforcement intervention is required to maintain public safety. Civil disorder incidents are generally associated with controversial political, judicial, or economic issues and/or events.

The Town of Paradise does not have a history of major civil disorder and violent encounter incidents which make this hazard a low risk for the town. Locations within Paradise that have large public gatherings have the potential for unstable conditions, possibly impacting a jurisdiction's ability to provide sufficient law enforcement and fire protective services. Paradise also has an occasional occurrence of gang activity and drug-related crime which can lead to civil disorder and violent encounter incidents.

The effects of civil disorder and/or violent encounters are varied and are usually based upon the type, severity, scope and duration of the disturbance. The effects of civil disorder include traffic congestion or gridlock, illegal assemblies, disruption of utility service, property damage, injuries and potentially loss of life.

During a civil disorder incident that affects Paradise, there are certain facilities within the town that may be more at risk than other facilities. Certain locations often hold musical concerts, sporting events, and other events that attract large numbers of people such as gymnasiums, conference centers, local parks, which create significant traffic congestion problems and the potential for disruptive behavior.

Emergency Response Actions

Emergency Operations Center (EOC) response actions applicable to all hazards are included in EOC Handbook and Position Checklists in ***Functional Annex A - Direction and Control***.

*Refer to the **March 2007 Butte County All-Hazard Mitigation Plan** for detailed information and maps on the Civil Disorder/Violent Encounter hazard for the town.*



**Town of Paradise
Council Agenda Summary
Date: February 7, 2012**

Agenda Item: 7b

Originated by: Joanna Gutierrez, Town Clerk
Dina Volenski, Assistant Town Clerk

Reviewed by: Charles L. Rough, Jr, Town Manager
Craig Baker, Assistant Community Development Director

Subject: 2012 Appointments to the Tree Advisory Committee

Council Action Requested: Concur to accept the application received after the deadline and consider application(s) and appointments to the vacancies on the Tree Advisory Committee requiring (1) An individual with professional urban and wild land fire protection expertise, term to expire August 11, 2014; and, (2) Individuals licensed in construction and/or onsite sanitation trades, terms to expire August 11, 2014; and/or, (3) Consider other direction to staff regarding the vacancies on the Tree Advisory Committee.

Alternatives: Consider alternative direction to staff relating to the vacancies on the Tree Advisory Committee.

Background: At the January 10, 2012 meeting, the Town Council authorized the Town Clerk to advertise for applicants to fill the vacancy created by expiration of term of office for an individual with professional urban and wild land fire protection expertise, position currently held by Tom Cole; and, for applicants to fill the vacancies requiring individuals licensed in the construction and/or onsite sanitation trades. The positions for individuals licensed in construction and/or onsite trades have never been filled due to lack of applicants.

Advertising efforts included a legal notice published in the local newspaper, a posting on the Town of Paradise internet website, and individual letters to qualified onsite evaluators. Copies of the notice and application were provided to the counter staff in Development services to provide to contractors and/or onsite evaluators

As of 5:00 p.m. on January 30, 2012, one application for the position for an individual with professional urban and wild land fire protection expertise was received from Tom Cole; and, no applications for the positions requiring individuals licensed in the construction and/or onsite sanitation trades. On February 1, 2012 one application for the position requiring an individual licensed in the construction trade was received from Stephanie Neumann.

Discussion: Pursuant to Paradise Municipal Code Chapter 8.12.030, there is established a tree advisory committee which shall consist of up to five (5) members who reside within the boundaries of the town. Committee members shall be appointed by the

town council for a term of three (3) years with staggered dates of term expirations. The composition of the committee shall include individuals with the following desired qualifications:

- individuals with academic knowledge of basic plant science;
- individuals skilled in the maintenance and care of trees;
- individuals with professional urban and wildland fire protection expertise; and,
- individuals licensed in the construction and/or on-site sanitation trades.

The tree advisory committee is charged with duties designated and delegated by the town council on matters pertaining to the management of tree resources within the town. The committee also serves as a forum for the coordination of tree-related policies, and advises the town on matters referred by town departments, or by a majority vote of the planning commission or the town council.

Conclusion: Town Council may re-appoint applicant Tom Cole and Stephanie Neumann to the vacancies on the Tree Advisory Committee, terms to expire August 11, 2014 and consider further direction to staff.

Fiscal impact: Advertising costs in the amount of \$69.00 if re-published as a legal notice.

TOWN OF PARADISE TREE ADVISORY COMMITTEE APPLICATION

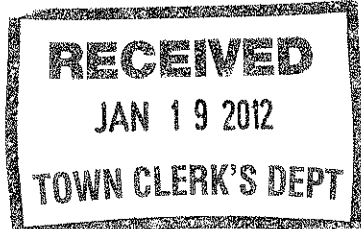
Contact the Town Clerk Department for more information: 530-872-6291

Appointments will be considered by the Paradise Town Council at a Regular Town Council Meeting. The Council meets on the 1st Tuesday of the month at 6:00 p.m. It is suggested that you be present at the meeting when the appointments are to be made to answer any questions of the Town Council. Applicants shall be full-time residents and registered voters in the Town of Paradise per Resolution No. 81-40. Please be advised that all application information will become a public record.

Position (Check one): Professional Urban & Wild Land Fire Protection Expertise: 3-yr term
 Licensed in construction trade: 3-yr term
 Licensed in on-site sanitation trade: 3-yr term

Date: JAN. 18, 2012

Applicant Name THOMAS COLE
Address [REDACTED]
PARADISE, CA - 95969



Contact Information Telephone: [REDACTED] Fax: N/A
Email: [REDACTED]

Education: ASSOCIATES DEGREE IN FIRE TECHNOLOGY, ADMINISTRATION OF JUSTICE, AND SOCIAL & BEHAVIOR SCIENCES. NUMEROUS PROFESSIONAL FIRE SERVICE CERTIFICATES, INCLUDING A FIRE OFFICER CERTIFICATE FROM THE CALIFORNIA STATE FIRE MARSHAL'S OFFICE.

Biographical Sketch (what you would like the Council and public to know about you and your ability to serve in this position):

I AM A 30 YEAR RESIDENT OF THE TOWN OF PARADISE. I SERVED ON THE PARADISE POLICE DEPARTMENT FOR 7 YEARS AND THE PARADISE FIRE DEPARTMENT FOR 14 YEARS, RETIRING IN 2002. I WAS A FIRE ACADEMY INSTRUCTOR AND SUPERVISOR AT BUTTE COLLEGE FOR OVER 20 YEARS, RETIRING IN 2011.

Qualifications or past experience: I CONVERTED THE 4 ACRES OF HEAVY FOREST SURROUNDING MY HOME INTO A STATE APPROVED "SHADED FUEL BREAK", WORKING WITH ARBORISTS, NURSEY EXPERTS, AND CAL FIRE FORESTERS.

Comments: IF DEEMED QUALIFIED, I WOULD BE HONORED TO SERVE ON THIS COMMITTEE AS AND WHEN REQUIRED.

SIGNATURE: [REDACTED]

Applications must be submitted with an original signature.

Please return application to:

Joanna Gutierrez, Town Clerk, CMC

Town of Paradise

5555 Skyway, Paradise, CA 95969

Telephone: 872-6291

jgutierrez@townofparadise.com

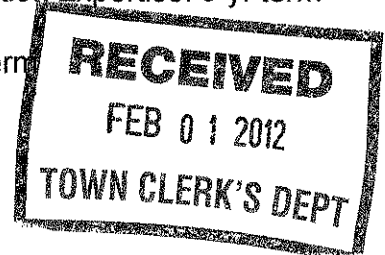
M-Th: 8-5 pm

TOWN OF PARADISE TREE ADVISORY COMMITTEE APPLICATION

Contact the Town Clerk Department for more information: 530-872-6291 ext. 101

Appointments will be considered by the Paradise Town Council at a Regular Town Council Meeting. The Council meets on the 1st Tuesday of the month at 6:00 p.m. It is suggested that you be present at the meeting when the appointments are to be made to answer any questions of the Town Council. Applicants shall be full-time residents and registered voters in the Town of Paradise per Resolution No. 81-40. Please be advised that all application information will become a public record.

Position (Check one): Professional Urban & Wild Land Fire Protection Expertise: 3-yr term
 Licensed in construction trade: 3-yr term
 Licensed in on-site sanitation trade: 3-yr term



Date: 2-1-12
Applicant Name: Stephanie Neumann
Address: [REDACTED]
Paradise CA 95969

Contact Information Telephone: [REDACTED] Fax: _____
Email: [REDACTED]

Education: See attached

Biographical Sketch (what you would like the Council and public to know about you and your ability to serve in this position):

See attached

Qualifications or past experience:

See attached

Comments:

See attached

SIGNATURE [REDACTED]

Applications must be submitted with an original signature by Monday, January 30, 2012 at 5:00 p.m.

Please return application to:

Joanna Gutierrez, Town Clerk, CMC

Town of Paradise

5555 Skyway, Paradise, CA 95969

Telephone: 872-6291 ext. 101

jgutierrez@townofparadise.com

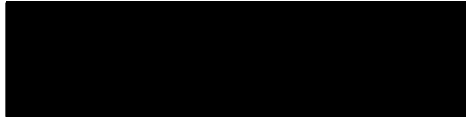
M-Th: 8-5 pm

Town of Paradise Tree Advisory Committee Application

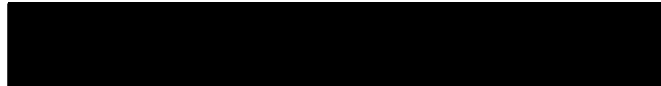
Date: 2-1-12

Applicant Name: Stephanie Neumann

Address



Contact Information



Education

I am licensed General Building Contractor in California and (Oregon- inactive) with over 18 years of expertise in the building trades industry. I am a licensed Realtor with the California State Department of Real Estate. I have also completed my certification as an Economic Development Finance Professional from the National Development Council.

Biographical Sketch

I have hands on experience developing projects from concept through completion. As both a developer, and builder, she has experience coordinating with local jurisdictions, arborists, urban foresters, and tree companies in the preservation, and removal of trees. I am familiar with mitigation i.e., replacing trees and/or paying a fee in lieu of.

Qualifications or past experience

I have hands on construction knowledge of the multi-faceted industry. I have been responsible for performing/overseeing site evaluations, pre inspections, estimates, work write ups, coordinating the bid process, pre-construction conferences, verifying sub contractors are appropriately licensed, bonded and insured, confirming proper permits are issued and inspections completed (when necessary), change orders or special conditions review with Owner and local jurisdictions for approvals, Notices to Proceed and of Completion, on-site inspections for program and material compliance, authorize disbursement of funds to contractors, obtaining conditional and non conditional lien releases, work completion data and homeowners acceptance of all completed work, and general construction management and oversight.

I have personally acquired, rehabilitated and sold numerous homes.

Comments

I believe there is a balance between supporting and nourishing nature while also simultaneously developing economic growth.



TOWN OF PARADISE
Council Agenda Summary
Date: February 7, 2012

AGENDA NO. 7(c)

ORIGINATED BY: Craig Baker, Community Development Director

REVIEWED BY: Charles L. Rough, Jr., Town Manager
Lauren Gill, Assistant Town Manager

SUBJECT: Council Consideration to Endorse Forwarding the Proposed Draft Paradise Master Bicycle and Pedestrian Plan to Butte County Association of Governments Staff for Review

COUNCIL ACTION REQUESTED: Upon conclusion of the discussion regarding this agenda item, adopt a **MOTION TO:**

1. Direct Staff to forward the Draft Paradise Master Bicycle and Pedestrian Plan to Butte County Association of Governments Staff for Transportation Agency Review; **OR**
2. Adopt an alternative directive to town staff.

BACKGROUND: The Town of Paradise needs a current and comprehensive “bicycle transportation plan” in order to be eligible to compete for State of California funds for local projects that improve safety and convenience for local bicyclists and bicycle commuters. The Town’s Paradise Master Bicycle and Pedestrian Plan was last adopted by Town Council resolution action on October 24, 2006.

The Bicycle Transportation Account (BTA) is an annual program providing state funds for city and county projects that improve safety and convenience for bicycle commuters. In accordance with the Streets and Highways Code (SHC) Section 890-894.2 - California Bicycle Transportation Act, projects must be designed and developed to achieve the functional commuting needs and physical safety of all bicyclists. Local agencies first establish eligibility by preparing and adopting a Bicycle Transportation Plan (BTP) that complies with SHC Section 891.2. The BTP must be approved by the local agency’s Regional Transportation Planning Agency.

Caltrans anticipates appropriation of \$7.2 million annually for projects that improve safety and convenience for bicycle commuters. SHC Section 2106 stipulates the annual BTA funding level in the approved State budget, with awards announced after enactment. Per SHC 891.4(b), funds are allocated to cities and counties on a matching basis that requires the applicant to furnish a minimum of 10 percent of the total project cost. No applicant shall receive more than 25 percent of the total amount transferred to the BTA in a single fiscal year.

DISCUSSION

To be eligible to compete for BTA funds, our community must have an adopted “bicycle transportation plan” that complies with the following criteria:

1. Evidence of certification that the “plan” complies with the Streets and Highways Code Section 891.2 and the BCAG regional transportation plan.
2. Procurement of Caltrans Bicycle Facilities Unit (BFU) review and approval of the town adopted plan.
3. The community adopted “bicycle transportation plan” must not be older than five years beyond its date of adoption.

Attached with this council agenda summary for your review and recommended endorsement is a copy of a proposed draft “Town of Paradise Master Bicycle and Pedestrian Plan.” This planning document reflects the culmination of a work effort by town planning staff, engineering staff and BCAG staff. Proposed text deletions are indicated by ~~strikeout~~ and proposed text additions are shaded **thus**.

The purpose of this agenda item is to discuss the contents of the draft plan and seek possible Town Council endorsement of the draft document prior to its submittal to the Butte County Association of Governments (BCAG) for their review. It is hoped that BCAG staff will subsequently certify in writing that this proposed plan complies with SHC Section 891.2 and the BCAG regional transportation plan. Although not legally required, town staff intends to schedule the document for possible Town Council adoption at a duly noticed public hearing in March, 2012 after receiving BCAG certification.

BCAG certification will facilitate our submittal of the plan to the Caltrans Bicycle Facilities Unit (BFU) for review and approval, which will establish eligibility for the Town to seek BTA funding to help to improve safety and convenience for local bicycle commuters.

An objective (CO-6) of the Circulation Element of the of the Town adopted 1994 Paradise General Plan advocates the effort to revise and update the Paradise bicycle master plan, as necessary.

FINANCIAL IMPACT: Endorsement of the proposed Draft Town of Paradise Master Bicycle and Pedestrian Plan and subsequent submittal of the document to BCAG staff will have no direct nor immediate impact upon the Town’s general fund.

Attachment

J:\.....planning\council agenda summaries\bike2012.sum

TOWN OF PARADISE

DRAFT

**MASTER BICYCLE
AND PEDESTRIAN PLAN**



~~October, 2006~~ **March, 2012**

TOWN OF PARADISE MASTER BICYCLE AND PEDESTRIAN PLAN

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Appendix "A" Bikeway Design

Appendix "B" Bikeway Cost Reference Data Appendix

"C" Bicycle Transportation Plan Checklist

INTRODUCTION

Bicycling has become an increasingly popular method of travel throughout the local region. Many residents are attracted to its energy savings, environmental benefits, and health advantages, while others who are not able to drive due to age or finances use bicycles as a primary means of transportation. The Paradise Urban Area is attractive to bicyclists due to its beautiful landscape and favorable climate.

Local transportation planning within the region has been sensitive to the attributes necessary to promote and encourage bicycling and walking. The adopted 1994 Paradise General Plan includes discussion of bicycling and walking as a component of its Circulation and the Open Space Elements. The centerpiece of Paradise's bicycle system is the Paradise Memorial Trailway, which runs in a northeast-southwest direction through the center of the community. The General Plan describes the Trailway as "one of the town's greatest amenities. It provides open space and recreation opportunities for walkers, bicyclists, runners, bird watchers, equestrians, etc. It is occasionally referred to as 'the lifeblood' of Paradise."

Expanding and upgrading the bicycle circulation system is, nevertheless, a challenging proposal. The town's rolling terrain coupled with busy and sometimes narrow roadways can inhibit bicyclists from making direct connections to their destinations. As a result, overcoming these barriers is one of the chief issues facing bicycle circulation in the Paradise area.

Depending on the location, overall development of non-motorized facilities may be a responsibility of local, state, or federal government. The Town of Paradise plans bikeways within the environs of its assigned "Sphere of Influence" land area. The town is responsible for development of bikeways within its corporate limits, while Butte County is responsible for the remainder of the unincorporated urban area. The town and county have traditionally cooperated on bikeway projects in the Paradise Urban Area. Caltrans is responsible for the development and maintenance of bikeways along state highways or where established bikeways are interrupted by state highway construction. The federal government would be responsible for funding bikeways on federal lands, such as national forests, or along interstate highways if their provision will enhance safety.

It should be noted that the planning and implementation of bikeways is not a mandated activity, but one undertaken by communities at their discretion. Funding programs have become increasingly flexible about how the transportation monies may be spent, expanding project eligibility to include bicycle and pedestrian paths. However, many discretionary funding sources require that bikeway projects must be part of a bicycle transportation plan in order to be eligible for funding. It is the responsibility of the individual jurisdiction to either propose bikeway projects for these funding sources, or decide to use transportation allocations for bikeways.

PREVIOUS PLANNING EFFORTS

The Town of Paradise adopted a Bicycle Master Plan in 1982, 1999 and again in 1999 2006. The central purpose of this plan was the designation and design of the Paradise Memorial Trailway. The Trailway was intended to serve bicyclists and pedestrians and eventually, equestrian use on a parallel trail. The Town applied for and received funding from the State Bicycle Lane Account in 1982/83 to construct the first phase of the Memorial Trailway. Subsequent funding from

various federal, state and local sources has resulted in the completion of several phased-improvements to this Class I bike path.

This Master Bicycle Plan addresses only the bicycle use and facilities within the Town of Paradise. The Town's commitment to the completion of the Trailway is expressed through the 1994 Paradise General Plan. The General Plan, which was adopted after extensive public input, provides a number of specific goals and policies related to bicycle and pedestrian paths. These goals and policies form the core of the policy element of this new and updated bicycle plan.

DEFINITIONS

The Town of Paradise uses the most recent Caltrans' and the Manual on Uniform Traffic Control Devices (MUTCD) design standards. There may be cases where the Town's design standards may vary from those used by Caltrans or specified within the MUTCD. A careful evaluation of conditions for a specific bikeway may justify an easing of some design requirement, or necessitate a more stringent requirement, as appropriate. For purposes of implementation of this bicycle plan, a list of defined bikeway classification standards is noted as follows:

Class I Bike Path: A completely separated facility designed for the exclusive use of bicycles and pedestrians with minimal crossflows by motorists. Caltrans standards call for Class I bikeways to have 8 feet of pavement with 2 foot graded shoulders on either side, for a total right-of-way of 12 feet. These bikeways must also be separated at least 5 feet from the edge of a paved roadway.

Class II Bike Lane: A restricted right-of-way designated for the exclusive or semi-exclusive use of bicycles within which through travel by motor vehicles or pedestrians is prohibited, but with vehicle parking and crossflows by pedestrians and motorists permitted. Caltrans standards generally require a 4-foot bike lane with a 6-inch white stripe separating the roadway from the bike lane.

Class III Bike Route: A right-of-way designated by signs or permanent markings and shared with pedestrians and motorists. Roadways designated as Class III bike routes should have sufficient width to accommodate motorists, bicyclists, and pedestrians. Other than a street sign, there are no special markings required for a Class III bike route.

NOTE: Appendix "A" illustrates each defined bikeway classification.

PUBLIC PARTICIPATION PROCESS

The Town of Paradise Master Bicycle Plan was initially drafted by the Butte County Association of Governments for the Town of Paradise. A cornerstone to the plan's ingredients is the Paradise General Plan, which was adopted after extensive citizen participation.

The draft Paradise Urban Area Bicycle Transportation Plan prepared by the Butte County Association of Governments (BCAG) in 1995 was made available for public review and forwarded to interested agencies such as the Paradise Recreation and Park District for review and

comment. Corrections, revisions and additions were made to the draft document after completion of this review process.

Additional citizen input will be obtained through the public hearing process prior to the adoption of this bikeway plan. ~~Public hearings~~ A public hearing will be held by the Town as part of the consideration of this document.

SETTING

LOCATION

The Paradise Urban Area is located in the northeastern portion of Butte County, in the foothills of the Cascade-Sierra Nevada mountain range (Figure 1). Paradise is the county's second largest urban area; the town has an estimated 2006 population of approximately ~~26,516~~ 26,218 (California Department of Finance estimate 2010 Census). The Paradise Urban Area is characterized by rolling terrain, with elevations ranging from 1200 feet at the southernmost planning boundary to about 2200 feet near Magalia. The town, however, gently slopes to the southwest with averages slopes of about four to six percent. While steeper areas are found in peripheral areas, such as in canyons and stream incisions, the town is generally situated on slopes less than thirty percent.

CLIMATE

Paradise's climate, like that of the rest of the northern Sacramento Valley, is generally categorized as Mediterranean, with hot, dry summers and cool, wet winters. Due to its foothill location, annual precipitation that is predominately rainfall is higher than that of the valley floor, with averages about 52 inches per year. Annualized average temperatures are 59.5°F, with recorded minimums of 10.8°F and maximum of 110°F. In addition, due to its elevation, snowfall often occurs during the winter months.

CHARACTER

Paradise boasts a diversity of land uses and attributes. One of the characteristics that sets Paradise apart from other Butte County communities is ~~its~~ its location on an elevated ridge. Beautiful vistas and thick stands of pine trees contribute to its scenic and rural character. Paradise also serves as a minor shopping area, particularly for residents of the Upper Ridge, with major grocery chains, restaurants, and services located along Clark Road and the Skyway.

LAND USE PATTERNS

Land use defines trip origins and destinations, thereby providing the traffic generation patterns which delineate the need for bikeways and footpaths. Specific examples of the land use patterns that warrant bikeways in particular are as follows:

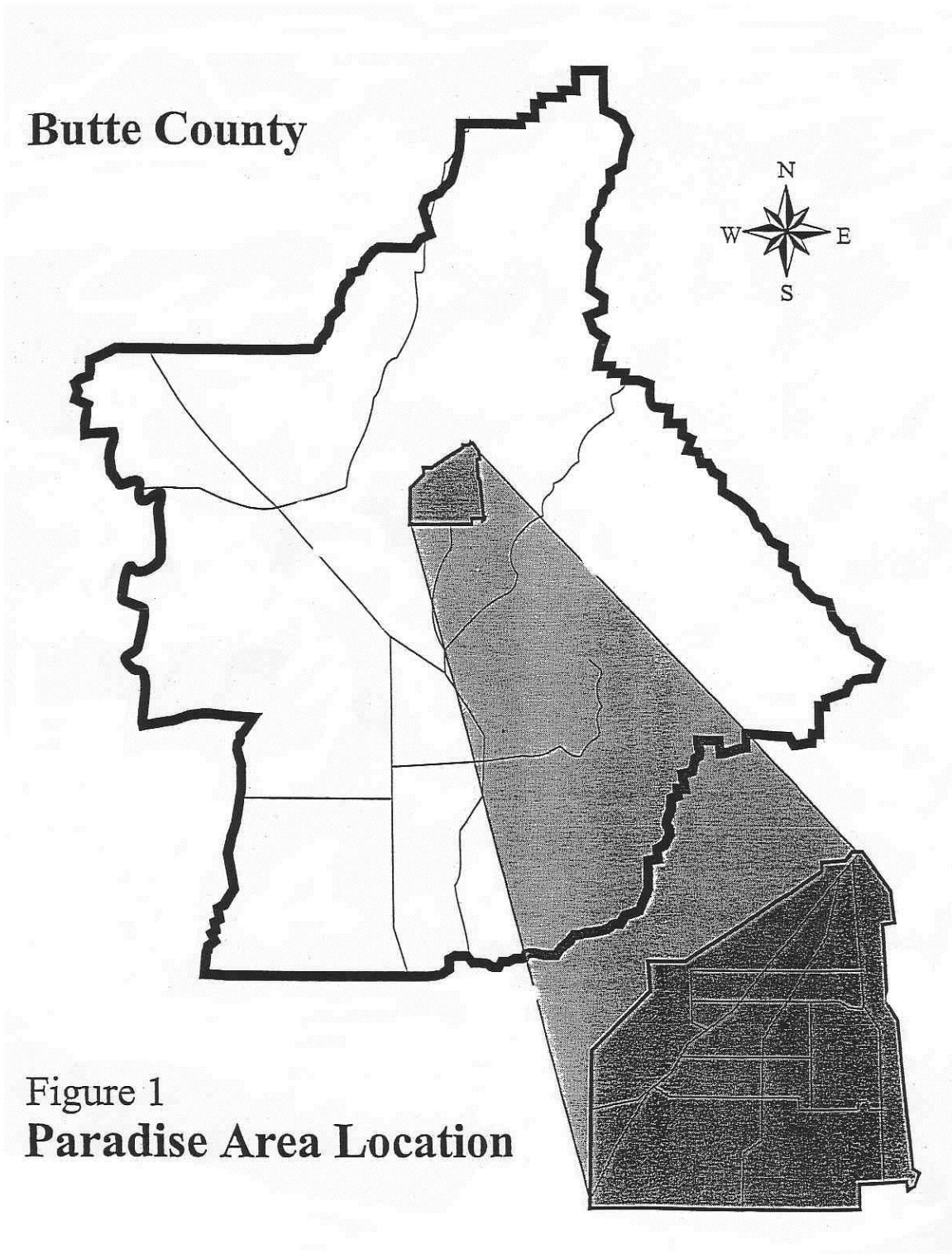


Figure 1
Paradise Area Location

RESIDENTIAL AREAS

Large or concentrated residential areas are both the origin and destinations of large numbers of bicycle trips. Major residential areas are dispersed throughout the Town of Paradise.

SCHOOLS

Bicycling is a primary form of transportation for many schoolchildren. Safe routes between schools and the adjacent residential areas are important not only for the student's safety, but can reduce overall vehicular trips by decreasing the need for parents to drive children to and from school. These issues apply to all grade schools K-12, including charter schools.

SHOPPING AREAS AND RESTAURANTS

Shopping areas and restaurants provide destinations for bicyclists. The Clark Road and Skyway corridors between Pearson and Wagstaff Roads encompasses the major shopping and dining areas of the town, including our two major shopping centers. Pearson Road between Skyway and Clark Road is another major corridor, as well as the Downtown Revitalization Area.

PUBLIC BUILDINGS

Public buildings include city, county, and state offices. The town's administrative offices are located on the Skyway. The police station is located on Black Olive Drive. There are ~~three~~ currently two active fire stations, located on Birch Street, ~~Pearson Road~~, and Wagstaff Road, respectively. The county library branch is located on Clark Road. A few state offices are also located in the Paradise area, including the Department of Motor Vehicles and two California Department of Forestry and Fire Protection stations in Magalia and Paradise.

MAJOR EMPLOYMENT CENTERS

In addition to retail sales and education that comprise the largest employment segments in Paradise, hospital services, newspaper/magazine publishing, light manufacturing, motel/hotel business, and collectively a number of retail and service outlets are major local employers. These land uses comprise most of the major employers.

RECREATIONAL AREAS

The Town of Paradise enjoys many recreational facilities. Hiking trails are emphasized to take advantage of the natural beauty and tourism potential of the area. The largest and/or most notable recreational attractions include the Terry Ashe Recreation Center, Bille Park, Paradise Community Park, Aquatic Park, the Moore Road Park and Baseball Fields and the Paradise Memorial Trailway. Within our Spheres of Influence, Lake Oroville's Lime Saddle Marina lies just south of the town off of Pentz Road. On each side of Paradise's ridge are canyons with streams and flumes. Farther up Skyway past Magalia, Stirling City, and Inskip, each an aesthetic and historic destination, are high lakes and many beautiful trails that are also popular routes for hikers and bicyclists.

NOTE: A map of land use patterns within the Town of Paradise is provided as Figure 2.

COMMUTE PATTERNS

The existing commute patterns for travel within the Paradise area favors automobiles. A major reason for this phenomenon can be found in the ~~2000 U.S. census~~ 2006-2010 American Community Survey 5-Year Estimate, which indicates 46% of the town's workers sixteen years of age and older were employed in Paradise; nearly 54% worked elsewhere in the county. This is correlated by the mean work commute time of ~~22.6~~ 20.0 minutes (2010 U.S. Census).

Aside from distances, the lack of safe routes to destinations and rolling terrain can make bicycle travel a challenge for the commuter. On the other hand, the health benefits of bicycling, the beautiful natural settings of many local roads, and mild temperatures for all but midsummer afternoons also provide inducements to bicycle commuting.

The 2010 U.S. Census does not provide ~~some indication of~~ stand-alone data regarding the numbers of people using the bicycle as a means of travel to work. In the Paradise Urban Area, about 32 people, or only about 0.3% of the workforce biked to work as of the 2000 Census. However, the census figures specifically exclude bicycle to school trips as part of its reporting.

Estimates of numbers of bicycle to school commuters are more difficult to calculate, as there are no official sources of this type of data. Elementary, junior high and high schools all generate bicycle traffic. Caltrans' 1991 Statewide Travel Survey estimates that 8.5% of Butte County students bicycle to school on a regular basis. Bicycle racks at local schools have a cumulative storage capacity for approximately ~~473~~ 135 bicycles. However, it appears that very few Paradise students bicycle to school on a regular basis. Field surveys of bicycle racks at Paradise schools in ~~September 2006~~ November, 2011 and January, 2012 revealed a cumulative total of fewer than ~~thirty~~ twenty bicycles on school grounds during school hours. Based on total Paradise public school enrollment in 2012 of ~~3,873~~ 3,459, ~~thirty~~ twenty students represents less than ~~0.7%~~ 0.6% of the local student body.

In recent years it is clearly evident that a higher percentage of parents drive their children to school than ever before. It also seems likely that, due to topographical considerations in Paradise and safety concerns due to the general lack of adequate shoulder width on Paradise streets, students attending schools in Sacramento Valley locations within Butte County would be more inclined to bicycle to school than students attending Paradise schools. ~~Combined with bicycle to work figures, the current total of bicycle commuters in the Paradise Urban Area is estimated at about 62, or about 0.5% of all commute trips.~~ The absence of current stand-alone census data regarding members of the local work force who bicycle to work makes it difficult to estimate the combined percentage of bicycle commuters, though it is likely to be close to 0.5% of all commute trips.

According to the 1994 Paradise General Plan, the population of the town ~~is~~ was expected to increase to approximately 31,114 people by the year 2008. However, the Town's population increase has been significantly slower than expected, having reached a total population in 2010 of only 26,218 people. ~~Using these estimates, the~~ The overall urban area, including Magalia, ~~will grow to~~ is approximately 45,000 37,528 people. With the implementation of the policies of the General Plan, as well as those contained in this document, it can be expected that bicycle commuting will increase at the same rate as the population. Bicycle to school commuting can be expected to increase as well. Total public school enrollment ~~is~~ was expected to grow to 4,431 in

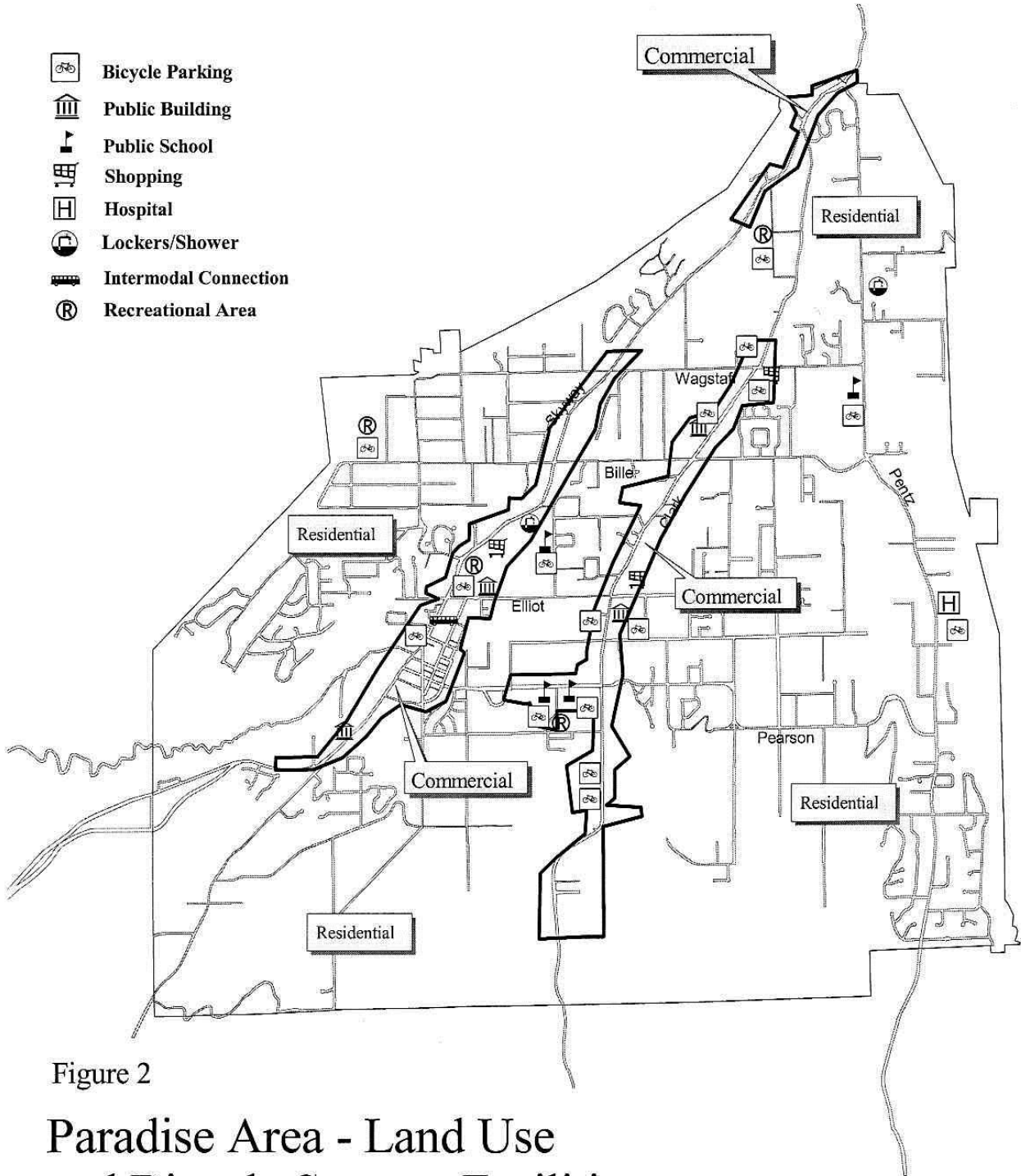


Figure 2

Paradise Area - Land Use and Bicycle Support Facilities

FY 2008-09, thus adding another 4 or 5 bicyclists. However, enrollment has actually decreased by more than 400 students in recent years. Combined with existing numbers a slight decrease in the Town's population over the last decade and local impediments to bicycle commuting, the total amount of bicycle commuters is not expected to reach approximately 73 by 2008 increase notably during the five year term of this plan.

REGIONAL CONTEXT

An important consideration in planning bikeways in the Paradise area is their possible linkage to regional bikeway facilities. These linkages are critical to the development of a comprehensive bicycle transportation system for Paradise and Butte County. Linear measurements and cost estimates for these regional bikeways are contained in the "~~Countywide Bikeway Master Plan for 2011~~ Butte County Bicycle Plan." Planned regional bikeways linking with the ~~Town of Paradise Urban Area~~ are as follows:

- Class I bike lanes on Skyway from the Paradise Memorial Trailway (western Town limit) to Potter Road in Chico; includes 5' lane width due to grade. It should be noted the Paradise Memorial Trailway is located on the former Southern Pacific railroad easement. ~~Some Much~~ of the original Southern Pacific Railroad grade between Paradise and Chico still exists and, while in disrepair, ~~but~~ may well present an alternative or additional opportunity for linkage between the two communities. In coordination with intergovernmental agencies, the town, the county and the City of Chico should pursue right-of-way as property is developed adjacent to the old rail lines ~~and/or the Skyway~~ thereby extending the Class I bike path westerly to Chico (or be used for alternative forms of transportation in the future).

Status: Not currently scheduled. ~~Included as high priority in Countywide 2011 Butte County Bicycle Transportation Plan.~~

- Class II bike lanes on Neal Road from Paradise Memorial Trailway to SR 99. Class II bike lane on future overpass, with the Class II bike lane continuing to the Oroville Chico Highway and along Oroville Chico Highway to Midway.

Status: Not currently scheduled. ~~Included as high priority in Countywide 2011 Butte County Bicycle Transportation Plan.~~

- ~~Class I bikeway along 230KV power line easement from Neal Road to Durham Pentz Road~~

Status: ~~Not currently scheduled. Included as medium priority in Countywide Bicycle Transportation Plan.~~

- Class II bike lanes on Old Magalia Road from Coutolenc Road to Paradise Memorial Trailway

Status: ~~Not currently scheduled. Included as medium priority in Countywide Bicycle Transportation Plan.~~

- ~~• Class I bike lane along the former Southern Pacific Railroad easement from Coutolene Road and Skyway to Paradise Reservoir and, if feasible, to Stirling City.~~

~~Status: Not currently scheduled. Include as high priority in Countywide Bicycle Transportation Plan.~~

- Class II bike lanes on Humboldt Road (at Lomo) from SR 32 to the Skyway

Status: Not currently scheduled. Included as low priority in Countywide Bicycle Transportation Plan.

- Class II bike lanes on the Skyway from Humboldt Road (at Butte Meadows) to Coutolenc Road (at Lovelock)

Status: Not currently scheduled. Included as low priority in Countywide Bicycle Transportation Plan.

- Class II bike lanes on Coutolenc Road.

Status: Not currently scheduled. Included as low priority in Countywide Bicycle Transportation Plan.

- Class II bike lanes on Honey Run Road from Skyway to approximately one mile past the Honey Run Covered Bridge Centerville Road.

Status: Not currently scheduled. Included as low priority in Countywide Bicycle Transportation Plan.

- ~~• From one mile east of Honey Run Bridge, convert Honey Run Road to one way (for bikes and motor vehicles). Add a single Class II bike route up to Honeyview Terrace. From Honeyview Terrace to Skyway, preserve two way traffic and install a Class II bike route.~~

~~Status: Not currently scheduled. Included as low priority in Countywide Bicycle Transportation Plan.~~

- Class III bike route along Pentz Road from the south Town limit to Lime Saddle Marina Durham Pentz Road.

Status: Not currently scheduled. Included as low priority in Countywide Bicycle Transportation Plan.

ISSUES

BICYCLE/AUTOMOTIVE CONFLICTS

The roadway system of Paradise presents the primary challenge facing area bicyclists. Most roadways, including many arterials, do not have infrastructure conditions that encourage bicycle use. The combined effect of these conditions, particularly on roadways with heavier traffic, may intimidate many bicyclists. There are several specific aspects to this problem.

Substandard Street Width

Many of the town's roads, including some arterials, have substandard pavement widths, with little or no shoulders. When shoulders are available, they often include obstructions, including overgrown vegetation and mailboxes. These situations leave little or no room for bicyclists to ride safely alongside fast moving traffic.

Drainage

Many streets do not have curbs and gutters, using roadside ditches for drainage. This presents two problems. First, the ditches are obstacles, sharply reducing any shoulder width and creating the potential of an abrupt fall for the bicyclist. Second, the ditches are sometimes filled with leaves and debris, and cause on-street flooding during heavier rains.

Conflicting Movements

Many roads have numerous driveways and private roads that create conflicts with bicyclists. Motorists from these side streets and driveways may not see bicyclists and pull out abruptly in front of them, particularly where there are shoulder obstructions to block their views.

Terrain

Another issue facing the planning and implementation of bikeways in the Paradise area is the terrain. Although slopes are fairly moderate, rarely exceeding four to six percent in much of the planning area, such terrain may still present a challenge for many bicyclists.

As a result of previous planning efforts, the Town of Paradise has already constructed or designated a number of bikeways within the urban area. Current planning efforts center on the completion of the Paradise Memorial Trailway and in providing bicycle paths and lanes that will increase safety and ease conflicts between bicyclists and motorists.

NOTE: Existing and planned bikeways are shown in Figure 3.

EXISTING FACILITIES

The Paradise Urban Area features a number of hiking trails suitable for use by mountain bikes. These trails are, however, primarily hiking trails and are not considered bikeways.

Existing bicycle paths/lanes within Paradise are listed below:

- Class I bike path situated within an abandoned railroad right-of-way (Paradise Memorial Trailway) from ~~Neal Road~~ Pacific Drive to Pentz Road.
- Class II bike lane along Pearson Road from Recreation Drive to just west of Clark Road.

- Class II bike lane along Pearson Road from Stearns Road to Pentz Road.

PLANNED FACILITIES

Listed below are planned bike path/lane improvements with location, description of bike class, linear feet (LF) of path/lanes and estimated cost.

- Class I bike path (with portions Class II route if necessary) situated within the Paradise Memorial Trailway from ~~Neal Road~~ Pacific Drive westerly to the Town limits and the Skyway crossroad
Status: ~~Pending funding, but n~~ Not currently scheduled. ~~Partially funded, Phase I tentatively scheduled for Summer 2007.~~
Length: ~~5500~~ 3900 LF (Class I) 260 LF (Class II)
Estimated cost: ~~\$397,863~~ \$282,121
- Class I and/or II bike path/lane(s) from Paradise Community Village east along Village Parkway to Clark Road.
Status: Not currently scheduled.
Length: 950 LF Estimated cost: \$27,901 to \$52,804
- Class I and/or II bike path/lane(s) from Village Parkway north along Clark Road to Nunneley Road.
Status: Not currently scheduled.
Length: 3,550 LF Estimated cost: \$104,262 to \$197,320
- Class I and/or II bike path/lane(s) from Paloma Avenue east along Buschmann Road to Clark Road.
Status: Not currently scheduled.
Length: 1,550 LF Estimated cost: \$45,523 to \$86,154
- Class I bike path(s) from Paradise Memorial Trailway behind Paradise High School to Maxwell, incorporating a Class II Bike lane where the road currently exists, in coordination with the Paradise Unified School District.
Status: ~~Establish prior to fiscal year 2010-2011.~~ Not currently scheduled.
Length: 1,590 LF Estimated cost: \$88,378
- Class II bike lanes and an extension of Class I bike path on Forest Service Road from Clark Road to the Paradise Memorial Trailway
Status: Not currently scheduled.
Length: 1500 LF (Class I) 750 LF (Class II)
Estimated cost: \$158,454
- Class II bike lanes on Pearson Road from the Skyway to Pentz Road
Status: Not currently scheduled.
Length: 18,500 LF Estimated cost: \$543,345
- Class II bike lanes on Pentz Road from Pearson to the Skyway
Status: Not currently scheduled.

Length: 20,450 LF

Estimated cost: \$600,618

- Class II bike lanes on Bille Road from the Paradise Memorial Trailway to Bille Park.
Status: Design fiscal year 2000-2001; construct FY 2001-2002. Not currently scheduled.

Length: 7100 LF

Estimated cost: \$208,527

- Class II bike lanes on Bille Road from Clark Road to the Paradise Memorial Trailway.

Status: Not currently scheduled.

Length: 3,250 LF

Estimated cost: \$95,452

- Class II bike lanes on Bille Road from Pentz Road to Clark Road

Status: Not currently scheduled.

Length: 5500 LF

Estimated cost: \$281,502

- Class II bike lanes on Neal Road from the Paradise Memorial Trailway to Wayland Road

Status: Not currently scheduled.

Length: 8900 LF

Estimated cost: \$261,393

- Class II bike lanes on Wagstaff Road from the Paradise Memorial Trailway to Oliver Road and southerly on Oliver Road to Bille Road

Status: Not currently scheduled.

Length: 8900 LF

Estimated cost: \$261,393

- Class II bike lanes on Sawmill Road from Pearson Road northerly to Bille Road

Status: Not currently scheduled.

Length: 8300 LF

Estimated cost: \$243,771

- Class II bike lanes on Rocky Lane from the Paradise Memorial Trailway to Wagstaff Road and easterly on Wagstaff Road to Clark Road

Status: Not currently scheduled

Length: 3700 LF

Estimated cost: \$108,669

- Class II bike lanes on Wagstaff Road from the Paradise Memorial Trailway to Rocky Lane.

Status: Not currently scheduled

Length: 1,800 LF

Estimated cost: \$52,866

- Class II bike lanes on Recreation Drive from Buschmann Road to Pearson Road

Status: Not currently scheduled.

Length: 1,500 LF

Estimated cost: \$600

- Class II bike lanes on Maxwell Drive from the Skyway to Elliott Road

Status: Establish prior to fiscal year 2010-2011.

Length: 3100 LF

Estimated cost: \$91,047

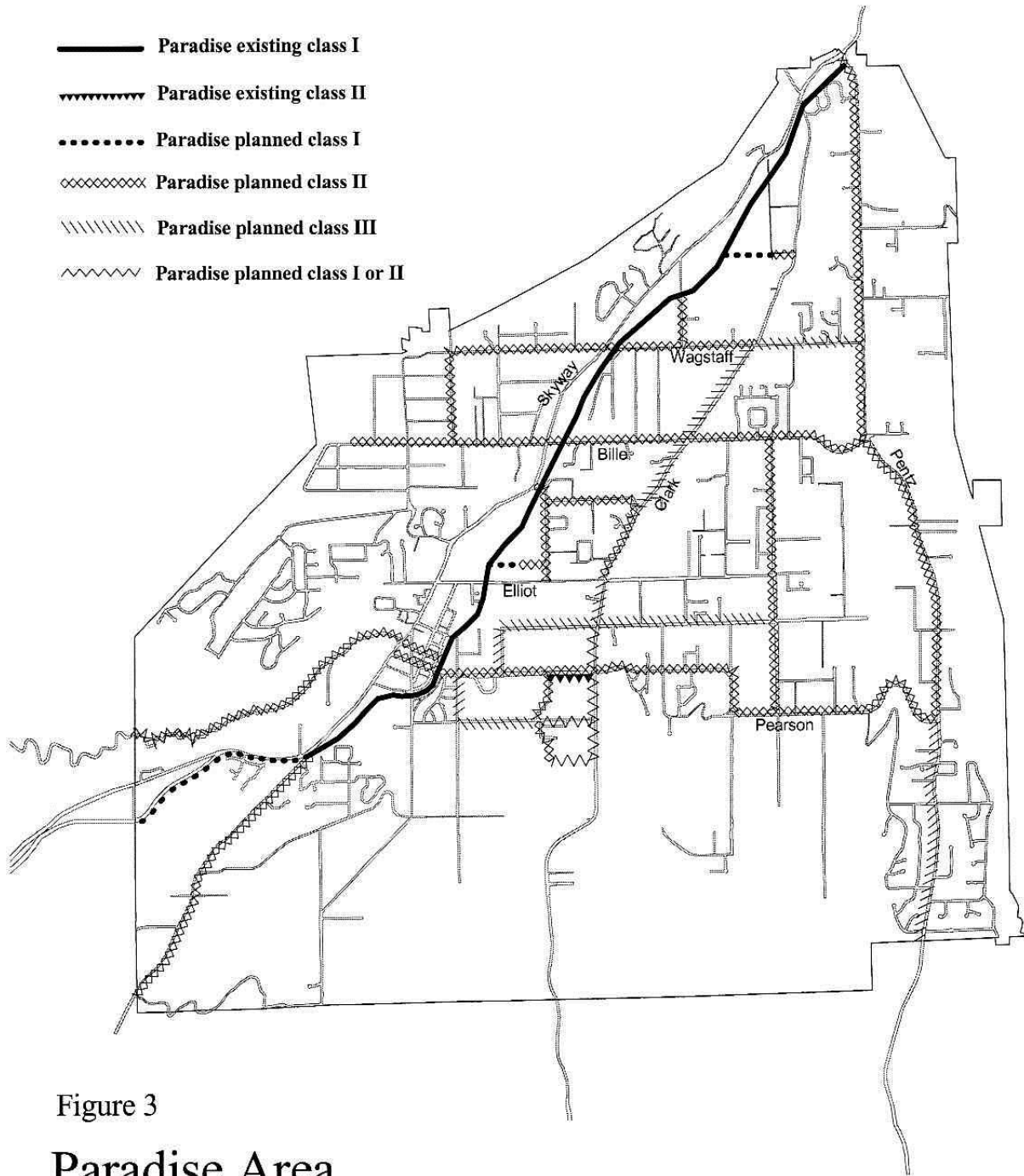


Figure 3

Paradise Area Bikeway Facilities

1 0 1 Mile



- Class II bike lanes on Central Park Drive from Maxwell Drive to Clark Road and southerly to Elliott Road.

Status: Establish during fiscal year 2000-2001 Not currently scheduled.

Length: 5900 Estimated cost: \$173,283

- Class II bike route on Honey Run Road from Skyway to the town limit.

Status: Not currently scheduled.

Length: 9300 LF Estimated cost: \$3,900

- Class II bike route on Birch Street from Skyway to Black Olive Drive.

Status: Not currently scheduled.

Length: 1,100 LF Estimated cost: \$34,914

- Class II bike route on Paloma Avenue from Buschmann Road to Paradise Community Village.

Status: Establish prior to availability of youth-oriented facilities within Paradise Community Village.

Length: 850 LF Estimated cost: \$24,225

- Class III bike route on Scottwood Road from Pearson Road to Buschmann Road

Status: ~~Establish during fiscal year 2000-2001.~~ Not currently scheduled.

Length: 1400 LF Estimated cost: \$600

- Class III bike route on Buschmann Road from Scottwood Road to Paloma Avenue.

Status: ~~Establish during fiscal year 2000-2001.~~ Not currently scheduled.

Length: 2400 Estimated cost: \$900

- Class III bike route on Academy Drive from Pearson Road to Nunneley Road

Status: ~~Establish during fiscal year 2000-2001.~~ Not currently scheduled.

Length: 1450 LF Estimated cost: \$600

- Class III bike route on Nunneley Road from Academy Drive to Sawmill Road2

Status: ~~Establish during fiscal year 2000-2001.~~ Not currently scheduled.

Length: 8100 LF Estimated cost: \$3,600

- Class III bike route on Clark Road from Nunneley Road to Wagstaff Road

Status: Not currently scheduled.

Length: 9700 LF Estimated cost: \$4,800

- Class III bike route on Wagstaff Road from Pentz Road to Clark Road

Status: Not currently scheduled.

Length: 3200 LF Estimated cost: \$1,500

- Class III Bike Route on Pentz Road from Pearson Road southerly to the town limit.

Status: Not currently scheduled.

Length: 6,400 LF Estimated cost: \$3,000

BICYCLE PARKING

A good bicycle is expensive. Because of this circumstance, bicyclists tend to leave their bicycles safe at home unless there is a secure spot to park their bicycle at their destination. Therefore, bicycle parking is a key component in an effective overall bikeway system.

There are a number of different types of bicycle parking. Most common are bicycle racks. These racks may be freestanding, or bolted to the ground or to a structure. Bicycles are secured to the racks with the rider's bicycle lock. Bicycle racks come in a large variety of configurations, with different designs and numbers of parking spaces. Another common, but more expensive, form of bicycle parking are bicycle lockers. These are enclosures that contain the entire bicycle behind a locked door. Bicycle lockers are used for longer-term storage and security of bicycles, such as at park and ride lots. ~~A park and ride facility has recently been constructed within the Town of Paradise that includes bicycle parking facilities.~~

Bicycle parking requirements vary by jurisdiction. However, neither the Town of Paradise nor Butte County currently have formally established bicycle parking requirements for existing or new development.

A field survey of bicycle parking available at identified land use designations was conducted in ~~August 1999~~ November, 2011 and January 2012. In general, bicycle parking is available at many destinations. The specific findings of a recent field survey are indicated below in Table 1. A map of bicycle parking availability is shown on Figure 2.

Bicycle parking is currently unavailable at most of the town's existing intermodal facilities. However, the Town of Paradise has ~~recently~~ constructed a ~~two~~ park-and-ride ~~facility~~ ~~facilities~~ that includes bicycle parking. Likewise, there is no bicycle parking currently available at Butte College bus stops, nor are there bike racks on their buses.

**TABLE 1
BICYCLE PARKING INVENTORY
TOWN OF PARADISE URBAN AREA**

Location	# Spaces	# Locations
Schools:		
Paradise High School	50-20	1
Paradise Adventist School	0 8	0 1
Paradise Intermediate School	7	1
Paradise Elementary School	40	1
Ponderosa Elementary School	48	1
Paradise Pines Elementary School	28	1
St. Thomas More Achieve Charter School	0	0
Children's Community Charter School	0	1 0
Paradise Charter Middle School	20	1

Parks and Recreational Facilities:		
Terry Ashe Recreation Center*	12	1
Bille Park	8	1
Aquatic Park/Rotary Grove Park**	8	1
Moore Road Park & Ball Fields	8	1
Tall Pines Entertainment Center	6	1
Paradise Cinema 7	10	2
Shopping Centers:		
Paradise Plaza	8	1
Old Town Plaza	0	0
Community Services:		
Feather River Hospital	8	1
Paradise Post Publishing	5	1
Park and Ride	5 8	1 2
Government Offices:		
Butte County Library	6 10	1
Town of Paradise offices	0	0
U.S. Post Office	3 5	1

*Recently removed during site improvements; proposed to be replaced.

**Bicycle parking is available at the adjacent Paradise Intermediate School

SHOWER AND LOCKER FACILITIES

Shower and locker facilities are not yet available for bicyclists on a widespread basis. Those that are available are private such as those found at the Fit One Athletic Club on Pentz Road and Beyond Fitness on Skyway. The junior and senior high schools have shower, locker, and restroom facilities for students, faculty, and staff to use. However, health club and other athletic facilities may also provide a potential source of bicyclist support facilities. A map of shower and locker facility locations is also shown in Figure 2.

Public restrooms are available for bicyclists at several parks, government offices, and in some shopping areas. Benches are available along the Paradise Memorial Trailway for resting, and fountains are planned.

INTERMODAL CONNECTIONS

The ability of bicyclists to connect to other transportation modes is of great importance to overall mobility. The primary method in which this is accommodated is the bus transit connection. Butte County Transit provides bicycle racks on all of their large fixed route buses, although racks are not available on the smaller buses used on the Magalia/Paradise Pines deviated route service. While charter service is available, there is no regularly scheduled commercial bus service, such as Greyhound, serving Paradise, nor is rail service available.

BICYCLE SAFETY AND EDUCATION

The Paradise Police Department is the law enforcement agency having primary enforcement responsibility for bicycle safety in the Town of Paradise. The police department's only ongoing

bicycle safety program is the enforcement of bicycle laws as part of regular police patrols. Officers issue warnings or citations to bicyclists violating traffic laws. In the past, the Paradise Police Department implemented programs to promote bicycle safety, with an emphasis on education. These programs, including bike rodeos and safety talks at local schools, are no longer being implemented due to department personnel shortages and budget constraints.

The California Highway Patrol, which has jurisdiction over bicycle safety in the county area, has published several educational pamphlets to inform bicyclists about how to ride safely, some geared towards children while others more suitable for adults. The CHP also issues press releases and other media information to spotlight bicycle safety issues.

The State of California keeps records of traffic accidents, including bicycle accidents, within the Town of Paradise as a result of the town's participation in the California Statewide Integrated Traffic Records System (SWITRS). In ~~1999~~ 2006, there ~~were~~ was 9 1 bicycle accidents reported, ~~1 2~~ reported accidents in ~~2000~~ 2007, 7 1 accidents each in ~~2001~~ 2008 and 2009, 4 3 accidents each in ~~2002~~ 2010, 1 accident in ~~2004~~ and 3 4 bicycle accidents in the first quarter of ~~2005~~ 2011. It is assumed that, due to the general lack of bike routes in Paradise, most of these accidents occurred on streets without bicycle lanes.

GOALS, OBJECTIVES, POLICIES, AND IMPLEMENTATION MEASURES

Goals, objectives, policies, and implementation measures are an integral part of a bikeway plan, as they provide a clear direction for decision makers in developing a comprehensive bikeway system.

GOAL 1: Enhance and improve pedestrian and bicycle safety and use by establishing additional linkages between areas of town.

GOAL 2: Maintain and improve local and regional air quality.

GOAL 3: Reduce reliance on the automobile by careful land use planning, and encourage the use of non-automobile travel modes through a balanced and integrated set of land use and transportation planning policies.

- Objective 1: As necessary, revise and update both the Town of Paradise master bicycle and pedestrian transportation plans; and the Paradise Memorial Trailway master plan.
- Objective 2: Complete construction of the yet to be established components and planned recreation features for the Paradise Memorial Trailway.
- Objective 3: Discourage establishment and continued usage of non-sanctioned improvements encroaching within the Paradise Memorial Trailway right-of-way.
- Objective 4: Encourage efforts to significantly reduce reliance on the private automobile.

Objective 5: Explore the feasibility of establishing a trail system in the outlying urban area.

Objective 6: Encourage efforts to improve and enhance transportation services that meet the recreational, medical, and other needs of the local citizens, particularly senior citizens and children.

Policy 1: Provide safe paths for pedestrians, equestrians, and bicyclists , particularly for school children and the elderly. Institute a sidewalk and pathway development program for selected locations and where feasible link with the Paradise Memorial Trailway.

Policy 2: Promote the development of bicycle paths and trailways with access to schools, creeks, commercial and residential areas, parks, along canyons, and possibly extending from Stirling City to Chico.

Policy 3: Reduce automobile dependency within Paradise for local residents and visitors by implementing congestion management and trip reduction plan programs that decrease the number of vehicle miles traveled which, in turn, reduces air pollution and congestion and saves energy.

Implementation Measures

1. Identify locations for sidewalks and pathways along existing major collector and arterial roadways. Establish standards for requiring sidewalks adjacent to new developments.
2. Strive to establish Class II and/or Class III bike lanes where pavement width is sufficient and vehicle parking is non-existent or eliminated.
3. Require new development to provide a pedestrian pathway on at least one side of new public streets and new private roads.
4. Improve shoulders of some roads to make them safer for pedestrians and bicyclists, and relocate mailboxes from sidewalks.
5. Utilize transportation funds for selected alternative transportation facilities or programs and parking facilities.
6. Establish procedures for requiring all future public, quasi-public and large commercial development projects to provide a suitable number of onsite bicycle parking facilities.
7. Encourage the Paradise Unified School District and the Butte Community College District as well as local public transit authorities to provide adequate bicycle parking facilities along transit/bus routes and provide bicycle racks on busses.

8. Add Bike lane construction to the town's list of infrastructure improvements eligible for funding under the development impact fee (DIF) program.

CURRENT FUNDING SOURCES

There are a variety of sources used to fund transportation projects and programs. Most funding comes from the federal and state programs earmarked for specific types of transportation improvements, although some funds are generated through local programs. There are a few funding sources specifically designed for bicycle and pedestrian facilities; however, at the discretion of the local jurisdiction, most funding available for local streets and roads may also be spent on bikeway improvements.

Funding sources include:

FEDERAL

Safe, Accountable, Flexible, Efficient Transportation Equity Act : A Legacy for Users (SAFETEA-LU)

SAFETEA-LU is a federal program to fund highways, transit and safety programs over the five year period between federal fiscal years 2004/05 (FFY 05) through 2008/09 (FFY 09). Of the many sections that make up SAFETEA-LU, several contain potential funding sources for bicycling and are listed as follows:

Nation Highway System (NHS): May be used to construct bicycle transportation facilities on land adjacent to any highway on the NHS (other than interstate highways).

Surface Transportation Program (STP): May be used for construction of bicycle transportation facilities for carrying out non-construction projects related to safe bicycle use.

Congestion Mitigation and Air Quality (CMAQ): May be used for either construction of bicycle transportation facilities or non-construction projects related to safe bicycle issues.

Scenic Byways Program: May be used to construct bicycle facilities along scenic highways.

National Recreational Trails Fund: May be used for a variety of recreational trails. Projects must be consistent with the Statewide Comprehensive Outdoor Recreation Plan.

Additional SAFETEA-LU information can be viewed at:

<http://www.fhwa.dot.gov/safetealu/legis.htm>

STATE

Bicycle Transportation Account (BTA)

The Bicycle Transportation Account (BTA) provides state funds for city and county projects that improve safety and convenience for bicycle commuters. To be eligible for BTA funds, a city or

county must prepare and adopt a Bicycle Transportation Plan (BTP) that complies with Streets and Highways Code Section 891.2 and the following:

1. The governing body of a city or county must adopt the BTP by resolution or certify that it is current and complies with Streets and Highways Code Section 891.2.
2. The city or county must submit the BTP to the appropriate Metropolitan Planning Organization (MPO) or Regional Transportation Planning Agency (RTPA) for review and approval for compliance with Streets and Highways Code Section 891.2 and the regional transportation plan (RTP).
3. Following regional approval, the city or county must submit the BTP, the resolution adopting the BTP, and the letter of approval from the MPO/RTPA to the Caltrans Bicycle Facilities Unit (BFU) for review and approval.

Additional information concerning this program can be found at Caltrans' website at: <http://www.dot.ca.gov/hq/LocalPrograms/bta/btaweb%20page.htm>.

Apportioned from fuel tax revenues, eligible projects under this statewide competitive grant program include bikeway and pedestrian projects included in Bicycle Transportation Plans. Priority is given to commuter bikeway projects.

State Transportation Improvement Program (STIP)

The STIP is a biannual process through which the California Transportation Commission allocates the State Highway Account to transportation projects. It is made up of essentially two programs - a local discretionary fund called the Regional Improvement Program and a state discretionary fund called the Interregional Improvement Program.

Additional STIP information can be found at the following Caltrans website: <http://www.dot.ca.gov/hq/transprog/stip.htm>

Regional Improvement Program: Regions are given a county bid target in which to develop the Regional Transportation Improvement Program (RTIP). The BCAG Board of Directors have the discretion to select and program transportation improvement projects for the region including highways, local roads, transit, bike lanes, etc. Additional RTIP information and the identification of BCAG's regional priorities for RIP funds can be found at: <http://www.bcag.org>.

Transportation Enhancement Program (TE): A portion of the Regional Improvements Program Funds are required to be programmed for transportation enhancement activities. Funds are to be used for transportation related projects that enhance quality-of-life, in or around transportation facilities, including bicycle and pedestrian facilities. Additional information can be found at the Caltrans TE website at: <http://www.dot.ca.gov/hq/TransEnhAct/TransEnact.htm>

Transportation Development Act (TDA)

Passed in 1971, this legislation provides a regular, guaranteed source of funds for local transit. These funds are administered by the Regional Transportation Planning Agency (RTPA) and

apportioned to jurisdictions on a per-capita basis. While there are funding programs provided under TDA, only one can be used for bikeways:

Local Transportation Fund (LTF): One-quarter of one percent (1.0%) of the 7.25% statewide sales tax is returned to the county in which it was generated for use in local transit. The law also provides that if it can be shown, through an annual process, that all unmet transit needs that are reasonable to meet are being provided for, the remaining LTF funds can be used for streets and roads, including bicycle and pedestrian projects. In addition, 2% of the available funds can be directed toward bikeway and pedestrian facilities.

LOCAL

Air Quality Management District (AQMD)

The Butte County Air Quality Management District imposes a motor vehicle registration fee to be used to reduce air pollution from motor vehicles. Although not required to distribute any of these fees to outside agencies, the AQMD annually makes some of these funds available to non-District public agencies, or public agency sponsored programs.

Traffic Mitigation/Impact Fees

Local fees may be assessed on new development projects which, as a result of their construction, are expected to generate additional traffic. Criteria of such fees are set by the local jurisdiction. Most jurisdictions employ some type of traffic mitigation fee. They may be assessed area-wide, only in target sections on a project-by-project basis, or by a combination of these options.

POTENTIAL FUNDING SOURCES

Reliable funding is required before a commitment can be made to individual transportation projects. The largest sources of potential funding, state and federal transportation funds, are generally allocated based on population. As a result, rural areas such as Butte County are at a funding disadvantage relative to the large urban areas of the state and nation. Butte County and its respective municipalities must look to a variety of funding mechanisms, including innovative funding strategies, if the full list of needed bikeway improvements is to be implemented.

Potential methods of enhancing the revenues available for transportation, including bikeways, are discussed below.

Sales Tax Increase

The state legislature has given local jurisdictions the ability to increase the retail transaction use tax, or sales tax, up to 1 percent, which can be earmarked for specific purposes. A super-majority (2/3) vote is required on such an increase. A number of California counties, including Sacramento, San Francisco, Contra Costa, Santa Clara, and Santa Cruz Counties, have voted an increase in the sales tax by 1/2 percent to finance specific transportation improvements. This is an increasing trend in California.

Bond Measures

Cities and counties may issue general obligation bonds payable through increased property taxes by a 2/3 majority vote of the general electorate. These bonds may be used to fund government services, such as transportation improvements.

Assessment Districts

Cities and counties may form benefit assessment districts to provide specific services or facilities to groups of people who would benefit from their availability.

APPENDIX “A”

Figure 1003.1A

Two-way Bike Path on Separate Right of Way

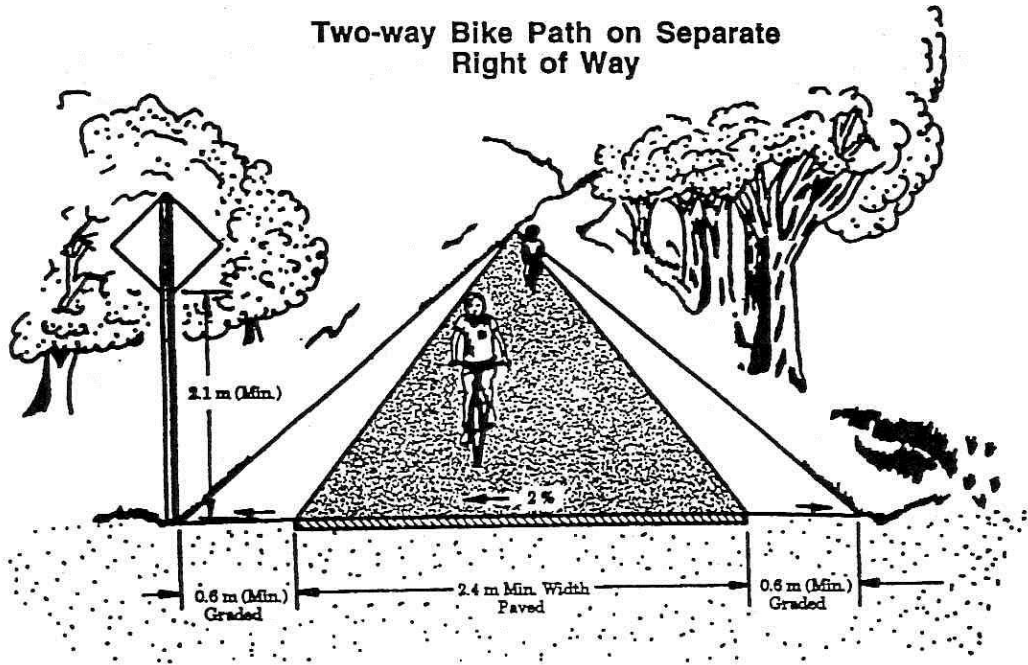
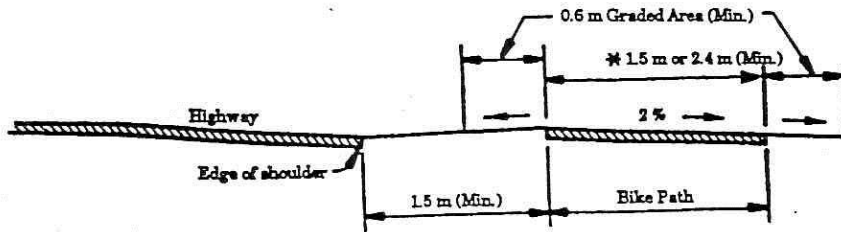


Figure 1003.1B

Typical Cross Section of Bike Path Along Highway



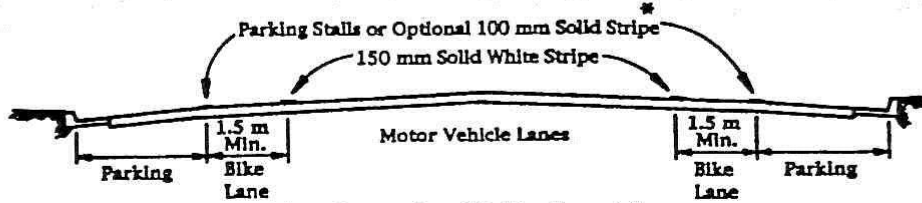
NOTE: See Index 1003.1(5).

* One - Way: 1.5 m Minimum Width
Two - Way: 2.4 m Minimum Width

1000-18
July 1, 1995

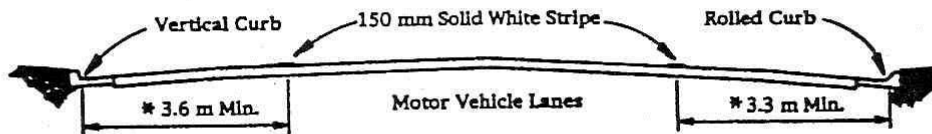
HIGHWAY DESIGN MANUAL

Figure 1003.2A
Typical Bike Lane Cross Sections
(On 2-lane or Multilane Highways)



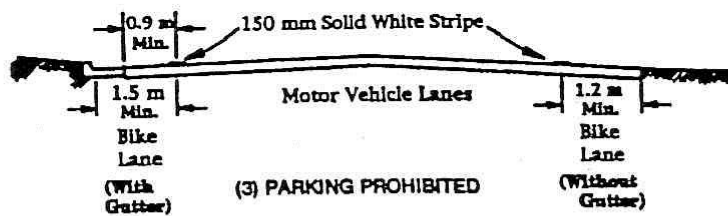
* The optional solid white stripe may be advisable where stalls are unnecessary (because parking is light) but there is concern that motorists may misconstrue the bike lane to be a traffic lane.

(1) STRIPED PARKING

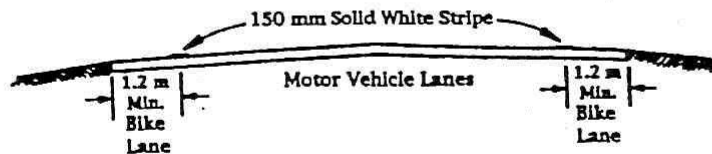


* 3.9 m is recommended where there is substantial parking or turnover of parked cars is high (e.g. commercial areas)

(2) PARKING PERMITTED WITHOUT
PARKING STRIPE OR STALL



(3) PARKING PROHIBITED

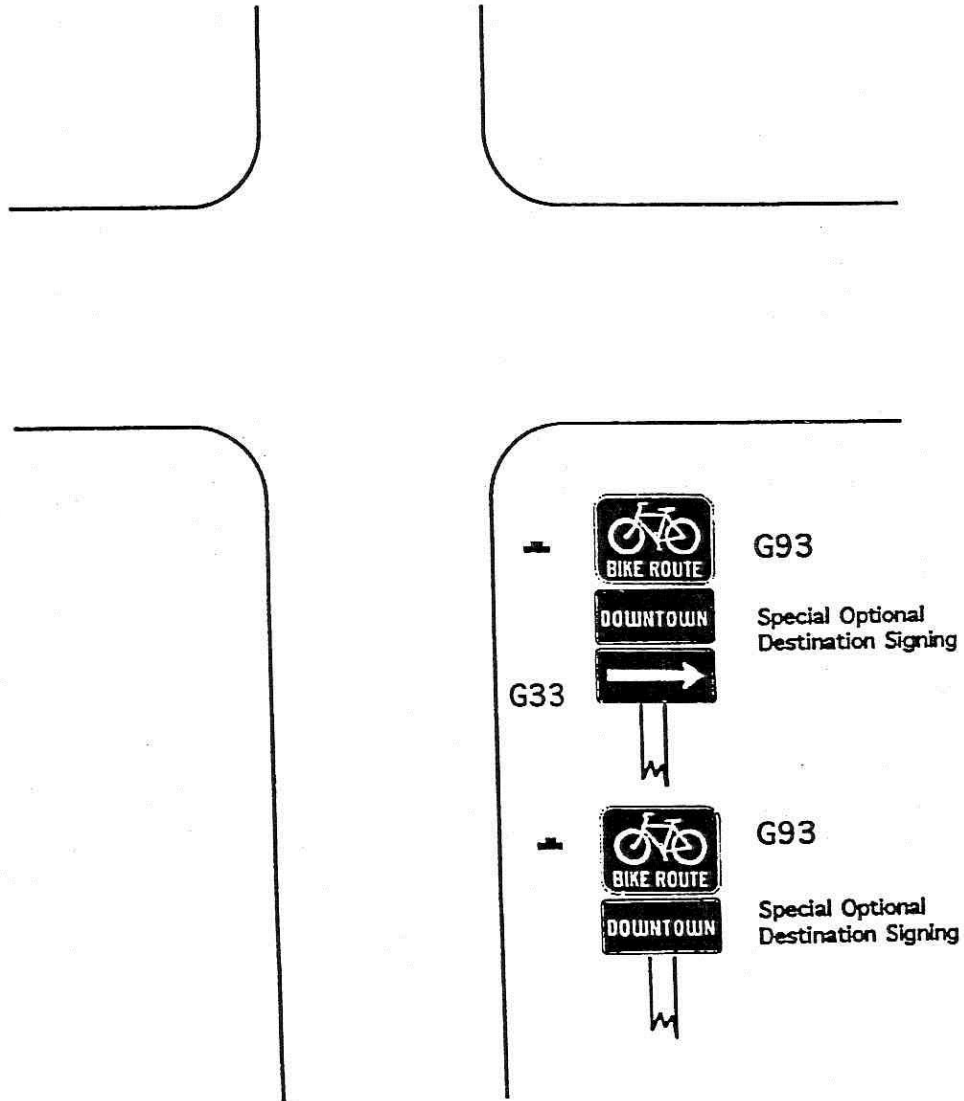


(4) TYPICAL ROADWAY
IN OUTLYING AREAS
PARKING RESTRICTED

1000-30
July 1, 1995

HIGHWAY DESIGN MANUAL

Figure 1004.4
Bike Route Signing



NOTES: The G93 Bike Route signs shall be placed at all points where the route changes direction and periodically as necessary.

APPENDIX “B”

Bikeway Cost Reference Data

Bikeway Type	Estimated Cost Range Source*	Estimated Cost per Linear Foot
Class I Bike Path	\$57-\$71.25 per linear foot (Town of Paradise Engineer's estimate)*	\$81.90
Class II Bike Lane signage and striping only	\$1.98-\$2.82 per linear foot (Town of Paradise Engineer's estimate)*	\$3.24
Class II Bike Lane Additional pavement only	\$9.00-\$15.00 per linear foot for 4 foot wide pavement strip on one side of street (Town of Paradise Engineer's estimate)*	\$28.50 (two sides of street)
Class III Bike Route signage only	\$0.21-\$0.27 per linear foot (Town of Paradise Engineer's estimate)*	\$0.33

*Based upon estimated construction costs associated with right-of-way acquisition, tree felling and stump removal, inadequate shoulder widths and topographical constraints characteristic of bicycle path construction and establishment in the Town of Paradise.

APPENDIX “C”

Bicycle Transportation Plan Checklist

BTP TITLE:	TOWN OF PARADISE BICYCLE AND PEDESTRIAN PLAN	
LOCAL AGENCY:	TOWN OF PARADISE	ADOPTED Y__ N__ DATE: __/__/__
TRANSPORTATION PLANNING AGENCY:	BUTTE COUNTY ASSOCIATION OF GOVERNMENTS	APPROVAL Y__ N__ DATE: __/__/__
BFU REVIEW:	APPROVED _____ DISAPPROVED _____	DATE: __/__/__

Yes	No	Requirement	Pages	Comments
X		(a) The estimated number of existing bicycle commuters in the plan area and the estimated increase in the number of bicycle commuters resulting from implementation of the plan.	6, 8	See "Commute Patterns" section
X		(b) A map and description of existing and proposed land use and settlement patterns which shall include, but not be limited to, locations of residential neighborhoods, schools, shopping centers, public buildings, and major employment centers.	3, 7	See "Land Use Patterns" section & Figure 2
X		(c) A map and description of existing and proposed bikeways.	10-14	See "Existing Facilities," "Planned Facilities" sections & Figure 3
X		(d) A map and description of existing and proposed end-of-trip bicycle parking facilities. These shall include, but not be limited to, parking at schools, shopping centers, public buildings, and major employment centers.	7, 15-16	See Figure 2 & "Bicycle Parking" section
X		(e) A map and description of existing and proposed bicycle transport and parking facilities for connections with and use of other transportation modes. These shall include, but not be limited to, parking facilities at transit stops, rail and transit terminals, ferry docks and landings, park and ride lots, and provisions for transporting bicyclists and bicycles on transit or rail vehicles or ferry vessels.	7, 15-16	See Figure 2 & "Bicycle Parking" section
X		(f) A map and description of existing and proposed facilities for changing and storing clothes and equipment. These shall include, but not be limited to, locker, restroom, and shower facilities near bicycle parking facilities.	7, 15-16	See Figure 2 & "Bicycle Parking Section
X		(g) A description of bicycle safety and education programs conducted in the area included within the plan, efforts by the law enforcement agency having primary traffic law enforcement responsibility in the area to enforce provisions of the Vehicle Code pertaining to bicycle operation, and the resulting effect on accidents involving bicyclists.	16-17	See "Bicycle Safety and Education" section
X		(h) A description of the extent of citizen and community involvement in development of the plan, including, but not limited to, letters of support.	2-3	See "Public Participation Process" section
X		(i) A description of how the bicycle transportation plan has been coordinated and is consistent with other local or regional transportation, air quality, or energy conservation plans, including, but not limited to, programs that provide incentives for bicycle commuting.	1-2	See "Introduction" & "Previous Planning Efforts" sections
X		(j) A description of the projects proposed in the plan and a listing of their priorities for implementation.	8-9, 11-14	See Fig. 2, Fig. 3 & "Regional Context," "Planned Facilities" sections
X		(k) A description of past expenditures for bicycle facilities and future financial needs for projects that improve safety and convenience for bicycle commuters in the plan area.	12, 14-16	See "Planned Facilities" section, Figure 3

**TOWN OF PARADISE
COUNCIL AGENDA SUMMARY
DATE: February 7, 2012**

ORIGINATED BY: Chris M. Buzzard, Chief of Police **AGENDA ITEM:** 7 (d)

REVIEWED BY: Charles Rough, Jr., Town Manager

SUBJECT: Consider Purchase of Police/Fire Radio Console & Authorize the Police Chief to Acquire Bids for Purchase of an Audio Logger/ Recorder, not to exceed a total cost of \$40,875.00.

COUNCIL ACTION REQUESTED: Adopt a Motion to:

- (1) Authorize the Town to contribute the 25% matching funds of the IECGP Grant (approximately \$24,875.00) for the purchase of the Police/Fire Radio Console, AND;**
- (2) Authorize the Police Chief to go out to bid for the purchase of a Police and Fire Voice Logger / Recorder system previously approved in the current year budget, AND;**
- (3) Authorize the Town Manager to enter into a five year lease purchase for the above projects.**

BACKGROUND:

On February 8, 2011, Council approved agenda item 3(p) authorizing contributing local funds for the Interoperability Emergency Communication Grant Program (IECGP) of \$25,000.00 for the lease purchase of a new Police/Fire Radio Console. For detail of the Police Fire Radio Console grant approval, please refer to the attached February 8, 2011, staff report (agenda item 3(p)). With the bid process complete, the department is ready to proceed with purchasing the radio system with the grant funds (approximately \$74,000) and contributing town funds.

In September 2003, the Department purchased its current voice logger / recorder system, which is currently in use. This device records all 911 calls, incoming and outgoing Police/Fire dispatch business telephone lines, and Police/Fire radio traffic. The recordings are used as evidence in criminal and civil proceedings, to document police activity, and to audit personnel performance. The system typically has a life expectancy of five years, and is past its "end of life" point, yet we have managed to prolong the use of the system. However, at this point the manufacturer will no longer provide a comprehensive maintenance agreement resulting in costly part replacement.

On June 28, 2011, Council approved the FY 2011/12 budget that included a 5 year lease purchase amount of \$3542.00 (per year) toward the total \$16,000.00 which is what is anticipated to replace the Police/Fire logger/recorder. For these reasons, the department is requesting authorization to proceed with seeking bids for this replacement system. Upon completion of the process, the matter will be referred back to council for further action.

FINANCIAL IMPACT: In 2011/12 the Town budgeted \$5,534 under 1010.30.4530.5501 for the lease payments of the Police/Fire Radio Console, and budgeted \$3,542 under 1010.30.4510.5501 for the lease payments of the voice logger / recorder. Initial quotes from the lease company indicate that this equipment can be financed with annual payments of \$9,126.19 which would exceed budget by less than \$100.00. If this purchase is authorized, the Finance Director will submit the final analysis and lease documents for approval at the next Town Council meeting.

**TOWN OF PARADISE
COUNCIL AGENDA SUMMARY
DATE: February 8, 2011**

ORIGINATED BY: Chris M. Buzzard, Chief of Police **AGENDA ITEM:** 3 (p)

REVIEWED BY: Charles Rough, Jr., Town Manager

SUBJECT: Acceptance of Interoperable Emergency Communication Grant Program (IECGP) for the replacement of the Paradise Public Safety radio system.

COUNCIL ACTION REQUESTED: Adopt a Motion to:

- (1) Accept a Interoperable Emergency Communication Grant Program (IECGP) of approximately \$78,000, AND
- (2) Authorize the Town to contribute the 25% matching funds (approximately \$26,000.00) as part of the acceptance of the grant, AND
- (2) Authorize the Police Chief to expend the grant funds on the replacement of the Paradise Public Safety radio system.
- (3) Authorize the County of Butte to award an agreement with a contractor, determined by the Town, to make the requested replacement of the Paradise Public Safety radio system.

BACKGROUND:

In 2004 the Paradise Police Department purchased a Public Safety radio system from Moducom Communication Systems for the Paradise Public Safety center. Each year after the purchase the Department maintained an annual maintenance agreement with Moducom for approximately \$2500.00 per year. In December of 2010, the Department received a maintenance agreement bill for approximately \$7800.00, for maintenance coverage for calendar year 2011. Moducom indicated the increase of the agreement was due to the equipment being antiquated and replacement parts were no longer available and they would not provide a maintenance agreement beyond 2011. Currently we do not have a maintenance agreement for the Dispatch radio system. If the system develops a problem, the initial call out is \$300.00 plus \$150.00 an hour for repairs.

To remain interoperable with our field units and surrounding allied agencies the Department began researching the replacement of the Public Safety radio system and research alternative funding sources. The Department determined the replacement costs would be approximately \$104,000.00. The Department located the FY2010 IECGP funding that would provide 75% (approximately \$78000.00) of the project cost, with the Town contributing 25% (approximately \$26,000.00). Through the grant application process, the Paradise Public Safety radio replacement project was awarded the grant.

This grant originates from the Federal Emergency Management Agency and facilitated by the County of Butte, Office of Emergency Services, similar to the Homeland Security Grant. The Department will provide the specifications of the radio equipment to the Butte County Office of Emergency Services, who will request for bids, according to the grant regulations. Once the bids arrive the County will award an agreement with a contractor, determined by the Town, for the requested replacement of the Paradise Public Safety radio system. The County will pay the grant portion directly to the contractor, and the Town will pay the match portion directly.

FINANCIAL IMPACT: The Town's portion of this project will increase the general fund expenditures beginning FY2011/2012. The matching funds of approximately \$26,000.00 will be obtained through a lease payment over five years with an annual payment of approximately \$5800.00 with the first payment due in FY2011/2012 budget. There will be \$7800.00 savings to the FY2010/2011 budget by not renewing the Moducom maintenance agreement.



**Town of Paradise
Council Agenda Summary
Date: February 7, 2012**

Agenda Item: 7

Originated by: Joanna Gutierrez, Town Clerk
Dina Volenski, Assistant Town Clerk

Reviewed by: Charles L. Rough, Jr, Town Manager
Lauren Gill, Assistant Town Manager
Gina Will, Finance Director

Subject: Streamlining the Agenda/Meeting Process through Technology

Council Action Requested: Discuss the possible implementation of an electronic, automated agenda/meeting solution for the Town of Paradise; and consider: (1) Authorizing a budget allocation in the amount of \$1,995 for continued use of the solution provided by Agenda Pal through the end of the fiscal year. The solution is currently being tested on a 90-day trial basis scheduled to end February 7, 2012; and, if approved, (2) Directing the Town Attorney to review the master subscription agreement with Agenda Pal; and, (3) Upon approval of the agreement by the Town Attorney, authorizing the Mayor to execute the master subscription agreement with Agenda Pal.

Alternatives: Consider other direction to staff relating to the agenda/meeting process.

This report explains “how we got to here”, the results of the 90-day trial period of the agenda/meeting management solution offered by Agenda Pal; and, how “opportunity cost” reductions that this solution could provide were calculated.

Background:

April 26, 2011 Special Meeting: At this annual goal setting session, the Town Clerk presented department goals and requested direction relating to implementation of technology that would provide internal (staff) efficiencies and external (public) accessibility to information through a “paperless” agenda management systems integrated with audio/video streaming.

The cost of such a system is justified by:

- Reducing staff labor and paper necessary to create/edit/amend agenda reports;
- Reducing clerk costs in time spent on agenda preparation and distribution; and,
- Reducing costs by reducing or eliminating paper agenda packets.

At the goal setting session, Town Council established priorities for each of the Town’s three primary missions, one of which is to maintain the Town’s financial stability and fiscal solvency by streamlining processes through technology.

June 28, 2011 Special Meeting: Agenda/meeting automation is discussed at the annual budget session, and Council directed review of the technology that could streamline the agenda/meeting process as a possible cost savings measure.

October 4, 2011 Regular Meeting: Town Clerk presented a report to Council summarizing different options with various vendors, associated costs and potential benefits relating to implementation of an agenda/meeting management system.

Council authorized a 90-day trial of an electronic agenda/meeting management solution to meet the Town Council's goal of streamlining processes through technology, vendor to be selected by staff.

Discussion

1. Staff chose the solution provided by Agenda Pal as this company was willing to provide a 90-day trial of the product at no cost to the Town of Paradise thus providing the opportunity for the Town staff to use and evaluate the solution without any dollars spent. The solution was up and running by October 6, 2011 and has been used to process the information packets for four regular and three special Town Council meetings beginning on November 1, 2011 and ending February 7, 2012. Training and support for the product has been provided on demand during this trial period, by phone by email and through webinars.

2. The Agenda Pal hosted site (the "cloud" environment) provides a centralized and efficient means for agenda reports to be processed. Users log onto the site with a password and client code. The report creators upload proposed agenda reports from personal computers, and the system automatically converts the documents into a 'pdf' format and kicks off an approval workflow. In our agency reviewers/approvers include the Finance Director, the Town Attorney and the Town Manager. The "cloud" provides a centralized site for submitters and approvers to submit and review reports at any time, from any computer, at a time that is most efficient for the user.

Once documents are approved, the Town Clerk logs on to create the agenda and agenda packet within the Agenda Pal solution. The re-keying of data is greatly reduced; the scanning of reports that was required to capture the manual signoff and conversion to 'pdf' format is eliminated; and, the agenda and agenda packet are automatically collated and published to the website. Necessary hard copies are routed to the Biz-Hub for printing.

3. Staff feedback relating to the Agenda Pal product has been positive, confirming that the product is user friendly and does, in fact, generate time efficiencies.

Business & Housing: Product is easy to use; supports efficiencies of a streamlined process.

Development Services: The website was much easier to use than expected. The ability to work from home is also a plus. Likes ease of access to documents.

Finance: Likes the opportunity to review items for potential unknown fiscal impacts; likes the central site that allows review of items when convenient; eliminates manual tracking down of items created by Finance Department. Process is less intuitive than hoped for, but is adjusting.

Fire: Has not needed product for agenda items, but likes ability to view items and associated material on the website and to print only desired information.

Police: Useful, time efficient method of routing reports; system was easy to navigate and to learn; driving time to Town Hall eliminated; solution allows author to track report progress along the "routing way."

Savings /Cost Reduction Calculations:

The agenda/meeting process is one that is mandated by the California Government Code. The Agenda Pal solution creates "opportunity" to reduce the labor cost of this process. No 'hard dollar' savings will be achieved. Rather, it represents a cost reduction by reducing the labor cost for the required agenda process.

Facts: For calendar year 2011, there was an average of 14 agenda items per regular meeting. The following calculations are based on a total of 12 items per regular meeting, removing the items relating to the minutes and check register.

Time Cost: There are a minimum of four persons involved in the creation, submission and approval process of agenda items: One submitter and three reviewers (a department manager or mid-manager, Finance Director, Town Attorney and Town Manager). Based on information from the Finance Director, the average combined salary cost of these four positions equals \$80.00 per hour.

Two persons, the Town Clerk and Assistant Town Clerk, create and distribute the agenda and agenda packet for an average combined salary cost of \$50 per hour.

If as little as 15 minutes of time was reduced from the **submission and routing** (approval) process for each agenda item, which would be 3.75 minutes per person, the cost per item would be reduced \$20 per item for a total cost reduction of \$240 per agenda, an annual cost reduction \$2,880. (3 hour reduction at \$80 per hour: \$240)

An average of six hours has been reduced from the labor required by the Town Clerk and Assistant Town Clerk for creation and distribution of agenda packets to the Town Council, staff, the media and the public, a reduction of \$300 per agenda - annual cost reduction of \$3,600. (6 hour reduction at \$50 per hour: \$300)

Estimated Time Savings per agenda: \$240 - 3 hours @ \$80 per hour
\$300 - 6 hours @ \$50 per hour
\$ 540

Total Estimated Annual Time Savings (12 meetings): \$6,480
Annual Cost of Agenda Pal @\$399 per month \$4,788
Total \$1,692

Conclusion: An investment in an automated, electronic agenda/meeting management solution will upgrade the Town of Paradise administrative operation by reducing the labor cost of producing an agenda through a more efficient delivery of a mandated service and provide an opportunity to reallocate labor resources within the organization.

Fiscal Impact Analysis: \$399 per month for the Agenda/Meeting Management Services which would result in a \$4,788 annual cost to the Town's General Fund.