The California Emergency Management Agency

Elected Officials' Guide to Emergency Management

2011

www.calema.ca.gov

This guide is a condensed summary of emergency management responsibilities in the event of an emergency or disaster. It is designed to provide elected officials with an understanding and overview of emergency management in the state. More detailed information can be found in the California State Emergency Plan at www.calema.ca.gov, or by calling the California State Warning Center at (916) 845-8911.

About Cal EMA

Assembly Bill 38 (Chapter 372, Statutes of 2008) created the California Emergency Management Agency (Cal EMA) as a cabinet level agency, reporting directly to the Governor, and vested with the duties, powers, purposes, responsibilities, and jurisdictions previously held within the Governor's Office of Emergency Services and the Governor's Office of Homeland Security. These offices were integrated to facilitate greater efficiencies and effectiveness by unifying responsibilities for the oversight and coordination of homeland security and emergency preparedness, prevention, response, and recovery in California.

Cal EMA is responsible for the coordination of overall state agency response to major disasters in support of local government and for homeland security activities throughout the state. The responsibility for homeland security and public safety crosses nearly every jurisdictional and geographic line. California remains a high-risk environment for catastrophic events, both natural and man made. As such, the State's emergency preparedness and homeland security efforts continue to be challenged. The State must continue to leverage existing resources and expertise to ensure our first responders have the best tools and training to prevent, protect, respond to, and recover from all events, both natural and intentional.

During emergency events, Cal EMA coordinates the integration of federal resources into state and local response and recovery operations. Cal EMA partners with every level of government, businesses, community-based organizations, and volunteers to maximize the use of all resources during emergencies. Shared responsibility for emergency management, preparedness and public safety is demonstrated through numerous mutual-aid agreements between federal, state and local entities with California.

Cal EMA Divisions include:

- Executive
- Office of Administrative Services
- Homeland Security
- Information Analysis, Watch and Warning
- Grants Monitoring
- Preparedness and Training
- Public Safety and Victims Services
- Regional Operations
- Fire and Rescue
- Recovery
- Law Enforcement
- Technology Operations

The Role of Elected Officials

You play a crucial role in public safety. Your understanding and support of emergency management is vital to the safety and well-being of the public and our communities. Emergency management is a critical government function from mitigation through long-term disaster recovery and preparedness efforts.

Before a disaster occurs elected officials are encouraged to meet with their emergency management officials and establish solid relationships, request briefings on state and local preparedness efforts, learn about emergency plans and procedures, and visit the emergency operations center and other critical facilities.

During times of crisis, elected officials can be a valuable asset to their communities by having a clear understanding of how government responds to emergencies and disasters, what resources are available, what types of assistance can be provided to citizens, and how much time it may take to deliver the assistance.

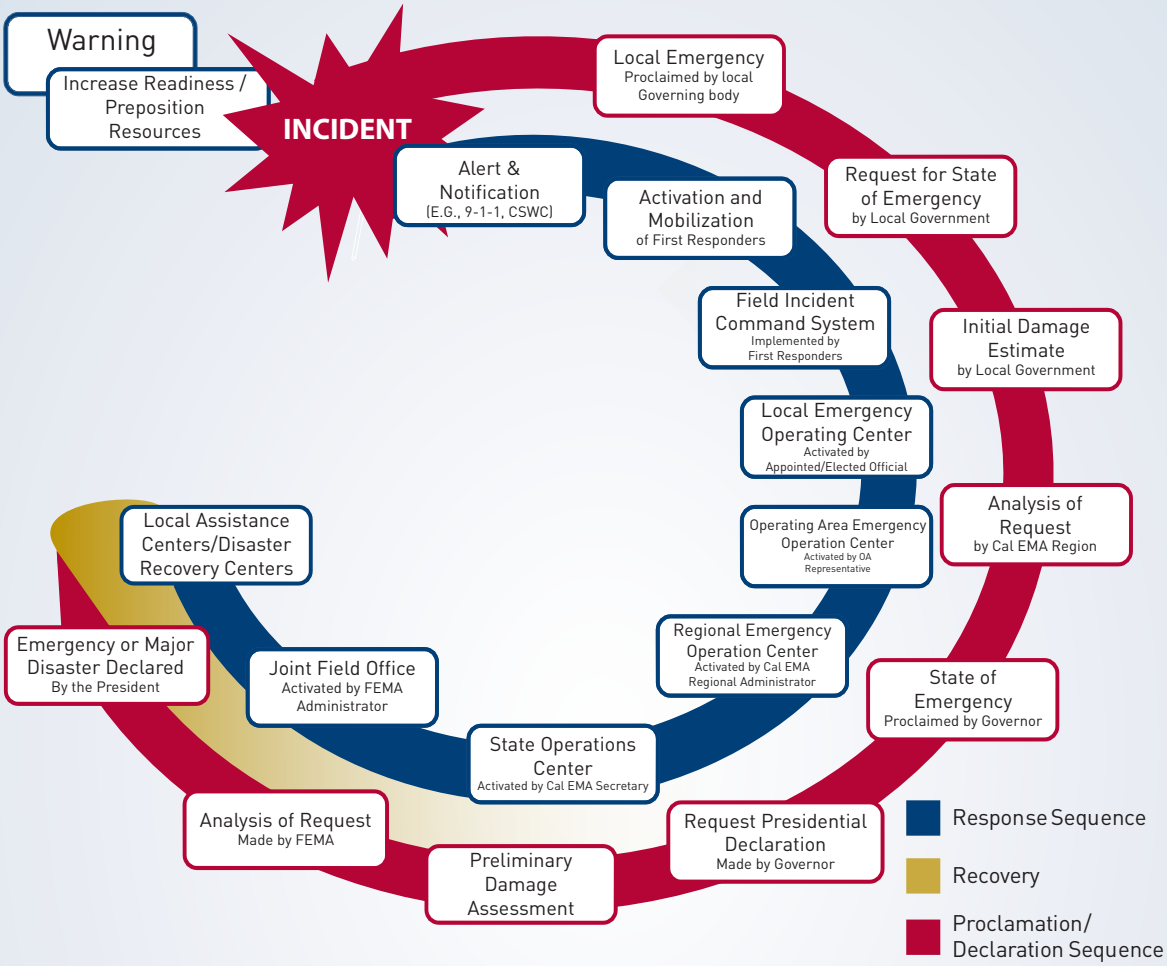
Policy makers have a responsibility to make decisions that will ensure the safety of their constituents and communities. Land use and building code decisions that factor in fire potential and other significant disaster hazards can help contribute to increased public safety.

Be aware of hazards in your area. Cal EMA's Emergency Notification System helps keep you updated with daily situation reports. Use the form in the back of this guide to be kept up-to-date.

Leadership Before a Disaster Strikes

- Meet with your emergency management team to learn about the hazards that threaten your jurisdiction and what is being done to address those hazards.
- Learn about emergency management and disaster assistance services, as well as limitations.
- Encourage all government agencies and business leaders to coordinate and collaborate with the emergency management agency.
- Visit your jurisdiction's emergency operations center.
- Encourage individuals, families and businesses to develop an emergency plan and be self-sufficient in the immediate aftermath of a disaster.
- Prepare to become a leader to your constituents during an emergency.

Emergency Management Sequence of Key Events



The State Emergency Plan

In accordance with the California Emergency Services Act, the State Emergency Plan describes:

- Methods for carrying out emergency operations;
- The process for rendering mutual aid;
- Emergency services of governmental agencies;
- How resources are mobilized;
- Emergency public information; and
- Continuity of Government.

Potential Threats in California:

Civil Unrest

Earthquake

Energy Disruption

Flood, Fire, Dam and Levee Failure

Tsunami

Hazardous Material Emergency

Food and Agriculture Emergency

Pandemic and Epidemic

Severe Weather

Terrorist Attack

The Cal EMA California State Warning Center (CSWC) is staffed

24 hours

a day,

365 days

per year.

The CWSC monitors disaster events worldwide

Last year, staff in the Cal EMA Warning Center handled nearly 150,000 calls, as well as reports of more than 11,000 hazardous materials spills and 140 seismic and tsunami events. Between January 2009 and December 2010 more than 650,000 alert and warning notifications were made to local, state and federal agencies and public private partners for 45 major disasters.

California uses a Standardized Emergency Management System (SEMS) to facilitate communication during an emergency or disaster. This standardized system is the cornerstone of California's emergency response system and was created by a state law enacted after the devastating Oakland Fire Storm in the mid 1990s. Its purpose is to strengthen mutual aid response. The system unifies all elements of California's emergency management community into a single integrated system and standardizes key elements and functions that include management, operations logistics, planning and intelligence and finance and administration.

SEMS is required by the California Emergency Services Act for managing multi-agency and multi-jurisdictional responses to emergencies in California. The system has been so successful that it serves as the basis of the federal National Incident Management System. State agencies are required to use SEMS and local government entities must use SEMS to be eligible for reimbursement of response-related costs under the state's disaster assistance programs.

California's SEMS is so successful it has become the basis of the National Incident Management System

Cal EMA's services begin long before a disaster occurs

When there is an immediate threat or actual emergency, local governments have the primary responsibility to implement emergency plans and take critical actions to mitigate or reduce the emergency threat. Actions include the timely deployment of law enforcement and fire fighting services and field-level emergency response personnel and the activation of emergency operations centers and issuing orders to protect the public. Cities and counties have ordinances that establish an emergency organization and local disaster council. The ordinances provide for the development of an emergency plan, establishing responsibilities for emergency management operations and specifying the officials authorized to proclaim a local emergency.

Types of Emergency Declarations

Swiftwater Rescue Training
Cal EMA partners with the California National Guard to conduct training excercises on the American River

There are several types of emergency declarations that can be instituted by various state and federal agencies. Based on factors including location, severity, property and population affected, many types of state, local and federal assistance programs are available.

Local Emergency	Proclaimed by the governing body of a local government, a local emergency occurs when conditions become or are anticipated to exceed the resources of a local jurisdiction.
State of Emergency	Proclaimed by the Governor when conditions exceed the control of local government and require the combined forces of mutual aid regions.
Fire Management Assistance Declaration	Declared by FEMA based on a state request, not requiring a local or state proclamation, or a Presidential declaration.
Presidential Declaration of Emergency	Declared by the President following the Governor's provision of information that state and local resources have been tasked and that specific federal aid is required.
Presidential Declaration of Major Disaster	Declared by the President at the request of the Governor or Acting Governor. California's $48 million fiscal threshold must be met barring a "catastrophe of unusual severity and magnitude".
US SBA Designation	Designated by the Small Business Association based on a state request.
USDA Disaster Declaration	Designated by the USDA Secretary based on a state request.

Assistance Available

Under a declaration of emergency, the California Disaster Assistance Act (CDAA) authorizes the state to provide financial assistance for costs incurred by local governments resulting from emergency response actions. California does not have authority to offer financial assistance directly to disaster survivors; however Cal EMA actively coordinates with Federal, State and Non-government Organizations to provide assistance to individuals, households, business and the agricultural community.

Local Emergency Declaration · State of Emergency Delaration · Fire Management Assistance Funding · Presidental Emergency Declaration · Presidental Declaration of Major Disaster · US SBA Declaration · USDA Disaster Declaraion

State Public Assistance (under CDAA) – Under a Secretary's Concurrence, the state can fund local agency costs to restore infrastructure.

State Public Assistance (under CDAA) – Under a Governor's Proclamation, the state can fund local agencies and some non-profits for their response and infrastructure restoration costs.

Fire Management Assistance Grants are federal funds to local/state agencies for fire suppression and are determined by the characteristics of each fire. The uncontrolled fire must threaten such destruction as would constitute a major disaster.

Federal disaster response funding is available to the state for reimbursement of response-related costs, if the state can demonstrate that effective response is beyond the state's capability and that Federal assistance is necessary to save lives, protect health, safety and property.

Through the Federal Assistance to Individuals and Households Program (IHP), Federal grants to individuals may be implemented upon a Presidential declaration of emergency or major disaster. There is no set loss threshold to implement; FEMA considers such criteria as concentration of damages, trauma, special populations, and others.

The State Supplemental Grant Program (SSGP) offers grants to individuals from the state beyond the federal IHP. Administered by the Department of Social Services only when federal IHP is activated, the SSGP may be implemented upon a Presidential declaration of emergency or major disaster.

Federal Public Assistance for local/state/nonprofit/tribes for response, debris removal and restoration. The state must request within 30 days of the occurrence; demonstrate that necessary actions are beyond the state's capability and damages must meet the per capita threshold and/or other criteria defined in federal regulations.

Federal Assistance to Individuals and Households, grants to individuals for necessary expenses or serious needs, with similar requirements to a Presidential Declaration of Emergency.

Crisis counseling funded by FEMA and administered by the Department of Mental Health to benefits for up to 9 months.

Disaster Unemployment Assistance provided by the Department of Labor offers up to 26 weeks of unemployment benefits.

US Small Business Administration (SBA) Physical Disaster Loans. Real and personal property loans implemented when at least 25 homes and/or 3 businesses each have suffered 40% uninsured losses.

SBA Economic Injury Disaster Loans (EIDL). Federal working capital loans for businesses. Implemented when at least 5 businesses have suffered economic injury and other assistance is not available; may be implemented under a USDA designation; and may be implemented under SBA physical declarations.

Emergency loans available to eligible farmers and ranchers who have suffered at least 30% crop production loss or a physical loss to livestock products, real estate or chattel property. Requires a USDA Secretary declaration, when requested by the Governor or the Secretary of Cal EMA, on behalf of a local agriculture commissioner or local government. The USDA will also implement the Emergency Loan program subsequent to a Presidential declaration without an additional request from the state.

Types of Recovery Programs

The chart below provides an overview of available programs, and indicates local, state and federal proclamation/declaration requirements, and program implementation criteria.

Assistance Type	Local	State	Federal	Program Implementation Criteria
Fire Management Assistance Grant (FMAG)	No	No	Yes	Fire suppression - The uncontrolled fire must threaten such destruction as would constitute a major disaster.
State Public Assistance: Secretary's Concurrence	Yes	No	No	Restoration of public infrastructure only - The event must be beyond the control/capabilities of the local jurisdiction.
State Public Assistance: Governor's Proclamation	Yes	Yes	No	Response and restoration costs - The event must be beyond the control/capabilities of the local jurisdiction.
Federal Public Assistance: Major Disaster	Yes	Yes	Yes	Response and restoration costs - The state must request within 30 days of the occurrence; demonstrate that necessary actions are beyond the state's capability and damages must meet the per capita threshold and/or other criteria defined in federal regulations.
Federal Public Assistance: Emergency	Yes	Yes	Yes	Response costs only - The state must request within 5 days after the need becomes apparent; must demonstrate that effective response is beyond the state's capability and that federal assistance is necessary to save lives and protect health, safety, and property.
Federal Individuals and Households Program (IHP)	Yes	Yes	Yes	Grants to individuals for necessary expenses or serious needs - May be implemented upon a Presidential declaration. There is no set threshold; however, FEMA considers such criteria as concentration of damages, trauma, special populations, etc.
State Supplemental Grant Program (SSGP)	Yes	Yes	Yes	Supplemental grants beyond IHP - Administered by the Department of Social Services and only implemented when Federal IHP is activated.
Small Business Administration (SBA) Economic Injury Disaster Loans	No	No	Yes	Working capital loans for small businesses - May be independently implemented when at least 5 small businesses have suffered economic injury and other assistance is not otherwise available; may be implemented under an USDA designation; and may be implemented under SBA physical declarations.
SBA Physical Disaster Loan Program	No	No	Yes	Real and personal property loans - May be independently implemented when at least 25 homes and/or 3 businesses have suffered 40% uninsured losses; may also be implemented upon a Presidential declaration.
US Department of Agriculture Disaster Designation	No	No	Yes	Crop production loss loans - May be made available to farmers/ranchers who have suffered at least 30% crop production loss or a physical loss of livestock products, real estate or chattel property. USDA can implement this program when requested by Cal EMA on behalf of a local agricultural commissioner or local government authority.
Crisis Counselling Programs	Yes	Yes	Yes	Referral services and short-term counselling - Funded by FEMA and administered by DMH to provide short or long-term (up to 9 months) services.
Disaster Unemployment Assistance	Yes	Yes	Yes	Weekly benefits - May be implemented by the Department of Labor upon a Presidential declaration to provide up to 26 weeks of unemployment benefits.

FREQUENTLY ASKED QUESTIONS

Under the California Disaster Assistance Act what benefits are available when conditions of a disaster or extreme peril are beyond the control of a city or county?

Based on a local emergency proclamation that has been accepted by the Agency Secretary, a local agency may get reimbursement (75 percent) for permanent repair, replacement, restoration costs for disaster-damaged facilities. The remaining 25 percent cost share is the responsibility of local government. When the Governor proclaims an emergency due to conditions of disaster or extreme peril beyond the control of local government and the combined forces of a mutual aid response the state can fund local agencies and some non-profits for their response and infrastructure restoration costs.

How is a Local Emergency Proclamation triggered and why is it important?

A "Local Emergency" is proclaimed when a disaster or other conditions exist that may cause harm to people and property occurs within the territorial limits of a county, city and county, or city, and those conditions exceed, or have the potential to exceed, local resources and capabilities.

What is a Governor's Proclamation of a State of Emergency and how is it triggered?

When emergency conditions exceed, or have the potential to exceed, local resources and capabilities a local jurisdiction may request that the Governor Proclaim a State of Emergency under the California Emergency Services Act. 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 capacity and capabilities of the local authorities.

Swiftwater Rescue Teams
Cal EMA emergency responders assist in rescue and recovery operations during Hurricane Katrina

Does the Governor have expanded emergency powers during a proclaimed State of Emergency?

Yes, 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.
- 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.

What is the purpose of a Presidential Declaration of Emergency or Major Disaster and how is it triggered?

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 a Presidential Declaration of Emergency or Major Disaster Declaration. The Governor must request a Presidential Declaration of Emergency or Major Disaster Declaration on behalf of local government within 5 days after the need for federal emergency assistance is apparent.

How are requests for Presidential Emergency evaluated and how long does the process take?

Upon submission of the request, FEMA conducts a Preliminary Damage Assessment to determine if the incident is of sufficient severity to require federal assistance under the Stafford Act and makes a recommendation to the President through the Federal Department of Homeland Security. The decision to approve the request is based on the amount and type of damage, potential needs of the affected jurisdiction and 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. This process could take a few days to a few weeks depending on the magnitude of the incident. If the incident is so severe that the damage is overwhelming and immediately apparent, the President may declare a major disaster immediately.

Who is in charge during an emergency or disaster?

The Incident Commander sets the objectives and approves the strategy and tactics to be used for the incident. The Incident Commander will be a high ranking official of whichever local agency has the lead role in the incident, (Fire, Police, Public Health, etc.).

What can my constituents do to be more prepared for an emergency?

Individuals, families and businesses should develop an emergency plan and be self-sufficient in the immediate aftermath of a disaster. It is important that individuals and families create an emergency supply kit with food, water, and other supplies in sufficient quantity to last for at least three days, have a plan of action should an emergency occur, and, most importantly, be informed about potential hazards and how to prepare for them. Encourage your constituents to review preparedness tips on Cal EMA's website at www.calema.ca.gov/preparedness

What is the process for individuals, households and business to request assistance in the aftermath of a disaster?

The California Emergency Services Act designates each county as an Operational Area to coordinate the emergency activities and resources of its political subdivisions. Once a declaration of emergency has been made, damage information should be reported to the local Emergency Service Office. It is the responsibility of the local office to collect and report local disaster damage to Cal EMA. A list of local emergency offices can be found at calema.ca.gov by clicking on "Contacts and Resources by County" under Featured Topics on the Cal EMA home page.

The Cal EMA State Operations Center

Cal EMA continuously updates it's system to provide Legislative Members and their staff with daily situational reports and notification of emergency and/or disaster situations within their jurisdiction. Notifications are provided 24 hours a day via Fax or E-Mail, Cal EMA recommends a direct E-mail address checked frequently by you or your staff. Please add Cal EMA to your address book.

Automated Emergency Notification System

Contact Information Form for California Legislative Members

Date: _____

Action(s) Requested:

☐ Add New Contacts
☐ Change Existing Contacts

District Number: _____

Counties for which notification is requested: _____

_____

_____

_____

_____

(Please Print)

Legislative Member's full name: _____

E-Mail Address: _____

Fax Number: _____ Alternate Fax Number: _____

Staff/Alternate contact name & title: _____

E-Mail Address: _____

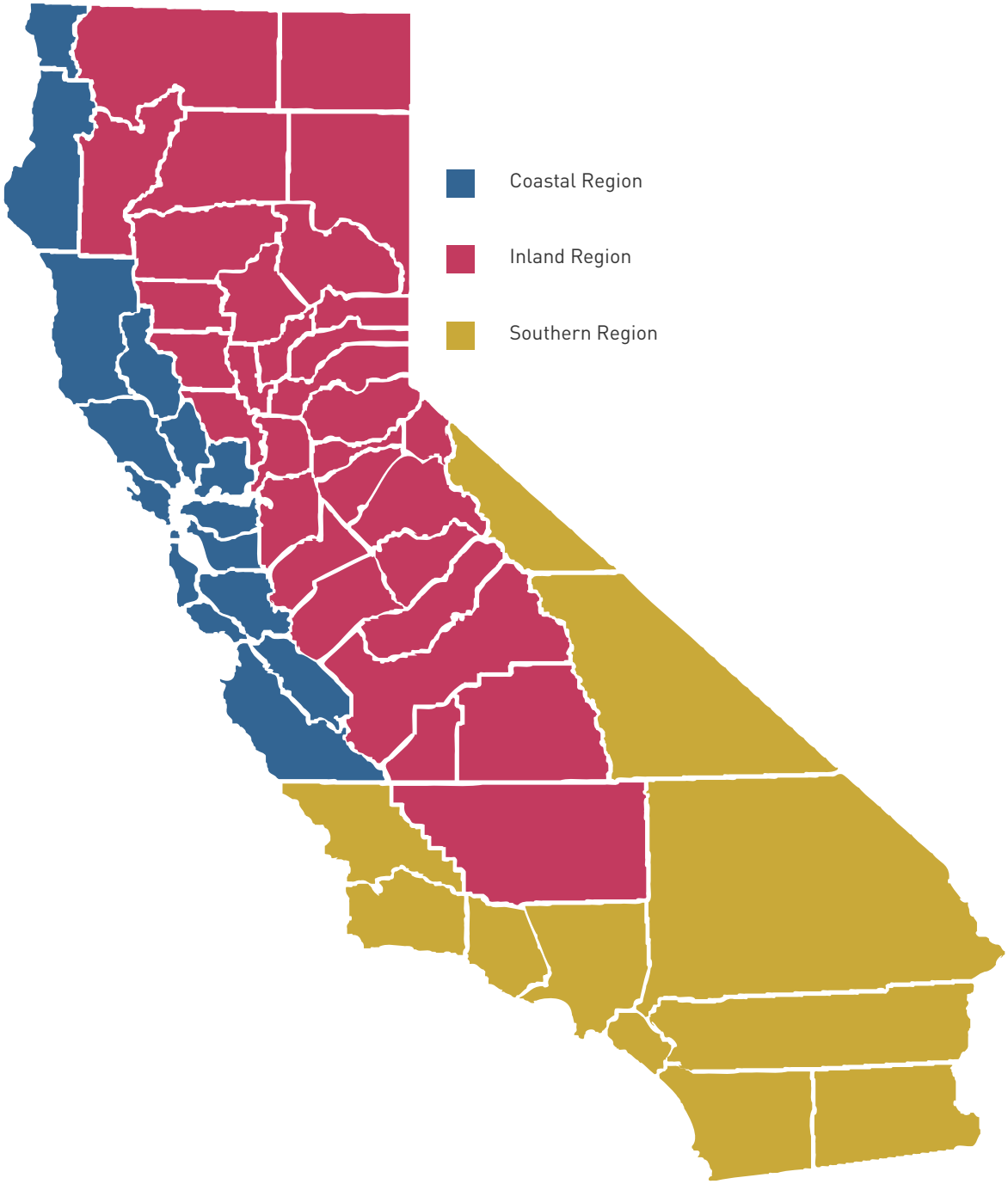
Staff/Alternate contact name & title: _____

E-Mail Address: _____

Please submit this completed form to Cal EMA
Fax: (916) 845-8511
or address to
California Emergency Management Agency
Attn: Legislative Affairs
3650 Schriever Avenue
Mather, California 95655

For questions regarding this form please contact Barbara Baker at (916) 845-8458

California Emergency Management Agency Administrative Regions



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