

SAN JOAQUIN COUNTY

**MOUNTAIN HOUSE
COMMUNITY**



**Plan for Community
Emergency Planning and
Preparedness Development**

JANUARY 1998

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Plan for Community Emergency Planning and Preparedness Development

Readiness for an emergency requires a multi-faceted approach. Public agencies serving a community must be ready to react to a crisis. Businesses and residents need to be prepared and know what to do. Mountain House as a new community represents an opportunity to excel in emergency and disaster awareness and action. In an area that borders the Delta, stretches into grassy foothills, resides in a seismic zone, and will be a source of hazardous materials and vehicular traffic, the Mountain House community will need to be prepared.

The Mountain House Multi-Hazard Plan prepared by the San Joaquin County Office of Emergency Services is the primary document providing guidance for responding to, and recovering from, emergencies and disasters in that community. That basic document provides a first step towards ensuring the safety of the citizens living and working in area. As Mountain House grows and evolves more specific information based on the actual characteristics of the community will need to be incorporated into the plan. Other preparedness activities, such as drills, will also become necessary.

The purpose of this document is to provide a schedule for continued emergency planning and preparedness as the community is established. The Mountain House Community Services District, representing a medium-sized city when completed, will be providing many urban services in an unincorporated setting. Additional efforts by the County will be necessary to continue the same level of disaster planning, response, and recovery currently afforded the citizens of San Joaquin County. Additional actions will need to be taken to ensure that the citizens and businesses in the community, as well as the staff of the CSD, are prepared for an emergency.

This planning document is based on the proposed construction identified in the first specific plan. Since it is difficult to predict when the CSD will provide various services, this plan identifies event triggers for performing additional work. The time requirements for each additional activity have been determined by examining past work projects.

I. Revision and Update of the Mountain House Multi-Hazard Plan

Purpose:

Revisions to the multi-hazard plan are designed to ensure that information, responsibilities and actions identified by the plan are current and accurate.

Scope:

Revisions to the multi-hazard plan will be necessary as the community develops and as key events occur to shape the responsibilities of the CSD. Once a plan of this type is developed formal revisions should occur at least every three years. Other significant events that should trigger a revision of the Mountain House Plan include construction of the first homes and businesses, changes in the CSD control/decision making resources, changes in public services provided by governmental agencies, and significant changes in the community master and specific plans.

Implementation:

Date Triggers*	Event Triggers[†]	Scope of Work	Anticipated Hours Needed
Year 1		Revision of plan based on details of actual development and planning changes	80
Year 3		Scheduled revision of plan based on actual development and planning changes	60
Year 6		Scheduled revision of the plan based on actual development and planning changes	60
Every three years thereafter		Scheduled revision of the plan based on actual development and planning changes	60
	Creation of an independent CSD Board	Revise Plan based on changes in emergency management responsibilities between governmental agencies	80
	Assumption of direct Fire/Police Services by the CSD	Revise Plan based on changes in emergency management responsibilities between governmental agencies	60
	Incorporation of the community	Revise Plan based on changes in emergency management responsibilities between governmental agencies	80

*Reflects construction year and is dependant on the actual start of construction

†May coincide with scheduled changes, thereby reducing the number of hours needed to perform.

II. Departmental Emergency Procedures and EOC Development

Purpose:

The Mountain House CSD, as a provider of an increasing number of urban services, must develop additional capabilities for conducting emergency operations in the event of a disaster as it grows. This will include establishment of an emergency operations center and development of additional standard operating procedures.

Scope:

As the CSD assumes an increasing responsibility for providing urban services such as water, sewage treatment, refuse disposal, parks, streets, utilities, police and fire protection, and transportation, plans must be developed to identify the emergency actions of these departments and their staff.

In addition, at some point the CSD should develop an Emergency Operations Center with its own emergency resource lists, alert directories, department emergency procedures, and support documentation.

Implementation:

Date Trigger*	Event Trigger†	Scope of Work	Anticipated Hours Needed
Year 1		Develop basic procedures and support documentation for establishing an Emergency Operations Center at the CSD, create resource lists and alert directories	160
Year 2		Begin developing department emergency plans and procedures	100‡
Year 3	and 3,000 pop.	Final procedures for the Emergency Operations Center and supporting documentation; no advanced physical prep	60
Year 5	and 5,000 pop.	Revise existing department plans and establishment of an EOC with some advanced physical preparation	100‡
Year 7		Revise procedures for the Emergency Operations Center and supporting documentation	60
	As departments are established and managed by CSD	Develop department emergency plans and procedures	40-100‡

- *Reflects construction year and is dependant on the actual start of building
- †May coincided with scheduled changes, reducing the number of hours needed.
- ‡Will vary dependant on the number and type of departments maintained by the CSD.

III. Revision and Expansion of County Plans, Directories, and Procedures

Purpose:

Mountain House potentially represents the largest urban concentration of residents in the unincorporated area of the County. Besides development of the Mountain House Emergency Plan, it will be necessary to update and expand current County response plans, directories, and procedures for the period when the Office of Emergency Services is directly responsible for disaster response.

Scope:

As Mountain House is built the County will be required to plan and prepare for more residents in the County as well as a more concentrated population in a single isolated area. Greater effort will need to be expended to account within the County response structure for this situation. Since the community borders Alameda County and has a major route into Contra Costa County, more detailed planning with a regional approach will be necessary.

Implementation:

Date Trigger*	Event Trigger†	Scope of Work	Anticipated Hours Needed
Year 1		Update County plans and procedures, resource lists and alert directories	100
Year 2	and 3,000 pop.	Begin developing regional response strategies for Mountain House with Alameda, Contra Costa, OES Region II, and the city of Tracy	200
Year 2		Update County/regional plans and procedures, resource lists and directories	40
Year 3		Update County/regional plans and procedures, resource lists and directories	40
Year 4		Update County/regional plans and procedures, resource lists and directories	40
Year 5		Update County/regional plans and procedures, resource lists and directories	40
Annually Thereafter		Update County/regional plans and procedures, resource lists and	40

until CSD
assumes direct
responsibility
for disaster
management

directories

*Reflects construction year and is dependant on the actual start of building

†May coincided with scheduled changes, reducing the number of hours needed.

IV. Drills and Exercises

Purpose:

The creation of the Mountain House CSD is unique to California. Many of the urban responsibilities granted to the CSD mirror that of an incorporated city. Drills and exercises will be required to ensure coordination between County agencies and CSD personnel and contract agencies during an emergency.

Scope:

As the community develops and as key events occur to shape the responsibilities of the CSD, revisions to the multi-hazard plan will be necessary. It is generally recommended that once a plan of this type is developed revisions should occur at least every three years. Other significant events that should trigger a revision of the plan include: construction of the first homes and businesses, changes in the CSD control/decision making, changes in public services provided by governmental agencies, significant changes in the master and specific plans.

Implementation:

Date Trigger*	Event Trigger†	Scope of Work	Anticipated Hours Needed
1998/1999		Develop and deliver a natural disaster, table top exercise to test the relationship and response process between the CSD contract agencies and County agencies	60
Year 1		Develop and deliver a technological disaster, table top exercise to test procedures based on actual construction and development	60
Year 2	and 3,000 pop.	Develop and deliver a natural disaster functional exercise to test procedures based on actual construction and development	100
Year 3		Develop and deliver a technological disaster, table top exercise to test procedures based on actual	60

Year 4		construction and development Develop and deliver a natural disaster, full scale exercise to test procedures based on actual construction and development	150
			continued on next page
Year 5		Develop and deliver a technological disaster, table top exercise to test procedures based on actual construction and development	60
Year 6		Develop and deliver a natural disaster functional exercise to test procedures based on actual construction and development	100
Year 7	and 5,000 pop.	Develop and deliver a technological disaster, full scale exercise to test procedures based on actual construction and development	150
annually thereafter		Continue the process of table top, functional, and full scale exercises to ensure the community is adequately prepared in the event of a natural or technological major emergency or disaster	60-150
	Creation of an independent CSD	Develop and deliver a table top exercise to test the revised relationship and response process between the CSD and County	60
	Assumption of Fire/Police Services	Develop and deliver a table top exercise to test the revised relationship and response process between the CSD, special districts and County	60
	Incorporation of the community into a city	Develop and deliver a table top exercise to test the revised relationship and response process between the CSD, special districts and County	60
*Reflects construction year and is dependant on the actual start of building			
†May coincided with scheduled changes, reducing the number of hours needed for drills and exercises.			

V. Completion of Hazardous Materials Management and Risk Management Plans

Purpose:

Hazardous Materials Management Plans and Risk Management Plans are required by both Federal and State laws. In San Joaquin County these programs are administered by the San Joaquin County Office of Emergency Services. Each program is designed to promote emergency planning and preparedness for businesses and employers handling hazardous materials.

Scope:

Businesses and employers participating in the construction of the Mountain House community and those businesses and employers who locate in the community may need to participate in either or both programs. Inclusions in the programs generally begins when a business or employer handles, use or stores: 500 pounds of a solid, 55 gallons of a liquid, or 200 cubic feet of a gaseous hazardous material.

Implementation:

Date Trigger	Event Trigger	Scope of Work	Anticipated Hours Needed
When construction begins	30 days from any business or employer bringing reportable hazardous materials within the community	Compliance with the requirements of the Hazardous Materials Management Plan and Risk Management Plan requirements.	Completed by the business or employer, dependant on the amount, number, and chemical characteristics of the materials involved.
For specific requirements please contact:			
Dennis Fields, Assistant Coordinator San Joaquin County Office of Emergency Services Hazardous Materials Division 222 E. Weber Avenue Room 610 Stockton, California 95202 (209) 468-3969			

VI. Railroad Safety, Business Requirements, Railway Accident Component

Purpose:

The Master Plan identifies requirements for safety and emergency preparedness for the area along the railroad tracks passing through the community of Mountain House. There are specific requirements for development of buffer zones, additional business and public institution planning, and creation of a “railway accident component” to the multi-hazard plan.

Scope:

Most of the construction indicated in the Specific Plan 1 will take place away from the railway. It is not know what use will be made of the existing tracks given the recent mergers of the railroad companies operating this railway. It is therefore recommended to wait to develop specific preparedness requirements and actions until such time as it is known what, if any, hazard will result from operation of the line.

When deemed appropriate, modifications can be made to the existing Multi-Hazard Plan to include the increased significance of the railway. Provisions can also be created for increasing emergency contingency and evacuation plan requirements for businesses and public institutions.

Implementation:

Date Trigger	Event Trigger	Scope of Work	Anticipated Hours Needed
	Determination of the planned use of the rail line and potential hazards	Modifications to the Multi-Hazard Plan to include specific actions for railway accidents.	20
	When first commercial/industrial use adjacent to railroad is constructed	Establish guidelines for preparation of emergency contingency and evacuation plans for businesses. Monitor the program to ensure compliance by those entities affected.	100 + additional hours for compliance monitoring
	*When first subdivision adjacent to railroad is constructed	*Develop procedures for public education and training. Provide training on what to do in the event of an emergency involving the railway.	*40 hours initially, 20 hours annually
*May/should be included to other public training identified in this document.			

VII. CSD Emergency Preparedness Training and Education

Purpose:

Ensuring that CSD staff are trained and knowledgeable in emergency response is crucial to the safe and efficient response to a major emergency or disaster. A training program will be established for CSD staff covering legal and other necessary emergency training.

Scope:

The CSD, as a special district, will need to train its employees on their role and responsibilities during a major emergency or disaster. This training should include what actions they are responsible for taking as well as the necessary interactions with other governmental and non-profit agencies. The training must include the Standardized Emergency Management System, the Incident Command System, and basic hazardous materials response if appropriate.

Implementation:

Date Trigger	Event Trigger	Scope of Work	Anticipated Hours Needed
	Establishment of an on site CSD office & permanent CSD staff	Develop a training program for the CSD. Provide training to staff on their role and responsibilities during a major emergency or disaster. This training must include the Standardized Emergency Management System and the Incident Command System.	80
Annually		Refresher training to all CSD staff, updates on new policies, procedures and laws.	20 (annually)
It may be possible to include CSD within the County training system for the first few years since the CSD is managed by the County.			

VIII. Public Education and Preparedness

Purpose:

It is essential during a major emergency or disaster that the public be prepared and trained on what to do. Education and preparedness of the residents and businesses can save lives and reduce damage. Although voluntary, such a program will assist in mitigating the hazards associated with both natural and technological disasters. Of special concern in the program will be community sites caring for citizens who require special assistance. Such sites include: hospitals, nursing homes, residential care facilities, schools, and child care centers.

Scope:

A year-round program will be established to provide training and support to the public. The program can include such things as: training what to do in the event of an emergency, preparing for an emergency, reducing risks at businesses and homes, first aid and C.P.R., and developing neighborhood support groups. The program will also contain provisions to provide community outreach and the development of family and business emergency plans.

Implementation:

Date Trigger *	Event Trigger †	Scope of Work	Anticipated Hours Needed
	3,000 pop.	Establish the public education program and begin the process of community outreach.	120
Annually		Continue the process of community outreach	60†

*Reflects construction year and is dependant on the actual start of building
†This amount reflects minimal activity, as the community grows additional staff hours may be needed as the public becomes more conscious of the hazards and risks.

**Summary of Recommendations for Further Emergency Planning and Preparedness
(Identified by Year)**

Constructi on Year Trigger	Recommendatio n	Scope of Work	Anticipated Hours Needed
1998/1999	IV	Develop and deliver a natural disaster, table top exercise to test the relationship and response process between the CSD and County	60
Total Number of Hours Recommended in 1998/1999 (See specific recommendations, hours may vary)			60
Year 1	I	Revision of plan based on details of actual development and planning changes	80
	II	Develop basic procedures and support documentation for establishing an Emergency Operations Center at the CSD, create resource lists and alert directories	160
	III	Revise County plans and procedures, resource lists and alert directories	100
	IV	Develop and deliver a technological disaster, table top exercise to test procedures based on actual construction and development	60
When constructi on begins	V	Compliance with the requirements of the Hazardous Materials Management Plan and Risk Management Plan requirements.	Completed by the business or employer, dependant on the amount, number, and chemical characteristics of the materials involved.
Total Number of Hours Recommended in Year 1 (See specific recommendations, hours may vary)			400
Year 2	II	Begin developing department	100

		emergency plans and procedures	
and 3,000 pop.	III	Begin developing regional response strategies for Mountain House with Alameda, Contra Costa, OES Region II, and the city of Tracy	200
and 5,000 pop.	III	Update County/regional plans and procedures, resource lists and directories	40
and 3,000 pop.	IV	Develop and deliver a natural disaster functional exercise to test procedures based on actual construction and development	100
	VII	Continue the process of community outreach if activated	60
Total Number of Hours Recommended in Year 2 (See specific recommendations, hours may vary)			500
Year 3	I	Scheduled revision of plan based on actual development and planning changes	60
	II	Final procedures for the Emergency Operations Center and supporting documentation	60
	III	Update County/regional plans and procedures, resource lists and directories	40
	IV	Develop and deliver a technological disaster, table top exercise to test procedures based on actual construction and development	60
	VII	Continue the process of community outreach if activated	60
Total Number of Hours Recommended in Year 3 (See specific recommendations, hours may vary)			280
Year 4	III	Update County/regional plans and procedures, resource lists and directories	40
	IV	Develop and deliver a natural disaster, full scale exercise to test procedures based on actual construction and development	150
	VII	Continue the process of community outreach if activated	60
Total Number of Hours Recommended in Year 4 (See specific recommendations, hours may vary)			250
Year 5	II	Revise existing department plans and	100

		continue creating new department emergency plans and procedures	
	III	Update County/regional plans and procedures, resource lists and directories	40
	IV	Develop and deliver a technological disaster, table top exercise to test procedures based on actual construction and development	60
	VII	Continue the process of community outreach if activated	60
Total Number of Hours Recommended in Year 5 (See specific recommendations, hours may vary)			260
Year 6	I	Scheduled revision of the plan based on actual development and planning changes	60
	III	Update County/regional plans and procedures, resource lists and directories	40
	IV	Develop and deliver a natural disaster functional exercise to test procedures based on actual construction and development	100
	VII	Continue the process of community outreach if activated	60
Total Number of Hours Recommended in Year 6 (See specific recommendations, hours may vary)			260
Year 7	II	Revise procedures for the Emergency Operations Center and supporting documentation	60
	III	Update County/regional plans and procedures, resource lists and directories	40
and 5,000 pop.	IV	Develop and deliver a technological disaster, full scale exercise to test procedures based on actual construction and development	150
	VII	Continue the process of community outreach if activated	60
Total Number of Hours Recommended in Year 7 (See specific recommendations, hours may vary)			310
Annually Thereafter	I	Scheduled revision of the plan based on actual development and planning changes	60
	III	Update County/regional plans and	40

	procedures, resource lists and directories	
IV	Continue the process of table top, functional, and full scale exercises to ensure the community is adequately prepared in the event of a natural or technological major emergency or disaster	60 (minimum)
VI	Refresher training to all CSD staff, updates on new policies, procedures and laws.	20
VIII	Continue the process of community outreach if activated	60
Total Number of Hours Recommended annually thereafter (See specific recommendations, hours may vary)		240

**Summary of Recommendations for Further Emergency Planning and Preparedness
(Identified by Trigger Event)**

Event Trigger	Reco mme ndati on	Scope of Work	Anticipated Hours Needed
Creation of an independent CSD	I	Revise Plan based on changes in emergency management responsibilities between governmental agencies	80
	III	Develop and deliver a table top exercise to test the revised relationship and response process between the CSD and County	60
Assumption of Fire/Police Services	IV	Develop and deliver a table top exercise to test the revised relationship and response process between the CSD and County	60
	I	Revise Plan based on changes in emergency management responsibilities between governmental agencies	60
Incorporation of the community into a city	III	Develop and deliver a table top exercise to test the revised relationship and response process between the CSD, special districts and County	60
	IV	Develop and deliver a table top exercise to test the revised relationship and response process between the CSD, special districts and County	60
	I	Revise Plan based on changes in emergency management responsibilities between governmental agencies	80
	III	Develop and deliver a table top exercise to test the revised relationship and response process between the CSD, special districts and County	60
	IV	Develop and deliver a table top exercise to test the revised relationship	60

When departments are established and managed by CSD 30 days from any business or employer bringing reportable hazardous materials within the community	II	and response process between the CSD, special districts and County Develop department emergency plans and procedures	100
	V	Compliance with the requirements of the Hazardous Materials Management Plan and Risk Management Plan requirements.	Completed by the business or employer, dependant on the amount, number, and chemical characteristics of the materials involved.
When first subdivision adjacent to railroad is constructed	VI	Modifications to the Multi-Hazard Plan to include specific actions for railway accidents.	20
When first commercial/industrial use adjacent to railroad is constructed	VI	Establish and require guideline for emergency contingency and evacuation plans. Monitor the program, ensure compliance of those entities affected.	100 + additional hours for compliance monitoring
When first subdivision adjacent to railroad is constructed	VI	Develop procedures for public education and training. Provide training on what to do in the event of an emergency involving the railway.	40 hours initially, 20 hours annually
Establishment of a CSD office & permanent CSD staff	VII	Develop a training program for the CSD. Provide training to staff on their role and responsibilities during a major emergency or disaster. This training must include the Standardized Emergency Management System and the Incident Command System.	80
Total Number of Hours Recommended dependant on trigger (See specific recommendations, hours may vary)			880