Duration

120 Minutes

Scope Statement

This course provides participants with an overview, and an understanding of the Standardized Emergency Management System (SEMS), and the Executive’s or Senior Official’s roles and responsibility

Terminal Learning Objectives

Upon completion of this unit, participants will understand ICS, SEMS, NIMS and the Executive’s or Senior Official’s role and responsibility

Enabling Learning Objectives

Identify SEMS and the executive’s role

Lesson Topics

- SEMS
- Executive/Senior Officials Role and Responsibility
Resources

Course Participant Guide

Assessment Strategy

- Verbal and visual assessment of understanding
- Participation in discussions
- Question and answer period

Instructor-to-Participant Ratio

1:25

Reference List

Not Applicable

Practical Exercise Statement

Not Applicable

Instructor Notes

Instructor notes are contained throughout the lesson plan as appropriate
Welcome

- Course Manager
- Instructors

Participant Introductions

- Name
- Job title
- Organization
Administrative Information

- Schedule/Evaluation
- Sign-in sheet
- Breaks and Lunch
- Distractions
- Participant Manual
- EM Specialists Certificates
- APS Certificates
- Credentialing

Objectives

- Understand SEMS Components, Levels, Functions, and Regulations
- Executive’s Role at the Policy Level
- Executive’s Role in the Incident Command System (ICS)
The Standardized Emergency Management System (SEMS) was introduced in 1991 after the East Bay Hills Fire in Oakland Hills. SEMS was adopted in 1993 under Government Code Section 8607. SEMS intent is to improve coordination of Federal, State and local emergency management and response.

On December 1, 1996, SEMS went into effect and requires all state agencies must use SEMS to be eligible for response related personnel costs. Local jurisdictions must use SEMS to be reimbursed costs. SEMS is an Emergency Response System based on FIRESCOPE ICS and includes a Maintenance System.

California uses SEMS to coordinate and manage emergency response that involve more than one agency or jurisdiction. SEMS:
- Improves information flow
- Enhances coordination between agencies
- Tracks resource mobilization and deployment
Emergency Operations -
Five Levels of Response

State
Region
Operational Area
Local Government
Field

Note: Pure ICS used in the field & ICS principles used in the EOC levels

SEMS has five levels:
1) Field Level
2) Local Government Level
3) Operational Area Level
4) Regional Level
5) State Level

All responses begin at the Field Level. The local government level is a city and the first place with an EOC. The Operational Area (OA) level is all political subdivisions within the county (city, special districts). The OA can broker resources within the county. The Regional Level coordinates resources between counties within that region. The State Level coordinates and manages state resources in support of local government.

Preparedness Organizations are responsible for establishing/coordinating plans and protocols. All Plans must be in accordance with the State Emergency Plan and Protocols and comply with SEMS. Preparedness Organizations promote interoperability, adopt resource management guidelines, establish response priorities, and establish/maintain multi-agency coordination mechanisms.
SEMS has four components:
1) Incident Command System – Includes ICS in the field and ICS principles in EOCs and Department Operations Centers (DOCs)
2) Multi/Inter-Agency Coordination – (EOC) – includes Multi Agency Coordination (MAC) groups
3) Mutual Aid- California Master Mutual Aid Agreement
4) Operational Area concept

ICS must be used in the field and ICS Principles are used in the EOCs.
The Incident Command System (ICS)

- Developed after a devastating 1970s wildfire in California
- Ineffective Response
- Firefighting RESources of California Organized for Potential Emergencies – FIRESCOPE
- What is ICS
- ICS Structure
- Span of Control

ICS was developed in the aftermath of a devastating 1970s wildfire in California where numerous problems were encountered. Response problems are likely to result from:
- Lack of accountability
- Poor communications
- Lack of orderly, systematic planning
- No common, flexible, pre-designated management structure
- No predefined methods to integrate interagency requirements into the management structure

The U.S. Forest Service, Cal Fire and other Southern California fire agencies formed FIRESCOPE – Firefighting RESources of California Organized for Potential Emergencies.

ICS is a standardized approach to incident management. ICS:
- Enables coordinated response among various jurisdictions and agencies
- Establishes common processes for planning and managing resources
- Allows integration of facilities, equipment, personnel, procedures and communications

ICS structure is flexible for any type, scope, and complexity of incident. The ICS structure is based on lessons learned, ensures safety of responders, achievement of objectives, and efficient use of resources. ICS structure is also used for natural, technological, human-caused hazards and planned events. Someone who serves as a director every day may not hold that title under ICS structure.

Elected and appointed officials should not assume the role of incident commander for all incidents and direct the on-scene technical operations from the EOC. ICS uses the same management functions regardless of the size of the incident.

ICS Span of Control: Number of people one person can effectively supervise - between 3 and 7 subordinates with 5 being optimal.
### TITLES AND ROLES FOR SEMS

<table>
<thead>
<tr>
<th>PRIMARY SEMS FUNCTION</th>
<th>FIELD RESPONSE LEVEL</th>
<th>EOCS AT OTHER SEMS LEVELS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Command/Management</strong></td>
<td>Command is responsible for the directing, ordering, and/or controlling of resources</td>
<td>Management is responsible for overall emergency policy and coordination</td>
</tr>
<tr>
<td><strong>Operations</strong></td>
<td>The coordinated tactical response of all field operations in accordance with the Incident Action Plan</td>
<td></td>
</tr>
<tr>
<td><strong>Planning/Intelligence</strong></td>
<td>The collection, evaluation, documentation, and use of information related to the incident</td>
<td></td>
</tr>
<tr>
<td><strong>Logistics</strong></td>
<td>Provide facilities, services, personnel, equipment, and materials in support of the incident</td>
<td>Provide facilities, services, personnel, equipment, and materials in support of all jurisdiction activities as required</td>
</tr>
<tr>
<td><strong>Finance/Administration</strong></td>
<td>Financial and cost analysis and administrative aspects not handled by the other functions.</td>
<td>Broad fiscal and recovery responsibility and overall fiscal accountability</td>
</tr>
</tbody>
</table>
Operational Area (Op Area) Concept includes the county and all political subdivisions. The Op Area coordinates Mutual Aid within the County Boundaries and may broker resources between its subdivisions.

Master Mutual Aid original agreement was in 1950 and includes all California political subdivisions. Master Mutual Aid is a voluntary and reciprocal agreement which provide services, resources, and facilities.

Established Mutual Aid/Assistance agreements from essential links

- Emergency Management Mutual Aid (EMMA)
- Fire & Rescue Mutual Aid
- Law Enforcement Mutual Aid
- Emergency Medical Mutual Aid
The Executive is usually at the top of SEMS and is ultimately responsible for the success or failure of the event. The executive can increase chances of success by ensuring that planning, training, and policy direction and implementation are part of the organizational culture.

SEMS uses the same ICS functions.

SEMS features
- Common terminology
- Management by objectives
- Action Planning
The Executive’s Role in planning is to provide support in the form of resources, ensure plans are developed, and prioritize mitigation. Planning for contingencies that affect the organization is crucial. Plans can help define staff roles and responsibilities and emergency procedures. Mitigation plans can formalize time-lines and budgets for improvements to minimize the impact of disasters.

The executive's role in training is to provide budgetary support for training, support and participate in exercises and ensure organizational readiness. Contingency plans have little value if people don’t know how to use them. The executive can ensure a higher level of readiness by supporting training and exercises. This means allocating staff time and money for training. Support is achieved when executives participate in training programs.

The executive must ensure clear policy for EOC Managers. This is done through Delegation of Authority and Policy Limitation. Contingency plans must clearly outline policy and procedures for different types or categories of events and disasters. The executive must delegate authority to other executives and management. The scope and limitations of authority must be clear. The executive must ensure established policies and procedures remain appropriate and effective.
Executive’s Role and SEMS

- Emergency Operations Center (EOC)
- Legal Authority

In the EOC, the executive provides policy direction and effective leadership. Executives should monitor policy during response. Check in with managers periodically to ensure consistency and clarity. Demonstrate effective leadership. Executives should motivate their staff during the crisis and maintain a positive can-do attitude. Executives should do everything possible to support managers and staff. They ensure adequate staffing and resources and effective inter-agency coordination. The executive should keep the public informed and empower their staff to implement their policies.

Policymakers (City Councils, Boards of Supervisors and Directors) may delegate limited powers to a Director of Emergency Services (i.e., City Manager, Chief Administrative Officer, or Chief Executive Officer). These executives may proclaim a state of emergency to enact the emergency plan and activate the emergency organization. The policy body must ratify this decision within a reasonable time, and make periodic determinations as to the duration of emergency proclamations (7 and 14 days respectively). Boards and other policy-making authorities are also responsible for issuing or ratifying other critical orders (i.e., evacuations and curfews).
Coordination, Communication, and Cooperation are not optional. Interagency Coordination is essential for effective response and recovery.

The Lead Agency in a Single Command or Unified Command is usually determined by the following factors

- **Type of Incident** – *Who has expertise?*
- **Jurisdiction** – *Who owns the scene?*
- **Legal Mandates** – Responsibility designated by statute
- **Degree of Resource Commitment** – *Who has the majority or resources on scene?*

Common sense should dictate the proper designation of a lead agency. Analyzing the determining factors and reaching consensus among agencies on scene usually results in the right decision.

If you are not the lead agency, your resources may be applied in various ways. The ranking executive in the field may become part of a Unified Command and your field staff may assist as part of the Operations, Logistics or Planning and Intelligence Function.

Work together. Executives who designate other executives or managers to field assignments should carefully evaluate leadership abilities and interpersonal skills. The field leaders need to know the limits of their decision range as it relates to organizational or agency policy. Executives should be available to respond when there is potential for significant social, economic, or political impact.
Slide 16

Q & A