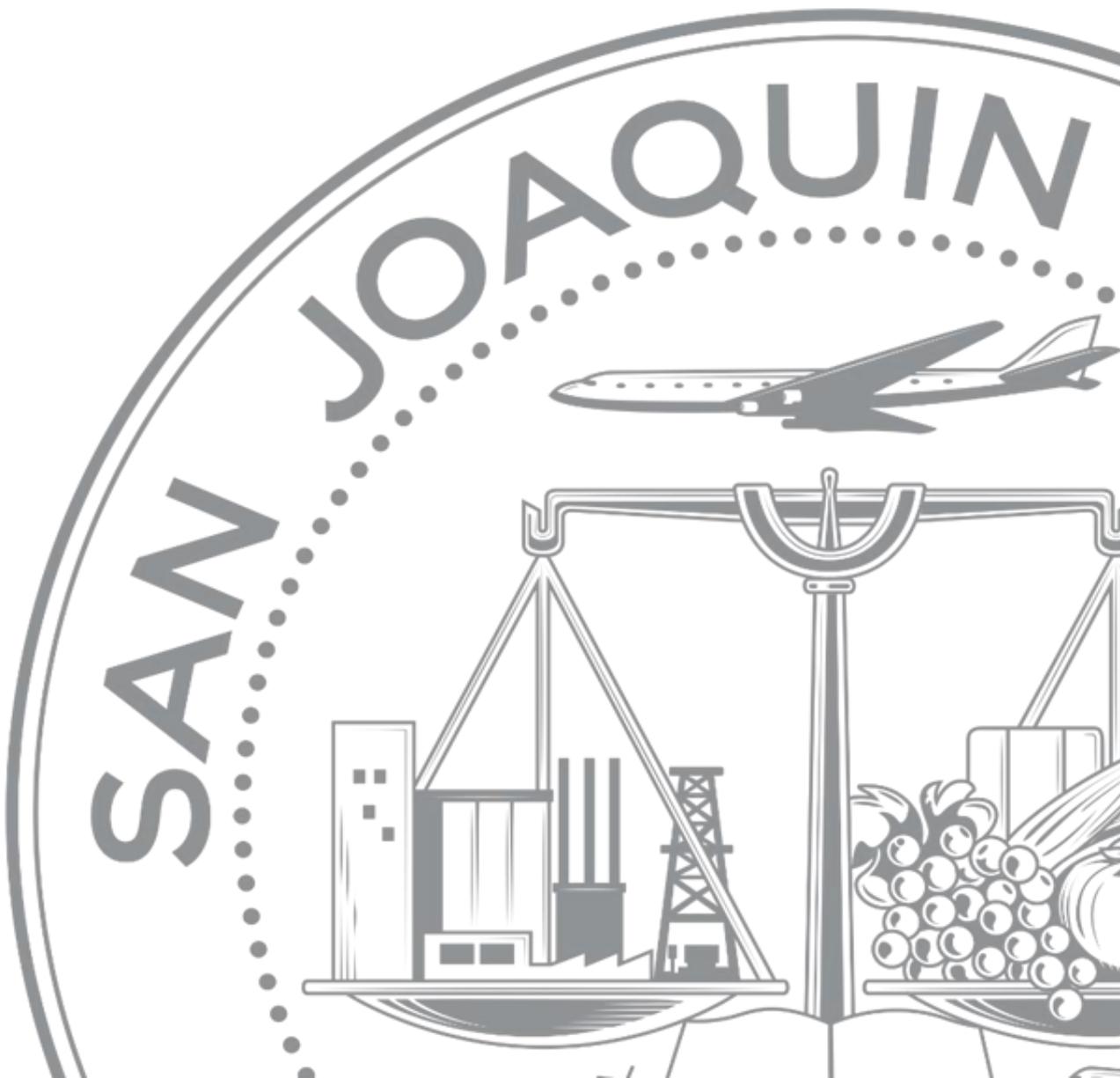


# Emergency Support Function-14 Recovery Annex

October 2023



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**Letter of Promulgation**

This Emergency Support Function Annex to the County of San Joaquin Emergency Operations Plan describes how San Joaquin County will manage an emergency incident or disaster mitigation, preparedness, response, and restoration related to this Emergency Support Function. All Primary and Support agencies identified as having assigned responsibilities in this Emergency Support Function shall perform the emergency tasks as described, including preparing and maintaining Standard Operating Guidelines and Procedures by carrying out the training, exercises, and plan maintenance needed to support the plan.

The Emergency Support Function plan was developed using the Comprehensive Planning Guide 101 version 3 from the Federal Emergency Management Agency and California's emergency planning guidance documents. Adoption will occur following the established maintenance schedule; however, the plan may be modified in the interim without prior approval and formal adoption under the direction of the Director of Emergency Operations. The modified plan will be relayed digitally to all Primary and Support agencies identified as having assigned responsibilities in this Emergency Support Function. In addition, the plan will be available on the San Joaquin County Office of Emergency Services webpage and within the Advanced File Library of WebEOC. The Primary assigned agency will coordinate the review and update of the plan with the Support agencies as needed at least every three years. This Emergency Support Function plan supersedes any previous versions.

This Emergency Support Function Annex applies to Primary and Support agencies within San Joaquin County who are assigned responsibilities in *Section 4.5 Responsibilities by Emergency Support Function* of the All-Hazard EOP and/or identified within the Emergency Support Function Annex.

This plan/annex will be formally promulgated by the chairperson of the Disaster Council of San Joaquin County at the next regularly scheduled meeting. The Disaster Council is empowered by County Ordinance to review and approve emergency and mutual aid plans.

  
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Robert Rickman  
Chair, San Joaquin County Disaster Council  
Director of Emergency Services

  
\_\_\_\_\_  
Date

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**Plan Administration**

San Joaquin County Office of Emergency Services Director of Emergency Operations will coordinate review, revise, and re-promulgate this plan at least once every three years or when key changes occur, such as The San Joaquin County Director of Emergency Operations may make changes without the formal Disaster Council’s approval. This document supersedes all previous ESF-14 Recovery appendices and annexes for the Operational Area.

**Record of Changes**

All updates and revisions to this annex will be tracked and recorded in the following table. This ensures emergency response personnel disseminate and implement the most recent version of the plan.

Date	Change No.	Change made by (name/title)	Summary of Changes
11/22/2022	1	RK	Updated 5.1 Agency Responsibilities and Roles
11/22/2022	2	RK	Added chart to include Supporting Agencies and Roles
11/22/2022	3	RK	Added chart to include Private partnership and Roles. Add roles and samples of essential services provided.
11/22/2022	4	RK	Updated Table of Contents. Add Private Sector and NGO’s
11/22/2022	5	RK	Updated 8 Plan Development and Maintenance to include information pertaining to CSTI online training
12/18/2022	6	RK	Update Agriculture agency roles
12/18/2022	7	RK	Moved Risk Management Agency and Roles under Human Resources
12/18/2022	8	RK	Update Public agency roles
12/18/2022	9	RK	Update Veterans Affairs agency roles
12/18/2022	10	RK	Update Child Support Services agency roles
12/18/2022	11	RK	Update Agriculture agency roles
12/18/2022	12	RK	Update Probation agency roles
12/18/2022	13	RK	Update Human Services agency roles
12/18/2022	14	RK	Add Section 5.6 Private Sector and NGO’s
12/23/2022	15	RK	Section 7.1 Documentation- Update language about FEMA reimbursement eligibility. Add examples of labor and material documentation
02/14/2023	16	RK	Add Attachment Section referencing Local Assistance Center Support Annex.

**Plan Distribution**

San Joaquin County Office of Emergency Services maintains the San Joaquin County Emergency Operations Plan in the San Joaquin County Emergency Operations Center Library. This document, upon signature, will become an annex to the Emergency Operations Plan. The primary method of the plan distribution is electronic, with a copy available in the Advanced File Library of the SJC Web-based information-sharing database and on the County Web page.

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**Primary Agency:** Office of Emergency Services

**Supporting Agencies:**

Agricultural Commissioner	Information Systems Division
Assessor-Recorder	Healthcare Services Agency
Auditor-Controller	Human Resources
Community Development	Human Services Agency
County Counsel	Public Works
District Attorney	Purchasing and Support Services
Employment and Economic Development	Sheriff's Department
Environmental Health	Local Municipalities
General Services	

# 1 INTRODUCTION

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## 1.1 INTRODUCTION

Emergency Support Function-14 Recovery Annex (ESF-14) supports and coordinates the county-level activities of its stakeholders in the mission to begin recovery within San Joaquin County during the response to an incident. The ESF-14 stakeholders work together within their statutory and regulatory authorities effectively and efficiently coordinate recovery operations.

## 1.2 PURPOSE

This ESF-14 Annex defines the actions and roles to initiate a coordinated recovery. It identifies opportunities, fosters partnerships, and optimizes the resources of all stakeholders to facilitate local recovery. This annex represents an alliance of discipline-specific stakeholders who possess common interests and share a level of responsibility to provide recovery services during all phases of emergency management. The basic premise is that planning undertaken before an incident can accelerate a post-incident return to a new normalcy.

## 1.3 SCOPE

The goal of ESF-14 is to detail structures, concepts, and systems governing the Recovery environment during Response. The following is a list of objectives achieved with this Annex:

- Participate with stakeholders to conduct damage estimates, identify, and facilitate availability and use of recovery resources and funding.
- Ensure accurate documentation of the response and recovery efforts to secure federal funds.
- Outline the short and long-term organizational structures of the Operational Area (OA) Recovery, including the roles and responsibilities of participating organizations.
- Identify external resources supporting Recovery operations.
- Coordinate activities for integrating other vital plans, policies, and procedures during the Recovery process.

## 2 GUIDELINES

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Recovery occurs in two phases: Short-term and Long-term. Short-term recovery involves restoring critical services such as communications, water, sewage, emergency medical capabilities, electricity, waste disposal, housing, food, and debris removal, as well as re-establishing San Joaquin County Government Operations and proper identification and documentation of the incident. These functions must occur early in the emergency response to support the population's life, health, safety, and other emergency operations. Each jurisdiction will coordinate efforts to return vital life support systems to minimum operating standards.

Long-term recovery is coordination with other relevant Federal, State, County, and Local departments, agencies, and non-governmental organizations with independent authorities and responsibilities for addressing critical issues regarding catastrophic incidents. Goals may include accessible housing (incident and permanent) and large displacements of individuals, including those with special needs restoring or improving facilities to the pre-incident condition. Long-Term recovery includes:

- Hazard mitigation activities.
- Restoration.
- Reconstruction of public facilities.
- Incident response cost recovery.
- Long-term housing.

Each affected jurisdiction will be responsible for its approach to mitigation, including zoning variances, building code changes, plan reviews, seismic safety elements, and other land use planning techniques.

## 3 PLANNING ASSUMPTIONS

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Every plan has a foundation of assumptions on which the plan is based, limiting the circumstances the plan addresses, and limiting the magnitude of the incident the organization is prepared to address. The following assumptions were considered when developing ESF-14:

- The variable severity of the incident requires establishing scalable, adaptable Recovery operations.
- Recovery begins at different times and proceeds at different rates throughout the affected area, depending upon the severity of impacts and localized effects of the incident.
- Local governments will face challenges initiating recovery, including addressing the immediate needs of citizens, working within fiscal constraints, and addressing shortages of staff also affected by the incident.
- The County may need to request assistance through mutual aid from the region, the State of California, or the Federal Government.
- Many employees with disaster related responsibilities may suffer damage to their homes and personal property, which will have effects well into the Recovery phase.
- Many resources critical to the Recovery process may be scarce, and competition to obtain them will be significant.
- There may be a considerable amount and variety of incident-related debris, which could far exceed the jurisdiction's routine debris removal and disposal capabilities.

## **4 CONCEPT OF OPERATIONS**

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### **4.1 ORGANIZATION**

Depending on the incident's type, nature, and severity, the Emergency Operations Center (EOC) Director may appoint a Recovery Branch Director early in the incident to begin Recovery Operations. The Recovery Branch Director will be assigned to the EOC under the Operations Section but coordinates with staff from various sections and units.

Recovery Branch will oversee the initial Recovery organization, supported by leadership within the County. Long-term Recovery Operations may be established dependent on the size and scope of the incident. Additional information about Long-Term Recovery can be found in the Recovery Plan.

#### **4.1.1 Coordination**

During the activation of ESF-14, coordination of Recovery efforts and planning across jurisdictional boundaries will be essential. This is because concurrent emergency management and incident Recovery programs will also be active within the OA in an incident of significant scale and scope. The OA will generally coordinate with local and regional partners in various ways. These include, but are not limited to, the following:

- Sharing information through periodic conference calls, situation reports, briefings, and other verbal and electronic means of communication.
- Hosting interagency coordination meetings, and community stakeholder forums to ensure information and strategies are shared collaboratively.
- Conducting Initial Damage Estimates, including all cities, special districts, and response organizations and the public.
- Submitting Initial Damage Estimates and Local Proclamations to CalOES for a Gubernatorial Proclamation.

### **4.2 RESUMPTION OF LOCAL GOVERNMENT OPERATIONS**

The resumption of local government operations is the foundation of recovery. The damage after an incident may compel government agencies to operate from widely separate makeshift locations with little or no notice, inadequate communications, and shortages of supplies, staff, and other limitations. Communication among agencies will take a lot of work. Day-to-day inter-departmental processes will likely be impeded. The public may become frustrated and disoriented due to the need for access to regular governmental services. The County is developing a Continuity of Operations Plans (COOP) for all departments and agencies.

### **4.3 ACTIVATION CRITERIA**

The transition from response to recovery may be gradual and involve multiple minor changes. There will be a formal transition from response to recovery when ultimate authority transfers from the response phase to recovery. Recovery operations coordination may transition from the EOC to a virtual or an offsite Recovery Operations Center.

Table 1-Recovery Activations

Minor Incident	<ul style="list-style-type: none"> <li>• A Recovery Branch from County OES will appoint a coordinator to organize Recovery efforts across impacted jurisdictions.</li> <li>• Short-Term Recovery can be coordinated within the EOC.</li> <li>• Operational Area Recovery needs support within the EOC and the jurisdiction’s existing organizational structure.</li> </ul>
Moderate Incident	<ul style="list-style-type: none"> <li>• Recovery Operations are of such size and complexity that some or all components of a dedicated Recovery Branch are needed.</li> <li>• County OES appointed Recovery Manager to facilitate efforts across the Operational Area.</li> <li>• Recovery Operations initially supported by the EOC may still require dedicated support even after the EOC deactivates.</li> <li>• Field survey and inspection teams will activate to survey individual and public damages.</li> <li>• Damage estimates will be required.</li> </ul>
Major Incident	<ul style="list-style-type: none"> <li>• Full activation of most sections of the Recovery Branch.</li> <li>• Local Disaster Recovery Managers to lead the recovery in their jurisdictions.</li> <li>• EOC coordination with State and Federal resources to support ongoing operational recovery needs as the emergency response transitions to Short-Term and Intermediate Recovery, and the EOC begins to deactivate or support new disaster responses.</li> <li>• Full activation of Field survey and inspection teams.</li> <li>• Damage estimates will be required.</li> <li>• Initiation of Full recovery phase.</li> </ul>

#### 4.4 EMERGENCY PROCLAMATIONS

The local governing body, or a duly authorized local official, may proclaim a local emergency, as described in the California Emergency Services Act. Local emergency proclamations may allow additional emergency powers to local officials per local ordinances. A local decree must be issued within ten days of the incident and ratified by the governing body within seven days to be eligible for State and Federal recovery assistance.

The Director of Emergency Services is empowered to request the Board of Supervisors (Board) to proclaim the existence or threatened existence of a “local emergency” if the Board is in session. The Director may issue such a proclamation if the Board is not in session. Whenever the Director of Emergency Services proclaims a local emergency, the local crisis shall not remain in effect for over seven days unless the Board has ratified it. The Board reviews the need for continuing a local emergency at least once every 60 days until the Board terminates the regional crisis.

The Director of Emergency Services, or designee, may also request the Governor of California to proclaim a “state of emergency” when the locally available resources are inadequate to cope with the emergency, including a request for a Federal Disaster Declaration. The Director of Emergency Operations maintains instructions and templates for Emergency Proclamations.

#### 4.5 DAMAGE AND SAFETY ESTIMATE

Submitting an OA proclamation of emergency requesting a gubernatorial proclamation of State of Emergency to Cal OES must include an Initial Damage Estimates (IDE) when requesting financial assistance. In coordination with the Planning Section, teams directed by Recovery Branch Director conduct rapid estimates, or windshield assessments, of damaged areas to estimate

overall damage and reporting. The Operational Area Coordinator, OES, submits Initial Damage Estimates on behalf of all entities in the OA. Cal OES can assist in the IDE process if requested. OES is responsible for ensuring the completion of damage estimates within unincorporated areas of the OA. The Assessor's Office, Community Development Department (CDD), Environmental Health Department, Public Works, and appropriate utilities and non-government organizations will support the EOC for Damage Estimate Operations.

The recovery damage/safety estimate is the basis for determining the type and amount of local, State, or federal financial assistance available for recovery. The Recovery Branch Director is also responsible for completing and maintaining an environmental impact assessment that identifies all County areas that have suffered ecological degradation due to the disaster (e.g., damage to forest areas, water quality, and coastal/wetland areas). The environmental damage assessment will also help determine what programs and resources are available to help the County address damages to the environment resulting from the disaster. Environmental concerns involving hazardous materials should be coordinated with the Environmental Health Department (EHD).

#### **4.6 DEACTIVATION**

Recovery involves the final disposition of all resources used during the response and recovery phases of the incident. During Recovery, resources are rehabilitated, replenished, disposed of, or retrograded. Demobilizing specific resources could signal decision-makers appropriate transitions between response, short-term, and long-term recovery phases. For example, deactivating the EOC and demobilizing related response resources could signal the shift between response and short-term recovery. Similarly, the suspension of curbside debris removal and subsequent demobilization of related resources could indicate a transition between short and long-term recovery. Recovery staff and assets may be deactivated or returned to normal operations at the discretion of the ESF or Recovery Plan. Basing the determination on the completion of operational objectives or goals can only be accomplished with support or coordination from the Recovery Operations Center (ROC).

## **5 ROLES AND RESPONSIBILITIES**

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### **5.1 OES**

OES is responsible for ESF-14 oversight and is assigned to lead the ESF based on its authorities, resources, and capabilities in the EOP. While OES is the lead agency within the OA, a Recovery Director may be appointed to coordinate information, resources, and priorities among local governments. The EOC coordinates and communicates between OA jurisdictions, special districts, and the California Office of Emergency Services (Cal OES). Ongoing Recovery operations after EOC closure include all aspects of the County's Recovery programs and initiatives, consistent with the National Disaster Recovery Framework (NDRF). The Recovery Plan has additional information about local recovery.

### **5.2 COUNTY DEPARTMENTS**

All County departments and agencies will be responsible for carrying out some aspects of Recovery and assisting in activating ESF-14. Select departments and agencies may be required to defer some of their normal day-to-day operations to devote personnel and equipment to carry out functions during the initial period of Recovery. Any County department or agency, whether assigned a specific role, may be called upon to assist other departments or agencies involved in Recovery. Some departments and agencies may coordinate or assist in coordinating functions between County departments and agencies and outside agencies. Recovery Branch Director and EOC Director expect immediate compliance from departments and agencies with reasonable requests for assistance.

### **5.3 LOCAL GOVERNMENTS**

Each incorporated jurisdiction is responsible for developing a recovery plan or annex. The adopted document should support the performance of all functions, roles, and responsibilities not provided by the County, utilities, non-profit and community-based organizations (CBOs), or the State and Federal government. Local Governments should assign the following duties within each jurisdiction:

- Determine if a Proclamation of Local Emergency is needed, if not already completed.
- Identify and articulate any recovery needs beyond the local capabilities.
- Document damages, costs, and impacts via an Initial Damage Estimate.
- Assign a regional Recovery Manager as necessary.
- Coordinate with the County Recovery as necessary.

### **5.4 STATE GOVERNMENT**

When the State of Emergency is proclaimed in counties affected by an incident, Cal OES will lead California's Recovery operations and coordinate assistance provided by other State agencies and the Federal government. When Federal assistance is required, Cal OES will work with FEMA and other Federal agencies to ensure the effective delivery of services.

### **5.5 FEDERAL GOVERNMENT**

The Federal government provides Recovery support under the National Disaster Recovery Framework (NDRF) following a Presidential Disaster Declaration and mobilizes resources in anticipation of likely needs and provides those resources to state and local governments upon request from the State. FEMA coordinates Federal Recovery operations.

## 5.6 PRIVATE SECTOR AND NON-GOVERNMENTAL ORGANIZATIONS

The private sector plays a leading role in designing and executing the coordination functions and other priorities of private-public collaboration under ESF-14. The multi-sector nature of recovery presents unique opportunities for full community integration. The private sector includes:

- For-profit and nonprofit organizations,
- Formal and informal structures,
- Commerce, and
- Industries that comprise the national economy are not part of a government structure.

Non-governmental organizations (NGOs) are a distinct category of organizations within the private sector. They can include voluntary, ethnic, faith-based, veteran-based, access and functional needs, relief agencies, and animal welfare organizations. Infrastructure owners and operators are developing plans and coordination mechanisms for voluntary, prioritized, cross-sector support. Businesses and utilities (private and public) collaborate with companies that offer supplies and services critical to their emergency operations. They are developing plans to help those supply chains function in severe incidents. Many such initiatives also include participation by relevant SSAs and other government entities. Altogether, these advances provide rapidly expanding opportunities for cross-sector coordination within the private sector and offer a critical foundation for private-public coordination under Recovery.

The Recovery Branch Director serves as a point of contact during cross-sector operations for owners and operators not already engaged with a sector-specific ESF. Likely, these organizations would be represented through ESF-17, Volunteer and Donations Management, or through activation of the San Joaquin Regional Volunteer Organizations Active in Disaster (VOAD). In collaboration with agencies at all levels of government, provides businesses, NGOs, the VOAD, and infrastructure owners and operators with an integrated “touchpoint” to:

- Support private sector and cross-sector response operations consistent with the NRF (National Response Framework), applicable laws, and other sources of guidance;
- Incorporate analysis of the request for Federal assistance to secure improved stabilization of community lifelines and National Critical Functions.
- Contribute analytic support on cross-sector susceptibilities and essential nodes for pre-event stratagem and collaborate during incidents with situational awareness of business and critical infrastructure disruptions, modeling and simulation, and other computational and analysis prospects.

Table 2- Agency Responsibilities

Agency	Role
Aging & Veterans Services	<ul style="list-style-type: none"> <li>• Provide communication and agency-specific assistance to clients to facilitate recovery, specifically elderly, persons with access and functional needs.</li> <li>• Provide regular situation updates to the EOC.</li> <li>• Provide subject matter expert staff to the EOC.</li> <li>• Help and guidance in obtaining Veteran's Affairs (VA) benefits, pensions, and insurance settlements.</li> </ul>
Agricultural Commissioner	<ul style="list-style-type: none"> <li>• Supports OA with subject matter expertise and staffing support, as appropriate.</li> <li>• Provides economic damage assessment information on agriculture infrastructure.</li> <li>• Identify significantly disrupted markets.</li> <li>• Monitors assess and provide technical support on the economic impacts on agricultural and export activities and resumption of trade.</li> <li>• Monitor fuel products sold in the County.</li> <li>• Provide regular inspection of weigh stations to monitor debris removal.</li> <li>• Assist with United States Department of Agriculture (USDA) Financial assistance program.</li> <li>• Assist commercial agricultural and livestock operations with access to restricted areas during or following a natural disaster.</li> </ul>
Animal Services	<ul style="list-style-type: none"> <li>• Initiates and coordinates rescue, transportation and sheltering of animals.</li> <li>• Works closely with HSA and AG on the transportation, care, and sheltering of pets and service animals during an evacuation or sheltering event.</li> <li>• Provide communication and agency-specific assistance to clients to facilitate recovery, specifically elderly persons, with access and functional needs.</li> <li>• Assists with coordination of large animal evacuations and sheltering.</li> </ul>
Assessor- Recorder	<ul style="list-style-type: none"> <li>• Assist OES in the collection of property value estimates for IDE.</li> <li>• Follows up on field reports received by a jurisdiction's damage assessment process to provide potential property tax relief to owners of damaged private property.</li> <li>• Provide regular situation updates to the EOC.</li> <li>• Provide subject matter expert staff to the EOC</li> </ul>
Auditor-Controller	<ul style="list-style-type: none"> <li>• Provide staffing to EOC Finance and Administration Section.</li> <li>• Coordinate with OES to develop cost accounting and documentation maintenance procedures and processes.</li> <li>• Coordinate expenditures with CAO.</li> <li>• Performs emergency warrant issuance.</li> <li>• Coordinates and monitors FEMA documentation processes for eligible expenses in coordination with OES.</li> <li>• Executes FEMA filing(s) in coordination with OES.</li> <li>• Continues to administer County payroll.</li> <li>• Continues to perform County accounts payable functions</li> </ul>

Behavioral Health	<ul style="list-style-type: none"> <li>• Afford communication and agency-specific assistance to clients to facilitate recovery.</li> <li>• Assist in information sharing and outreach to vulnerable populations.</li> <li>• Assist in staffing recovery centers and emergency shelters.</li> <li>• Provide regular situation updates to the EOC.</li> <li>• Provide subject matter expert staff to the EOC</li> </ul>
Board of Supervisors / Clerk of the Board	<ul style="list-style-type: none"> <li>• Provide guidance and direction throughout the response and recovery stages.</li> <li>• Consider the need to proclaim a local emergency.</li> <li>• Arrange regular situation updates to the EOC.</li> <li>• Provide subject matter expert staff to the EOC.</li> </ul>
Chief Administrative Office (CAO)	<ul style="list-style-type: none"> <li>• Assist all efforts of the EOC during response and recovery.</li> <li>• Provide regular situation updates to the EOC.</li> <li>• Provide subject matter expert staff to the EOC.</li> <li>• Coordinate expenditures with ACO.</li> <li>• Assists in procurement and financial processes during recovery</li> </ul>
Child Support Services	<ul style="list-style-type: none"> <li>• Communicate service impacts to clients to facilitate recovery.</li> <li>• Offers services during displacements and sheltering.</li> <li>• Present regular situation updates to the EOC</li> <li>• Provide subject matter expert staff to the EOC</li> </ul>
Community Development Department	<ul style="list-style-type: none"> <li>• Conducts safety and damage assessment for commercial and residential after danger mitigated.</li> <li>• Provides damage status, including type and extent of damages, suitability for continued use (e.g., Green/Yellow/Red Tag), and developing repair scope of work and budget estimates.</li> <li>• GIS is responsible for maintaining County's electronic map data, performing map-based analysis, and providing support for the EOC.</li> <li>• Advises the Board of Supervisors and Planning Commission on the land use projects</li> </ul>
Cooperative Extension	<ul style="list-style-type: none"> <li>• Implement communication and agency-specific assistance to clients to facilitate recovery.</li> <li>• Afford regular situation updates to the EOC</li> <li>• Provide subject matter expert staff to the EOC</li> </ul>
County Counsel	<ul style="list-style-type: none"> <li>• Provide advice on emergency authorities, actions, and associated liabilities, preparation of legal opinions, and preparation of new ordinances and resolutions.</li> </ul>
District Attorney	<ul style="list-style-type: none"> <li>• The Victim-Witness Program offers comprehensive services to victims of all types of crimes free of charge.</li> <li>• Emergency assistance in obtaining temporary shelter, clothing, food, transportation &amp; medical care, filing for compensation through the California Victim Compensation Program, funeral arrangements, and restitution assistance.</li> </ul>
Employment and Economic Development	<ul style="list-style-type: none"> <li>• Monitor and coordinate with the appropriate entities to ensure the economy is restored and adequate employment opportunities for County residents, businesses, and the workforce to support the restoration of services and the overall community recovery.</li> <li>• Coordinate with Small Business Administration</li> </ul>

Environmental Health	<ul style="list-style-type: none"> <li>• Activate Environmental Health’s Departmental Operations Center (DOC) when needed.</li> <li>• Perform health hazard evaluations.</li> <li>• Provide health and safety training to County Staff</li> <li>• Conduct water sampling for drinking water systems.</li> <li>• Conduct debris removal screening for hazardous waste</li> <li>• Conduct initial shelter inspections for sanitation, safety, and housing requirements.</li> <li>• Continued assistance with the disposal of dead or diseased large animals.</li> <li>• Joint Hazardous Materials Team Member</li> </ul>
General Services	<p>Parks and Recreation</p> <ul style="list-style-type: none"> <li>• Inspects and reports on damage to County Park and Recreation facilities.</li> <li>• Debris Removal at County-owned Park areas</li> <li>• Develops repair scope of work and budget estimates.</li> </ul> <p>Facilities Management</p> <ul style="list-style-type: none"> <li>• Assistance with IDE of County facilities</li> <li>• Estimates and minor repairs of County facilities.</li> <li>• Develops repair scope of work and budget estimates.</li> </ul> <p>Other General Service Staff</p> <ul style="list-style-type: none"> <li>• Provides support to OES for the set-up of assistance centers (local, family, and disaster) if located in County-owned facilities or the unincorporated areas</li> <li>• Responsible for cost recovery documentation of field response/repairs and estimates</li> </ul>
Information Systems Division	<ul style="list-style-type: none"> <li>• Inspects and reports on the status of communications sites and regional/county facilities in incorporated cities and continues to maintain these facilities throughout the disaster.</li> <li>• Assists County departments in getting systems back online and functioning.</li> <li>• Assist as needed in updating County- maintained websites</li> </ul>
Healthcare Services	<p>Behavioral Health Services</p> <ul style="list-style-type: none"> <li>• Crisis counseling and mental health referrals to individuals and families impacted by a disaster.</li> </ul> <p>Public Health Services</p> <ul style="list-style-type: none"> <li>• Assist individuals with obtaining prescriptions lost during the disaster (As a medical countermeasure strictly).</li> <li>• Assistance, support, and outreach services to older adults, children, people with access and functional needs, and their families.</li> <li>• Assist with medical health for shelter operations.</li> </ul>
Human Resources	<ul style="list-style-type: none"> <li>• Provide documentation and personnel information relevant to the incident for claim recovery.</li> <li>• Assist with personnel at EOC or ROC.</li> <li>• Provide insurance information and staff expertise to the Disaster Cost Recovery Team</li> <li>• Administer regular situation updates to the EOC</li> <li>• Provide subject matter expert staff to the EOC</li> </ul>

<p>Human Services Agency</p>	<ul style="list-style-type: none"> <li>• Provides for the immediate emergency disaster-caused basic human needs of individuals: shelter, food (Disaster Cal Fresh, CalWorks, and WIC) health, and mental health services coverage (Medi-Cal) to those who meet eligibility requirements. Includes transition into temporary short –term housing assistance (Homeless Assistance/ GA) or coordination with government and non-government agencies on long-term housing assistance.</li> <li>• Provides casework/recovery planning to individuals and families</li> <li>• Provides direct client assistance for individual assistance and may provide for individuals ineligible for FEMA/IA.</li> <li>• Provides general recovery information.</li> <li>• Assistance with health and social service networks, facilities, childcare referrals (CalWORKs). Coordinate with providers that impact employment and support a customer base for businesses.</li> <li>• Assist in staffing call centers.</li> <li>• Maintenance and staffing of Shelters.</li> </ul>
<p>Probation</p>	<ul style="list-style-type: none"> <li>• Care and custody of juveniles.</li> <li>• Supervision of offenders.</li> <li>• Operations of Juvenile Hall, including evacuation and relocation as necessary.</li> <li>• Provide support to the Sheriff's Office or City Police Departments if additional law enforcement officers are needed.</li> </ul>
<p>Public Defender</p>	<ul style="list-style-type: none"> <li>• Provide communication and agency-specific assistance to clients to facilitate recovery.</li> <li>• Prepare regular situation updates to the EOC.</li> <li>• Provide subject matter expert staff to the EOC.</li> </ul>
<p>Public Works</p>	<p>Public Works</p> <ul style="list-style-type: none"> <li>• Inspects and reports on County-maintained Road right-of-way facilities.</li> <li>• Checks and reports on County-maintained drainage/flood control facilities.</li> <li>• Reviews and informs on County-owned water and wastewater facilities.</li> <li>• Manages County debris removal program.             <ul style="list-style-type: none"> <li>• Maintain debris removal records based on FEMA Guidelines.</li> <li>• Operate County-owned landfills for debris removal based on FEMA Guidelines.</li> </ul> </li> <li>• Supports law enforcement by opening and closing County-maintained public roads.</li> </ul> <p>Road Maintenance</p> <ul style="list-style-type: none"> <li>• Bridge inspection and repair on County roads.</li> <li>• Storm drain and ditch maintenance.</li> <li>• Roadway inspection, maintenance, and repair</li> </ul> <p>Design Engineering</p> <ul style="list-style-type: none"> <li>• Road, Domestic Water, Storm Drainage, and Sanitary Sewer. Projects and Studies.</li> </ul>

Purchasing and Support Services	<ul style="list-style-type: none"> <li>• Provide staffing to EOC Finance and Administration Section.</li> <li>• Provide direction on vendor selection and approval for emergency supplies.</li> <li>• Provide subject matter expertise on purchasing guidelines during a proclaimed emergency.</li> <li>• Acquisition of supplies and equipment, including vehicles, personnel, and related support.</li> <li>• Provides effective and efficient procurement of goods, materials, and services, supporting County departments.</li> <li>• Implements sound procurement processes to acquire the highest quality goods and services at the best price</li> <li>• Disposes of surplus equipment and salvage materials</li> <li>• Manages the Records Management Program</li> </ul>
Sheriff's Department	<ul style="list-style-type: none"> <li>• Provide initial field situation reports and updates from field units and Aerial Support.</li> <li>• Maintain perimeter security and patrol recovery activities events, if necessary.</li> <li>• Provide a liaison to the EOC for ongoing assistance needs.</li> <li>• Provides for the critical needs of animals, such as food, shelter, and supplemental medical needs.</li> <li>• Provides for the reunification of animals with owners before, during, and after a disaster.</li> </ul>
Treasurer- Tax Collector	<ul style="list-style-type: none"> <li>• Works with ISD to re-establish County financial systems.</li> <li>• Ensure County funding is stable.</li> </ul>

Table 3- Supporting Agency Responsibilities

Supporting Agencies	Role
Amateur Radio Emergency Services	<ul style="list-style-type: none"> <li>• Provide ham radio communications as requested by the EOC Director.</li> </ul>
Cal OES	<ul style="list-style-type: none"> <li>• Provide support roles in the San Joaquin County EOC to provide liaison and coordination between local agencies, the Operational Area and the State of California.</li> <li>• Assist in managing mutual aid activities if needed, task requested state resources and provide the gateway for acquiring federal resources, when needed.</li> </ul>
Fire Services (Local, CAL FIRE)	<ul style="list-style-type: none"> <li>• Provide direction or coordination for fire suppression and rescue efforts.</li> <li>• Employ the California Master Mutual Aid program to provide effective and efficient use of resources.</li> </ul>
Law Enforcement Agencies	<ul style="list-style-type: none"> <li>• Provide direction or coordination for law enforcement resources and activities during an incident.</li> <li>• Employ the California Master Mutual Aid program to provide effective and efficient use of resources.</li> </ul>
Public Works Agencies (Caltrans, Utilities)	<ul style="list-style-type: none"> <li>• Perform support activities related to the direction and coordination of construction and engineering projects, evacuation and transportation of evacuees, flood fighting, reconstruction projects and recovery survey programs of damaged or threatened areas.</li> <li>• Work with local utilities to coordinate utility work during times of emergency as well as recovery projects.</li> <li>• Form field survey teams that enter damaged areas to determine re-habitation conditions or other safety threats.</li> </ul>

Public/Private Partnerships	Role
Community-based Organizations Faith-based Communities Non-government Organizations Non-profit Sector Operational Area Partners Private Sector Volunteer Agencies Voluntary Organizations Active in Disaster	<ul style="list-style-type: none"> <li>• Provide essential services, supplies, and personnel before, during, and after an event, as requested by the EOC Director.               <ul style="list-style-type: none"> <li>• Emergency shelter operation</li> <li>• Search and rescue</li> <li>• Mass feeding</li> <li>• Emergency health care</li> <li>• Psychological counseling</li> <li>• Emergency home repair</li> <li>• Pet rescue and care</li> <li>• Sandbagging</li> <li>• Intel sharing and emergency communications</li> </ul> </li> </ul>

## **6 COMMUNICATION, INFORMATION COLLECTION, ANALYSIS, AND DISSEMINATION**

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The role of information after an incident is crucial. If employees, residents, and businesses lack reliable information, they may be paralyzed with fear, leading to anger or distrust in authorities. County and affected jurisdictions must go beyond usual efforts to keep the public aware and informed. Effective communications, therefore, includes providing timely, reliable, and regular information via multiple media channels, including print, broadcast, website(s), news and social media, community organizations and networks, and direct outreach.

All efforts will be made to keep residents and businesses informed of what they can expect from local and County governments, including where and how to access resources and information. Conversely, they should be told what their community expects of them, including where and how to access the support they need to be self-reliant and advance their Recovery.

The County has a multitude of tools available to assist in the dissemination of public messages. The PIO is responsible for initiating the use of all applicable communication mediums to reach the intended audience during Recovery per ESF-15 Public Information.

The public looks to its elected officials as sources of information and strength during an emergency and Recovery. Officials need to advise the people on the status of the Recovery efforts, the resources available to them, and what the public needs to do to assist in their Recovery. The County will work to give the officials the critical information necessary to guide the masses.

## 7 ADMINISTRATION, FINANCE, LOGISTICS

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The Finance and Administrative Section is responsible for tracking and coordinating payment for response and recovery supplies and services, maintaining expenditure records for insurance, and state and federal recovery programs. Tracking recovery staff timesheets and ensuring the County received all state and federal recovery assistance and reimbursement for which it is eligible.

### 7.1 DOCUMENTATION

Documentation is the key to recovering qualified response and recovery costs. Damage assessment documentation will be critical in establishing the basis for eligibility for incident assistance programs. OES and County Auditor-Controller coordinate cost recovery and contracting procedures for the jurisdictional area of the County. Each incorporated jurisdiction and the individual districts are responsible for developing and implementing cost recovery and contracting processes. OES applies on behalf of the OA to Cal OES and the Federal Emergency Management Agency (FEMA) for incident relief funds. Each incorporated jurisdiction and individual district within the OA also apply to Cal OES and FEMA for incident relief funds. Documentation and contracting are critical cost recovery elements.

Cost recovery begins with an expenditure of local funds during the incident's response phase. It ends with the completion of applicable local, State, or Federal auditing processes, which can occur well into the incident's long-term recovery phase. The Finance Section can find specific forms designed to assist recovery. Special Districts outside a city should initially submit documentation to the Recovery Branch Director for an IDE. However, Special Districts will provide documentation for reimbursement directly to FEMA.

All County Departments, OA agencies, and special districts are responsible for adequately documenting response and recovery activities. OES and Auditor-Controller prepare and maintain all supporting documentation concerning cost recovery and eligibility for the County. The categories of documentation required include:

- Site Documentation - Law Enforcement, Fire, and Emergency Medical Services (EMS) activities
- Site Documentation - Damage and Clean-up
- Jurisdiction Labor Records
- Jurisdiction Equipment Records
- Rented Equipment
- Material Summary Records
- Contract Work Summary Record
- Emergency Contracting

Whenever the jurisdiction enters an incident period, all involved departments (Fire, Law Enforcement, Public Works, EMS) must begin tracking all the above responses and incident-related expenditures. All equipment, material, and regular and overtime labor costs associated with these incidents may be eligible for incident reimbursement. Each County Department will create a departmental file containing the following information:

- Name of contact for further details
- Copies of CAD incident histories for each (regardless of whether only regular-hour personnel responded)
- Copies of invoices or contracts for contracted/purchased materials, equipment, or services
- Force account labor records (Timesheets, activity logs, and sign-in sheets)
- Force account equipment records (Hours and mileage)

- Material records (Procurement documentation, receipts, and purchase orders)
- Rented equipment records.

The documentation is to be maintained and updated by the originating department. It will be turned over to the Recovery Branch Director for processing when the State and Federal inspection teams arrive to complete the Project Worksheets.

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## **8 PLAN DEVELOPMENT AND MAINTENANCE**

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The development and maintenance of this ESF plan will be consistent with the guidelines established in the EOP.

### **8.1 TRAINING AND EXERCISE**

The objective of any emergency management organization is efficient and timely incident Recovery. Because Recovery operations are rooted in the response phase of an emergency, the EOP is the first step toward this objective. This ESF is the second step toward this objective as a complement to these plans. However, planning alone will not accomplish preparedness for Recovery operations. Training and exercises are essential at all levels of government to make Recovery personnel operationally ready.

Through its courses and integrated programs, CSTI (California Specialized Training Institute) training assists as a centerpiece for developing and delivering emergency management training to strengthen local government's capabilities in pre-disaster planning and disaster recovery resources. Specifically, course G205, Recovery from Disasters: The Local Community Role, familiarize disaster recovery principles and consist of current recovery practices and policies. Case studies and activities are incorporated to support participant learning. Basics for recovery planning, development and maintenance are learned using the RPPG-L (Recovery Pre-Disaster Planning Guide for Local Governments). RPPG-L equips links to model plans, templates, tools, lessons learned, best practices, and a range of auxiliary reference material analogous to Recovery operations. CSTI curricula are measured to meet the needs of a diverse audience with a priority on working together in all-hazards emergencies to save lives and protect property and the environment.

To the extent, feasible and applicable, Recovery operations should also be included in functional and full-scale exercises that simulate actual emergencies. Functional exercises are designed to exercise procedures and test the readiness of response personnel, communications, and facilities. These exercises should be completed with an eye on Recovery. This is accomplished by reviewing documentation and contracting procedures to facilitate cost Recovery and consider demobilization when discussing resource allocation and deployment.

## **9 AUTHORITIES AND REFERENCES**

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The authorities and references documented in the EOP are considered applicable to this ESF; in addition, the following are also relevant to this function:

### **9.1 FEDERAL**

- National Disaster Recovery Framework, 2<sup>nd</sup> Edition

### **9.2 STATE**

- California Emergency Services Act, as amended,
- California Incident Assistance Act,
- California Recovery Manual,
- California Recovery and Hazard Mitigation Manual,
- A Guide for Establishing a Local Assistance Center,
- Incident Assistance Funding Guidance,
- Incident Service Worker Volunteer Program (DSWVP) Guidance,
- California Department of Finance
- California Government Code 8630- Local Emergency

### **9.3 LOCAL**

- San Joaquin County Ordinance, Title 4, Division 3, Civil Defense and Incident, Chapter 1, Sections 4-3000 – 3012.

## ATTACHMENTS

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### ATTACHMENT A: LOCAL ASSISTANCE CENTERS (LACs)

As part of ESF-14 Recovery, resource centers known as Local Assistance Centers (LACs) will be developed. When establishing a LAC, this guide may be used for decision-makers and may be incorporated into disaster recoveries planning activities such as exercises, drills, and training. It is also a guide for designing functional assistance centers for government and non-governmental agencies. For consistency and clarity, the LAC Support Annex is intended to elaborate on the Recovery Phase of the Incident Command System (ICS), a subcomponent of the National Incident Management System (NIMS). It will focus on function-specific operations of Local Assistance Centers (LACs), including:

- Deployment Phase
- Oversight Team,
- Local Assistance Center (LAC) Team.

This approach assumes common terminology, unity of command, and integrated communications per the National Incident Management System.

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