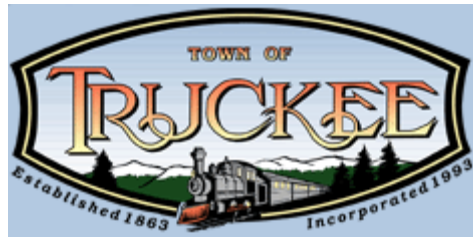


# Town of Truckee

## Emergency Operations Plan



10183 Truckee Airport Road  
Truckee, CA 96161  
(530) 582-7700  
[www.townoftruckee.com](http://www.townoftruckee.com)

**TOWN OF TRUCKEE  
EMERGENCY OPERATIONS PLAN**

---

## Table of Contents

### SECTION 1 – BASIC EMERGENCY PLAN

1	BASIC PLAN .....	9
1.1	Promulgation.....	9
1.1.1	The Basic Plan:.....	10
1.1.2	Requirements .....	10
2	PURPOSE & SCOPE .....	10
2.1	Purpose .....	10
2.2	Scope.....	11
3	OBJECTIVES .....	11
3.1	The objectives of the plan are to: .....	11
4	STANDARDIZED EMERGENCY MANAGEMENT SYSTEM (SEMS).....	11
4.1	What Is SEMS? .....	11
4.2	Purpose of SEMS.....	12
4.3	Organizational/Response Levels and Activation Requirements .....	12
4.3.1	Field Response Level.....	13
4.3.2	Town/ Local Government Level .....	12
4.3.3	Operational Area .....	13
4.3.4	Regional.....	14
4.3.5	State.....	15
4.4	Features Common to all Organizational/Response Levels .....	15
4.4.1	Essential Management Functions.....	15
4.4.2	Management by Objectives.....	15
4.4.3	Action Planning.....	15
4.4.4	After Action Reporting .....	15
4.4.5	Organizational Flexibility--Modular Organization .....	16
4.4.6	Organizational Unity and Hierarchy of Command or Management .....	16

**TOWN OF TRUCKEE  
EMERGENCY OPERATIONS PLAN**

4.4.7 Span of Control..... 16

4.4.8 Personnel Accountability ..... 17

4.4.9 Common Terminology ..... 17

4.4.10 Resources Management ..... 17

4.4.11 Integrated Communications ..... 17

4.5 Mutual Aid ..... 18

4.5.1 What is Mutual Aid?..... 18

4.5.2 Mutual Aid Systems..... 18

4.5.3 Mutual Aid Coordinators..... 18

4.5.4 Participation of Volunteer and Private Agencies..... 19

4.5.5 Emergency Facilities used for Mutual Aid..... 19

4.6 Overview of SEMS Response..... 20

4.6.1 Local Incident within Capability of Local Government/Town ..... 20

4.6.2 Single Jurisdiction Incident ..... 20

4.6.3 Major Single Jurisdiction Disaster ..... 21

4.6.4 Major Area-Wide Disaster--Damage in Multiple Operational Areas..... 21

5 AUTHORITIES AND REFERENCES ..... 23

5.1 Town of Truckee..... 22

5.2 State of California ..... 23

5.1.1 California Government Code, Section 3100, Title 1, Division 4, Chapter 4. .... 23

5.1.2 The California Emergency Plan ..... 23

6 DEFINITIONS..... 24

6.1 Incidents, Emergencies, and Disasters..... 24

6.1.1 Incident ..... 24

6.1.2 Emergency..... 24

6.1.3 Disaster..... 25

7 RESPONSE LEVELS ..... 25

7.1 Response Levels are used to describe the type of event:..... 25

7.1.1 Response Level 1 - Local Emergency ..... 25

7.1.2 Response Level 2 - Local Disaster ..... 25

7.1.3 Response Level 3 - Major Disaster ..... 26

7.2 Response Level Diagram..... 27

**TOWN OF TRUCKEE**  
**EMERGENCY OPERATIONS PLAN**

8	EMERGENCY PHASES .....	28
8.1	General Information Regarding Emergencies .....	27
8.1.1	Mitigation Phase .....	28
8.1.2	Preparedness Phase .....	28
8.1.3	Response Phase .....	28
8.1.4	Recovery Phase .....	29
9	EMERGENCY PROCLAMATIONS .....	29
9.1	Local Emergency .....	29
9.2	State of Emergency .....	30
9.3	State of War Emergency .....	31
9.4	Sample Proclamation .....	32
10	HAZARD VULNERABILITY ASSESSMENTS/RISK ANALYSES .....	33
10.1	Hazard Risks .....	33
10.2	Geology and Seismic Hazards .....	35
10.2.1	Earthquakes .....	35
10.2.2	Steep Slopes .....	36
10.3	Hydrology and Flooding .....	36
10.4	Snow Avalance .....	37
10.5	Wildfire .....	37
10.6	Hazardous Materials .....	37
10.7	Airport Safety .....	38
10.8	Severe Weather .....	38
10.9	Terrorism Event .....	38
11	PLAN MAINTENANCE AND TRAINING .....	40
11.1	Emergency Operations Plan Maintenance .....	40
11.2	Training Program .....	40
11.2.1	Orientation .....	40
11.2.2	SEMS Required EOC Exercises .....	41

**TOWN OF TRUCKEE  
EMERGENCY OPERATIONS PLAN**

**SECTION 2 – EMERGENCY OPERATIONS CENTER**

1.	Emergency Structure.....	43
1.1	Overall Emergency Structure .....	43
2.	Emergency Operations Center .....	43
2.1	Explanation of the EOC.....	43
	Emergency Operations Organizational Chart.....	44
2.2	EOC Positional Definitions .....	45
	Director of Emergency Services.....	45
	Public Information Officer (PIO) .....	45
	Liaison Officer .....	45
	EOC Facility Manager / Safety Officer .....	45
	Legal Officer .....	46
	Operations Section Chief .....	46
	Law Enforcement Unit.....	46
	Fire / Medical Unit.....	46
	Public Works Unit .....	46
	Planning and Intelligence Section Chief .....	46
	Situation Status Unit .....	47
	Resource Status Unit.....	47
	Damage Assessment Unit.....	47
	Logistics Section Chief .....	47
	Supplies Unit.....	47
	Personnel Unit .....	48
	Care and Shelter Unit.....	48
	Transportation Unit .....	48
	Utilities Unit .....	48
	Finance and Administration Section Chief .....	48
	Compensation and Claims Unit .....	48
	Cost Unit .....	48
	Time Unit.....	49
2.3	Emergency Operations Center Diagram .....	50
2.4	EOC Activation and Set-Up Procedure.....	51
2.5	When the EOC is Activated.....	52
2.6	EOC Closeout Checklist.....	53

**TOWN OF TRUCKEE  
EMERGENCY OPERATIONS PLAN**

**SECTION 3 – EMERGENCY OPERATIONS CENTER  
POSITIONAL CHECKLISTS**

Director of Emergency Services .....	55
Public Information Officer.....	57
EOC Facility Manager / Safety Officer.....	59
Liaison Officer .....	61
Legal Officer.....	62
Operations Section Chief.....	63
Law Enforcement Unit Leader .....	65
Fire / Medical Unit Leader.....	67
Public Works Unit Leader .....	69
Planning and Intelligence Section Chief.....	71
Situation Status Unit Leader .....	73
Resource Status Unit Leader .....	75
Damage Assessment Unit Leader .....	77
Documentation Unit Leader.....	79
Logistics Section Chief.....	80
Supplies Unit Leader.....	83
Personnel Unit Leader .....	85
Care and Shelter Unit Leader .....	87
Transportation Unit Leader .....	89
Utilities Unit Leader .....	91
Finance and Administration Section Chief .....	93
Compensation & Claims Unit Leader .....	94
Cost Unit Leader .....	96
Time Unit Leader .....	97

**TOWN OF TRUCKEE**  
**EMERGENCY OPERATIONS PLAN**

**SECTION 4 - ICS FOR FIELD SITUATIONS**

1.1	IC Structure Chart (Generic as required by SEMS).....	99
1.2	General ICS Information.....	99
1.3	ICS Organization .....	100
1.4	Incident Facilities .....	102
1.5	Incident Action Plan.....	102
1.5.1	Essential Action Plan Elements .....	103

# TOWN OF TRUCKEE

## EMERGENCY OPERATIONS PLAN

### APPENDICES

APPENDIX 1 - Town EOC Personnel Assignments

APPENDIX 2 - Hazard Specific Checklists

APPENDIX 3 - Emergency Operations Center Forms

APPENDIX 4 - Glossary and Acronym List

APPENDIX 5 - City / County EOC Contact Information

APPENDIX 6 - KTKE Operating Instructions

### ANNEXES

ANNEX A Town Council Duties and Responsibilities

ANNEX B Nevada County Evacuation Guide

ANNEX C Placer County Eastern Slope Emergency Evacuation Plan (DRAFT)

ANNEX D Recovery Operations Manual

ANNEX E Family Disaster Preparedness

ANNEX F Town Disaster Ordinance



# SECTION 1

# BASIC PLAN

# TOWN OF TRUCKEE

## EMERGENCY OPERATIONS PLAN

### 1 Basic Plan

#### 1.1 Promulgation

### Letter of Promulgation

The preservation of life, environment, and property is an inherent responsibility of local, state, and federal government. The Town of Truckee has prepared this emergency operations plan to ensure the most effective and economical allocation of resources for the maximum benefit and protection of the community in time of emergency.

While no plan can completely prevent death and destruction, good plans carried out by knowledgeable and well-trained personnel can and will minimize losses. This plan establishes the emergency organization, assigns tasks, specifies policies, and general procedures, and provides for coordination of planning efforts of the various emergency staff and service elements utilizing the Standardized Emergency Management System (SEMS). The plan also meets requirements established by the National Incident Management System (NIMS).

The objective of this plan is to incorporate and coordinate all agencies and personnel of the town into an efficient organization capable of responding to any emergency.

This emergency operations plan is an extension of the *California Emergency Plan*. It will be reviewed, exercised periodically, and revised as necessary to meet changing conditions.

The Town Council gives its full support to this plan and urges all officials, employees, and citizens, individually and collectively, to do their share in the total emergency effort of the Town of Truckee.

Concurrence of this promulgation letter constitutes the adoption of the Standardized Emergency Management System by the Town of Truckee. This emergency operations plan will become effective on approval by the Town Council.

Tony Lashbrook  
Town Manager  
Director of Emergency Services

# **TOWN OF TRUCKEE**

## **EMERGENCY OPERATIONS PLAN**

### **1.1.1 The Basic Plan**

The Basic Plan addresses the Town's responsibilities in emergencies associated with natural disaster, human-caused emergencies and technological incidents. It provides a framework for coordination of response and recovery efforts within the Town in coordination and with local, State, and federal agencies. The Plan establishes an emergency organization to direct and control operations during a period of emergency by assigning responsibilities to specific personnel.

The Basic Plan:

- Conforms to the State mandated Standardized Emergency Management System (SEMS), the National Incident Management System (NIMS), and effectively structures emergency response at all levels in compliance with the Incident Command System (ICS).
- Establishes response policies and procedures, providing the Town clear guidance for planning purposes.
- Describes and details procedural steps necessary to protect lives and property.
- Outlines coordination requirements.
- Provides a basis for unified training and response exercises to ensure compliance.

### **1.1.2 Requirements**

The Plan meets the requirements of The State's policies on Emergency Response and Planning, the Standardized Emergency Management System (SEMS) Operational Area Response, and defines the primary and support roles of Town personnel and departments in post-incident damage assessment and After Action reporting requirements.

## **2 Purpose & Scope**

### **2.1 Purpose**

The Purpose of the Emergency Operations Plan is to protect the safety and welfare of the citizens, as well as all visitors and employees in the Town of Truckee.

# TOWN OF TRUCKEE

## EMERGENCY OPERATIONS PLAN

### 2.2 Scope

The Scope encompasses a broad range of major emergencies. Such incidents include earthquakes, hazardous materials events, snow emergencies, flooding, terrorist acts and wildfires. Also included are procedures for emergencies that may or may not require the full or partial activation of the Town's Emergency Operations Center (EOC), which will coordinate with other local jurisdiction's Emergency Operation Centers.

## 3 Objectives

### 3.1 The objectives of the plan are to:

- Protect the safety and welfare of the community and employees of the Town of Truckee.
- Provide for a safe and coordinated response to emergency situations.
- Protect the Town's facilities and properties.
- Enable the Town to restore normal conditions with minimal confusion in the shortest time possible.
- Provide for interface and coordination between incident sites and the Town's Emergency Operations Center (EOC) as well as other city and county Emergency Operation Centers.

## 4 Standardized Emergency Management System (SEMS)

### 4.1 What Is SEMS?

The Standardized Emergency Management System (SEMS) is the system required by Government Code §8607(a) for managing response to multi-agency and multi-jurisdiction emergencies in California. SEMS consists of five organizational levels that are activated as necessary:

- Field Response
- Local Government (Cities and Special Districts)

# **TOWN OF TRUCKEE**

## **EMERGENCY OPERATIONS PLAN**

- Operational Area (County)
- Regional
- State

SEMS incorporates the use of the Incident Command System (ICS), the Master Mutual Aid Agreement, existing mutual aid systems, the Operational Area concept, and multi-agency or inter-agency coordination. Local governments and special districts must use SEMS to be eligible for funding of their personnel related costs under State Disaster Assistance programs.

### **4.2 Purpose of SEMS**

SEMS has been established to provide an effective response to multi-agency and multi-jurisdiction emergencies in California. By standardizing key elements of the emergency management system, SEMS is intended to:

- Facilitate the flow of information within and between levels of the system,
- Facilitate coordination among all responding agencies.

Use of SEMS improves the mobilization, deployment, utilization, tracking, and demobilization of needed mutual aid resources. Use of SEMS reduces the incidence of poor coordination and communications, and reduces resource ordering duplication on multi-agency and multi-jurisdiction responses. SEMS is flexible and adaptable to the varied disasters that occur in California and to the needs of all emergency responders.

### **4.3 Organizational / Response Levels and Activation Requirements**

The five SEMS organizational / response levels are described below. The levels are activated as needed for an emergency.

#### **4.3.1 Field Response Level**

The field response level is where emergency response personnel and resources, under the command of an appropriate authority, carry out tactical decisions and activities in direct response to an incident or threat. SEMS regulations require the use of ICS at the field response level of an incident.

#### **4.3.2 Local Government Level**

Local governments include cities, counties, and special districts. Local governments manage and coordinate the overall emergency response and recovery activities within their jurisdiction. Local governments are required to use SEMS when their Emergency

## **TOWN OF TRUCKEE EMERGENCY OPERATIONS PLAN**

Operations Center is activated or a local emergency is declared or proclaimed in order to be eligible for State funding of response-related costs. In SEMS, the local government emergency management organization and its relationship to the field response level may vary depending upon factors related to geographical size, population, function, and complexity.

### **4.3.3 Operational Area Level**

Under SEMS, the Operational Area means an intermediate level of the State's emergency services organization which encompasses the County and all political subdivisions located within the County. The Operational Area manages and/or coordinates information, resources, and priorities among local governments within the Operational Area, and serves as the coordination and communication link between the local government level and the regional level.

It is important to note, that while the Operational Area always encompasses the entire County area, it does not necessarily mean that the County government manages and coordinates the response and recovery activities within the county. The decision on organization and structure within the Operational Area is made by the governing bodies of the county and the political subdivisions with the county.

In Nevada County, the emergency management organization of each incorporated city and each special district is responsible for coordination and direction of response and recovery operations within their respective jurisdictions, while the County Office of Emergency Services serves a support role. The County is responsible for coordinating and directing response and recovery operations in the unincorporated areas of the County, with the cities providing support and mutual aid as needed.

The County is the Operational Area, and will be the focal point for information transfer and support requests by cities within the County. The County Executive is in charge of the Operational Area. In the event of a major disaster, the County emergency organization will operate under a Unified Command Structure.

### **4.3.4 Regional Level**

Because of its size and geography, the state has been divided into three Regions. The purpose of the Regions is to provide for the more effective application and coordination of mutual aid and other emergency related activities. Truckee is in the Inland Region, co-located with the State's Emergency Operations Center in Sacramento. In SEMS, the regional level manages and coordinates information and resources among operational areas within the Region, and also between the Operational Areas and the State level. The regional level also coordinates overall State agency support for emergency response activities within the Region.

# TOWN OF TRUCKEE

## EMERGENCY OPERATIONS PLAN

### 4.3.5 State Level

The State level of SEMS manages state resources in response to the emergency needs of the other levels, and coordinates mutual aid among the Regions and the State. The State level also serves as the coordination and communication link between the State and the federal disaster response system.

### 4.4 Features Common to all Organizational Response Levels

SEMS has several features based on the Incident Command System (ICS). The field response level uses functions, principles, and components of ICS as required in SEMS regulations. Many of these field response level features are also applicable at local government, Operational Area, Regional and State levels. In addition, there are other ICS features that have application to all SEMS levels. Described below are the features of ICS that are applicable to all SEMS levels.

#### 4.4.1 Essential Management Functions

SEMS has five essential functions adapted from ICS. Field Response uses the five primary ICS functions: **Command, Operations, Planning / Intelligence, Logistics and Finance / Administration**. In an Emergency Operations Center at local government, Operational Area, and Regional / State levels, the term **Management** is used instead of **Command**. The titles of the other functions remain the same at all levels.

#### 4.4.2 Management by Objectives

The Management by Objectives feature of ICS as applied to SEMS means that each SEMS level establishes, for a given operational period, measurable and attainable objectives to be achieved.

An objective is an aim or end of an action to be performed. Each objective may have one or more strategies and performance actions needed to achieve the objective. The operational period is the length of time set by command at the field level, and by management at other levels to achieve a given set of objectives. The operational period may vary in length from a few hours to days, and will be determined by the situation.

#### 4.4.3 Action Planning

Action planning should be used at all SEMS levels. There are two types of action plans in SEMS:

- **Incident Action Plans:** At the field response level, written or verbal incident action plans contain objectives reflecting the overall incident strategy and specific tactical action and supporting information for the next operational period. Incident

# **TOWN OF TRUCKEE**

## **EMERGENCY OPERATIONS PLAN**

action plans are an essential and required element in achieving objectives under ICS.

- **EOC Action Plans:** At local, Operational Area, Regional and State levels, the use of EOC action plans provide designated personnel with knowledge of the objectives to be achieved and the steps required for achievement. Action plans not only provide direction, but they also serve to provide a basis for measuring achievement of objectives and overall system performance.

#### **4.4.4 After Action Reporting**

After Action Reports are required by the National Incident Management System any time the Emergency Operations Center is activated. The Director and the Emergency Manager will ensure that all responsible persons, Section Chiefs, Unit Leaders attend a critique or "Hot Wash" within 48 hours of the closing of the operation. As a result of this meeting, individual reports will be submitted no later than 30 days after the closing of the EOC. The reports must include Corrective Actions, including who is responsible for the actions and when they are to be completed. A copy of the After Action Report must be sent to State OES (Regional Office) within 90 days of the EOC deactivation.

#### **4.4.5 Organizational Flexibility—Modular Organization**

The intent of this SEMS feature is that at each SEMS level: 1) only those functional elements that are required to meet current objectives need to be activated, and 2) that all elements of the organization can be arranged in various ways within or under the five SEMS essential functions.

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

#### **4.4.6 Organizational Unity and Hierarchy of Command or Management**

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

#### **4.4.7 Span of Control**

Maintaining a reasonable span of control is the responsibility of every supervisor at all SEMS levels. The optimum span of control is one to five, meaning that one supervisor has direct supervisory authority over five positions or resources. The recommended



# **TOWN OF TRUCKEE**

## **EMERGENCY OPERATIONS PLAN**

span of control for supervisory personnel at the field response level and all EOC levels should be in the one-to-three to one-to-seven range. A larger span of control may be acceptable when the supervised positions or resources are all performing a similar activity.

### **4.4.8 Personnel Accountability**

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

### **4.4.9 Common Terminology**

In ICS, common terminology is applied to functional elements, position titles, facility designations and resources. The purpose of having common terminology is to rapidly enable multi-agency, multi-jurisdiction organizations and resources to work together effectively. This feature, as applied to all SEMS levels, would ensure that there is consistency and standardization in the use of terminology within and between all five SEMS levels.

### **4.4.10 Resources Management**

In ICS, resource management describes the ways in which field level resources are managed and how status is maintained. At all SEMS levels, there will be some functional activity related to managing resources. This will vary from level to level in terms of directing and controlling, to coordination, to resource inventorying. Procedures for effective resources management must be geared to the function and the level at which the function is performed.

### **4.4.11 Integrated Communications**

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

# **TOWN OF TRUCKEE**

## **EMERGENCY OPERATIONS PLAN**

### **4.5 Mutual Aid**

#### **4.5.1 What is Mutual Aid?**

Incidents frequently require responses that exceed the resource capabilities of the affected response agencies and jurisdictions. When this occurs Mutual Aid is provided by other agencies, local governments, and the state. Mutual Aid is voluntary aid and assistance by the provision of services and facilities including but not limited to: fire, police, medical and health, communications, transportation, and utilities. Mutual Aid is intended to provide adequate resources, facilities, and other support to jurisdictions whenever their own resources prove to be inadequate to cope with a given situation.

Mutual Aid is provided between and among local jurisdictions and the State under the terms of the California Disaster and Civil Defense Master Mutual Aid Agreement. This agreement was developed in 1950 and has been adopted by California's incorporated cities, all 58 counties, and the State.

#### **4.5.2 Mutual Aid Systems**

The mutual aid program in California has developed statewide mutual aid systems. These systems, operating within the framework of the Master Mutual Aid Agreement, allow for the progressive mobilization of resources to and from emergency response agencies, local governments, operational areas, regions, and state with the intent to provide requesting agencies with adequate resources.

Several discipline-specific mutual aid systems have been developed, including fire and rescue, law, medical, and public works. The adoption of SEMS does not alter existing Mutual Aid systems. These systems work through local government, Operational Area, Regional and State levels consistent with SEMS.

Mutual aid may also be obtained from other states. Inter-state Mutual Aid may be obtained through direct state-to-state contacts, pursuant to inter-state agreements and compacts, or may be coordinated through federal agencies.

#### **4.5.3 Mutual Aid Coordinators**

The basic role of a Mutual Aid Coordinator is to receive Mutual Aid requests, coordinate the provision of resources from within the coordinator's geographic area of responsibility, and to pass on unfilled requests to the next level. Mutual Aid requests that do not fall into one of the discipline-specific Mutual Aid systems are handled through the Emergency Services Mutual Aid System by emergency management staff at the local government, Operational Area, Regional, and State levels. Agencies may be requested to send representatives to the Regional EOC to assist OES regional staff in handling mutual aid requests for disciplines or functions that do not have designated Mutual Aid Coordinators.

# TOWN OF TRUCKEE

## EMERGENCY OPERATIONS PLAN

### 4.5.4 Participation of Volunteer and Private Agencies

Volunteer agencies and private agencies may participate in the Mutual Aid system along with governmental agencies. For example, the Disaster Medical Mutual Aid system relies heavily on private sector involvement for medical / health resources. Some volunteer agencies such as the American Red Cross, Salvation Army and others are an essential element of the statewide emergency response to meet the needs of disaster victims. Volunteer agencies mobilize volunteers and other resources through their own systems. They also may identify resource needs that are not met within their own systems that would be requested through the Mutual Aid system. Volunteer agencies with extensive involvement in the emergency response should be represented in EOCs.

Some private agencies have established mutual aid arrangements to assist other private agencies within their functional area. For example, electric and gas utilities have Mutual Aid agreements within their industry and established procedures for coordinating with governmental EOCs. In some functional areas, services are provided by a mix of special districts, municipal, and private agencies. Mutual aid arrangements may include both governmental and private agencies. For example, public and private utilities are currently developing a mutual aid system.

Liaison should be established between activated EOCs and private agencies involved in a response. Where there is a need for extensive coordination and information exchange, private agencies should be represented in activated EOCs at the appropriate SEMS level.

### 4.5.5 Emergency Facilities used for Mutual Aid

In-coming Mutual Aid resources may be received and processed at several types of facilities including: marshalling areas, mobilization centers, and incident facilities. Each type of facility is described briefly below:

**Marshalling Area:** Defined in the National Response Framework as an area used for the complete assemblage of personnel and other resources prior to their being sent directly to the disaster area. Marshalling areas may be established in other states for a catastrophic California earthquake.

**Mobilization Center:** Off-incident location at which emergency service personnel and equipment are temporarily located pending assignment, release, or reassignment. For major area-wide disasters, mobilization centers may be located in, or on the periphery of, the disaster area.

**Incident Facilities:** Incoming resources may be sent to staging areas, other incident facilities, or directly to an incident depending on the circumstances.

# TOWN OF TRUCKEE

## EMERGENCY OPERATIONS PLAN

Staging areas are temporary locations at an incident where personnel and equipment are kept while awaiting tactical assignments.

### 4.6 Overview of SEMS Response

The following describes generally how SEMS is intended to work for various emergency situations. The situations are described in terms of the involvement and interactions of the five SEMS levels, and are intended to apply to all types of disasters that may occur in California, such as, earthquakes, floods, fires, and hazardous materials incidents.

This discussion assumes that appropriate emergency declarations and proclamations are made. It also assumes that multi-agency or inter-agency coordination is accomplished at each level as required by SEMS regulations.

Note that SEMS may be activated and resources mobilized in anticipation of possible disasters. Such anticipatory actions may be taken when there are flood watches, severe weather, earthquake advisories, or other circumstances that indicate the increased likelihood of a disaster that may require emergency response and mutual aid. The extent of actions taken will be decided at the time based on the circumstances.

#### 4.6.1 Local Incident within Capability of Local Government

**Field Response:** Field units respond as needed using the Incident Command System. Resources are requested through local government dispatch centers.

**Local Government:** Supports field response as needed. Small incidents generally do not require activation of the local government Emergency Operations Center. Emergency management staff may monitor the incident for possible increase in severity. Larger incidents may necessitate activation of the EOC. Local governments will notify the operational area if the EOC is activated.

**Operational Area:** Activation of the operational area EOC is generally not needed for small incidents, but consideration should be given to possibility of the incident becoming larger. The Operational Area EOC would be activated if the local government activates its EOC and requests Operational Area EOC activation.

#### 4.6.2 Single Jurisdiction Incident--Local Government Requires Additional Resources

**Field Response:** Field units respond as needed using the Incident Command System. Resources are requested through dispatch centers, Department Operations Centers, or in some cases, the EOC.

**Local Government:** Supports incident commanders with available resources. The local government Emergency Operations Center is activated. Local government and special districts notify the Operational Area. Resources are requested through Operational Area

## **TOWN OF TRUCKEE**

### **EMERGENCY OPERATIONS PLAN**

emergency management staff and appropriate Mutual Aid Coordinators. (In some cases, Mutual Aid may be obtained directly from neighboring local governments under local Mutual Aid agreements.) Local government and special districts retain responsibility for managing the response.

**Operational Area:** Operational Area emergency management staff and Mutual Aid coordinators locate and mobilize resources requested by local government or special districts. Emergency management staff and Mutual Aid Coordinators generally operate from normal departmental locations for handling limited resource requests, and the EOC is not activated. Emergency management staff and Mutual Aid Coordinators will communicate with each other as needed to coordinate resource mobilization. If requested by the affected local government, emergency management staff will activate the operational area EOC and notify the OES Regional Administrator.

#### **4.6.3 Major Single Jurisdiction Disaster--Local Government Requires Additional Resources**

**Field response:** Field units respond as needed using the Incident Command System. One or more Incident Commands may be established depending upon the size and nature of the disaster. Resources are requested through dispatch centers, Department Operations Centers (DOCs), or the EOC.

**Local Government:** Supports Incident Commanders with available resources. Local governments activate their Emergency Operations Centers and notify the Operational Area lead agency. Resources are requested through Operational Area emergency management staff and Mutual Aid Coordinators. Local governments retain responsibility for managing the response.

**Operational Area:** Lead agency activates Operational Area Emergency Operations Center. Operational Area emergency management staff and Mutual Aid Coordinators locate and mobilize resources requested by Local government and special districts. Mutual Aid Coordinators go to the EOC or send representatives depending on circumstances. Resources not available within the Operational Area are requested through the OES Regional Administrator and Regional Mutual Aid Coordinators.

**Regional:** OES Regional Administrator activates Regional Emergency Operations Center (REOC) and notifies OES headquarters. OES Regional Administrator and Regional Mutual Aid Coordinators locate and mobilize resources requested by the Operational Area.

**State:** State Operations Center is activated. State OES staff monitor situation.

# TOWN OF TRUCKEE

## EMERGENCY OPERATIONS PLAN

### 4.6.4 Major Area-Wide Disaster–Damage in Multiple Operational Areas

**Field Response:** Field units from the affected jurisdictions respond as feasible using the Incident Command System. Incident Command Posts may be established at various sites throughout the disaster area. Resources are requested through dispatch centers, Department Operations Centers (DOCs), or EOCs.

**Local Government:** Ability to respond may be severely impaired. Local governments assess capability and report situation to operational area. Local governments mobilize all available resources. EOCs establish priorities, allocate available resources to support the field response, and request assistance through the Operational Area. Local governments and special districts retain responsibility for managing the response within their jurisdictions.

**Operational Areas:** Lead agency activates Emergency Operations Center and notifies OES Regional Administrator. Emergency Operations Center assesses situation and reports information to the Regional Emergency Operations Center (REOC). The emergency management staff and Mutual Aid Coordinators mobilize available resources in the Operational Area, request additional resources through the REOC and Regional Mutual Aid Coordinators, and provide overall situation information to local governments and special Districts.

**Regional:** OES Regional Administrator activates Regional Emergency Operations Center (REOC) and notifies State Headquarters. REOC staff and Regional Mutual Aid Coordinators locate and mobilize resources available within the Region and from State agencies. Additional resources are requested through the State Operations Center. State agency representatives are requested for the REOC to assist in coordinating support to the disaster area. REOC monitors situation and updates State Operations Center.

**State:** State Operations Center (SOC) is activated and state agency representatives are requested to staff the SOC. SOC coordinates state agency response and mobilization of mutual aid resources from unaffected regions. SOC may direct activation of other OES REOCs to assist in resource mobilization. State agency department operations centers are activated. If needed, federal assistance is requested using the National Response Framework. SOC continuously monitors situation.

# TOWN OF TRUCKEE

## EMERGENCY OPERATIONS PLAN

### 5 Authorities and References

#### 5.1 Town of Truckee Municipal Code

##### 5.1.1 Chapter 2.50 - Disaster Relief (Refer to ANNEX – F)

##### 5.1.2 Section 2.50.010 - General Purposes

*The purpose of this chapter is to provide for the preparation and carrying out of plans for the protection of persons and property within the Town in the event of the emergency or disaster conditions hereafter referred to; the direction of the disaster organization; and the coordination of the disaster functions of the Town with the count and with all other public agencies, corporations, organizations, and affected private persons.*

#### 5.2 State of California

##### 5.2.1 California Government Code, Section 3100, Title 1, Division 4, Chapter 4

States that public employees are Disaster Service Workers (DSW), subject to such disaster service activities as may be assigned to them by their superiors or by law. The term “public employees” includes all persons employed by the State or any county, city, town, or state agency, excluding aliens legally employed. The law applies when:

- A local emergency has been proclaimed.
- A state of emergency has been proclaimed.
- A federal disaster declaration has been made.

#### 5.3 The California Emergency Plan

Promulgated by the Governor, and published in accordance with the Act and provides overall statewide authorities and responsibilities, and describes the functions and operations of government at all levels during extraordinary emergencies, including wartime. Section 8568 of the Act states, in part, that “...the State Emergency Plan shall be in effect in each political subdivision of the state, and the governing body of each political subdivision shall take such action as may be necessary to carry out the provisions thereof.” Local emergency plans are, therefore, considered to be extensions of the California Emergency Plan.

# TOWN OF TRUCKEE

## EMERGENCY OPERATIONS PLAN

### 6 Definitions

#### 6.1 Incidents, Emergencies, and Disasters.

##### 6.1.1 Incident

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

Incidents may result in extreme peril to the safety of persons and property and may lead to, or create conditions of disaster. Incidents may also be rapidly mitigated without loss or damage. While not yet meeting disaster level definition, larger incidents may call for managers to proclaim a "Local Emergency".

Incidents are usually a single event that may be small or large. They occur in a defined geographical area and require local resources or, sometimes, mutual aid. There are usually one to a few agencies involved in dealing with an ordinary threat to life and property and to a limited population. Usually a local emergency will not be declared and the jurisdictional EOC will not be activated. Incidents are usually of fairly short duration, measured in hours or, at most, a few days. Primary command decisions are made at the scene along with strategy, tactics, and resource management decisions

##### 6.1.2 Emergency

The term *emergency* is used in several ways. It is a condition of disaster or of extreme peril to the safety of persons and property. In this context, an emergency and an incident could mean the same thing, although an emergency could have more than one incident associated with it.

Emergency is also used in Standardized Emergency Management System (SEMS) terminology to describe agencies or facilities, e.g., Emergency Response Agency, Emergency Operations Center, etc.

Emergency is also used to define a conditional state such as a proclamation of "Local Emergency". The California Emergency Services Act, of which SEMS is a part, describes three states of emergency:

- State of War Emergency
- State of Emergency
- State of Local Emergency



# TOWN OF TRUCKEE

## EMERGENCY OPERATIONS PLAN

### 6.1.3 Disaster

A *disaster* is defined as a sudden calamitous emergency event bringing great damage, loss, or destruction. Disasters may occur with little or no advance warning, e.g., an earthquake or a flash flood, or they may develop from one or more incidents, and e.g., a major wildfire or hazardous materials discharge.

Disasters are either single or multiple events that have many separate incidents associated with them. The resource demand goes beyond local capabilities and extensive mutual aid and support are needed. There are many agencies and jurisdictions involved including multiple layers of government. There is usually an extraordinary threat to life and property affecting a generally widespread population and geographical area. A disaster's effects last over a substantial period of time (days to weeks) and local government will proclaim a Local Emergency. Emergency Operations Centers are activated to provide centralized overall coordination of jurisdictional assets, departments and incident support functions. Initial recovery coordination is also a responsibility of the EOCs.

## 7 Response Levels

### 7.1 Response Levels are used to describe the type of event:

Area(s) affected and extent of coordination or assistance needed, and degree of participation expected from the Town.

#### 7.1.1 Response Level 1 – Local Emergency

This type of situation is managed in a normal manner from a command post at the scene. Local resources are adequate and available; a local emergency is declared. Both coordination and direction are centralized: the Emergency Operations Center is not activated and public safety personnel provide necessary support, as established by agreements and ordinances. Police, fire and other responders coordinate via established telephones, radio systems and dispatch centers.

#### 7.1.2 Response Level 2 - Local Disaster

Local resources are not adequate and mutual aid may be required on a regional or even statewide basis. A Local Emergency is proclaimed and a State of Emergency might be proclaimed. Several departments as well as other jurisdictional agencies need close coordination. The Emergency Operations Center is activated to coordinate emergency response. EOC activities may include but are not limited to:

## **TOWN OF TRUCKEE EMERGENCY OPERATIONS PLAN**

- Establishing a Town-wide situation assessment function,
- Establishing a Town-wide public information function,
- Determining resource requirements for the affected area and coordinating resource requests,
- Establishing and coordinating the logistical systems necessary to support multi-incident management,
- Establishing priorities for resource allocation.

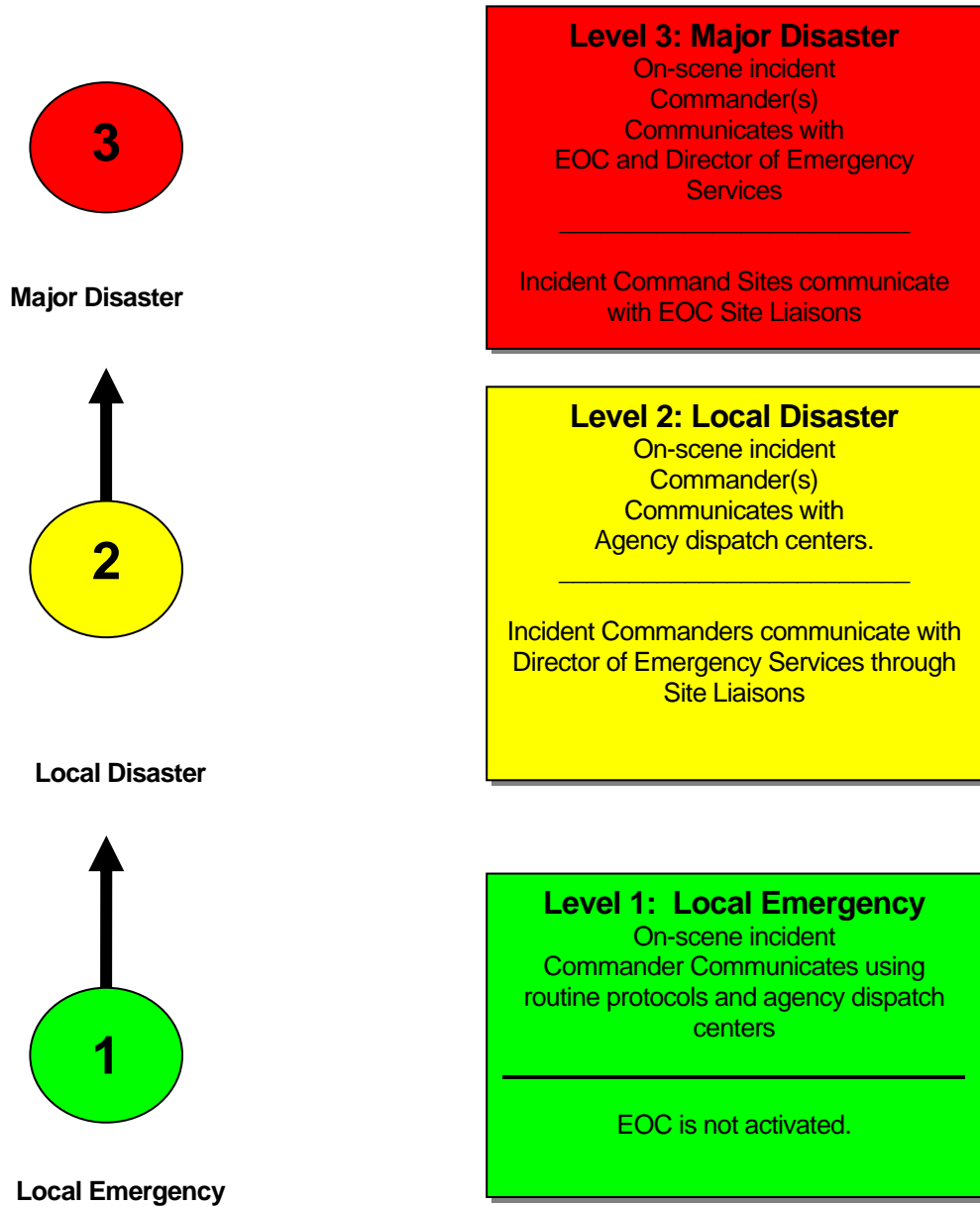
Direction is decentralized: Incident Command Systems are established and continue to report through agency dispatch centers. Agency dispatch centers or liaison personnel provide information to the Emergency Operations Center.

### **7.1.3 Response Level 3 - Major Disaster**

Town and other local resources are overwhelmed, and the Town declares a State of Emergency because extensive outside resources are required. A Local Emergency and a State of Emergency are proclaimed, and a Presidential Declaration is requested. The emergency operation is centralized. The EOC is activated and all coordination and direction activities are done from there. There may be several incidents and the managers of each incident would, as much as possible, report to and receive direction from the EOC. During war, a Statewide Emergency Management System will be fully activated and the State will coordinate emergency operations from Sacramento.

# TOWN OF TRUCKEE EMERGENCY OPERATIONS PLAN

## 7.2 Response Level Diagram



# TOWN OF TRUCKEE

## EMERGENCY OPERATIONS PLAN

### 8 Emergency Phases

#### 8.1 General Information Regarding Emergencies

Some emergencies will be preceded by a build-up or warning period, providing sufficient time to warn the population and implement mitigation measures designated to reduce loss of life and property damage. Other emergencies occur with little or no advance warning, thus requiring immediate activation of the emergency operations plan and commitment of resources. All employees must be prepared to respond promptly and effectively to any foreseeable emergency, including the provision and use of mutual aid.

Emergency management activities during peacetime and national security emergencies are often associated with the phases indicated below. However, not every disaster necessarily includes all indicated phases.

##### 8.1.1 Mitigation Phase

Mitigation is perhaps the most important phase of emergency management. However, it is often the least used and generally the most cost effective. Mitigation is often thought of as taking actions to strengthen facilities, abatement of nearby hazards, and reducing the potential damage either to structures or their contents.

While it is not possible to totally eliminate either the destructive force of a potential disaster or its effects, doing what can be done to minimize the effects may create a safer environment that will result in lower response costs, and fewer casualties.

##### 8.1.2 Preparedness Phase

The preparedness phase involves activities taken in advance of an emergency. These activities develop operational capabilities and responses to a disaster. Those identified in this plan as having either a primary or support mission relative to response and recovery should review Standard Operating Procedures (SOPs) \*\*\*and checklists that detail personnel assignments, policies, notification procedures, and resource lists. Personnel should be acquainted with these SOPs and checklists and periodically should be trained in activation and execution.

##### 8.1.3 Response Phase

# TOWN OF TRUCKEE

## EMERGENCY OPERATIONS PLAN

**Pre-Impact:** Recognition of the approach of a potential disaster where actions are taken to save lives and protect property. Warning systems may be activated and resources may be mobilized, EOCs may be activated and evacuation may begin.

**Immediate Impact:** Emphasis is placed on saving lives, controlling the situation, and minimizing the effects of the disaster. Incident Command Posts and EOCs may be activated, and emergency instructions may be issued.

**Sustained:** As the emergency continues, assistance is provided to victims of the disaster and efforts are made to reduce secondary damage. Response support facilities may be established. The resource requirements continually change to meet the needs of the incident.

### 8.1.4 Recovery Phase

Recovery is taking all actions necessary to restore the area to pre-event conditions or better, if possible. Therefore, mitigation for future hazards plays an important part in the recovery phase for many emergencies. There is no clear time separation between response and recovery. In fact, planning for recovery should be a part of the response phase.

## 9 Emergency Proclamations

### 9.1 Local Emergency

A Local Emergency may be proclaimed by the Town Council, or by the Town Manager, as specified by the Town Municipal Code. A Local Emergency declared by the Town Manager must be ratified by the Town Council within seven days. The Council must review the need to continue the declaration at least every fourteen days until the Local Emergency is terminated.

The Local Emergency must be terminated by resolution as soon as conditions warrant. Declarations are normally made when there is a threat or an actual disaster or extreme peril to the safety of persons and property within the city, caused by natural or man made situations.

The declaration of a Local Emergency provides the Town Council with the legal authority to:

- Request that the Governor declare a State of Emergency

## **TOWN OF TRUCKEE**

### **EMERGENCY OPERATIONS PLAN**

- Promulgate or suspend orders and regulations necessary to provide for the protection of life and property, including issuing orders or regulations imposing a curfew within designated boundaries.
- Exercise full power to provide mutual aid to any affected area in accordance with local ordinances, resolutions, emergency plans, or agreements.
- Request state agencies and other jurisdictions to provide mutual aid.
- Require the emergency services of any local official or employee.
- Requisition necessary personnel and materials from any local department or agency.
- Obtain vital supplies and equipment and, if required, immediately commandeer the same for public use.
- Impose penalties for violation of lawful orders.
- Conduct emergency operations without incurring legal liability for performance, or failure to perform. (Note: Article 17 of the Emergency Services Act provides for certain privileges and immunities.)

#### **9.2 State of Emergency**

A State of Emergency may be declared by the Governor when:

- Conditions of a disaster or extreme peril exist that threaten the safety of persons and property within the state caused by natural or man made incidents.
- The Governor is requested to do so by local authorities.
- The Governor finds that local authority is inadequate to cope with the emergency.
- When the Governor declares a State of Emergency:
  - Mutual aid shall be rendered in accordance with approved emergency plans when the need arises in any city or county.
  - The Governor shall, to the extent deemed necessary, have the right to exercise all police power vested in the State by the Constitution and the laws of the State of California within the designated area.
  - Jurisdictions may command the aid of citizens as deemed necessary to cope with the emergency.

## **TOWN OF TRUCKEE**

### **EMERGENCY OPERATIONS PLAN**

- The Governor may suspend the provisions of orders, rules, or regulations of any state agency, any regulatory statute, or statute prescribing the procedure for conducting state business.
- The Governor may commandeer or make use of any private property or personnel (other than the media) in carrying out the responsibilities of the office.
- The Governor may promulgate, issue, and enforce orders and regulations deemed necessary.

#### **9.3 State of War Emergency**

When the Governor declares a State of War Emergency or a State of War Emergency exists, all provisions associated with a State of Emergency apply, plus:

- All state agencies and political subdivisions are required to comply with the lawful orders and regulations of the Governor that are made or given within the limits of the Governor's authority as provided for in the Emergency Services Act.

**TOWN OF TRUCKEE  
EMERGENCY OPERATIONS PLAN**

**9.4 Sample Proclamation**

**PROCLAMATION DECLARING THE EXISTENCE  
OF A LOCAL EMERGENCY**

WHEREAS, Section 2.50.180 of the Truckee Municipal Code empowers the Director of Emergency Services to proclaim the existence or threatened existence of a local emergency when said Town area is affected or likely to be affected by a public calamity and the Town Council is not in session; and

WHEREAS, the Director of Emergency Services of Truckee does hereby find:

That conditions of extreme peril to the safety of persons and property have arisen within the Town, as a result of:

\_\_\_\_\_  
\_\_\_\_\_;

And that the Town Council of Truckee is not in session;

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

IT IS FURTHER PROCLAIMED AND ORDERED that a copy of this declaration be forwarded to the Governor of California with the request that he proclaim a state of emergency for Truckee, and further that the Governor request a Presidential Declaration; and

IT IS FURTHER PROCLAIMED AND ORDERED that during the existence of said local emergency the powers, functions and duties of the emergency services organization of this Town shall be those prescribed by law, by ordinances and resolutions of this Town, and by the Truckee Emergency Operations Plan.

BY: \_\_\_\_\_

DIRECTOR OF EMERGENCY SERVICES



# TOWN OF TRUCKEE

## EMERGENCY OPERATIONS PLAN

### 10 Hazard Vulnerability Assessments/Risk Analyses

#### 10.1 Hazard Risks

The Town of Truckee recognizes that the planning process must address each hazard that threatens the Town. Truckee is vulnerable to a wide range of threats. There are three broad categories of hazards: natural, technological or man-made and national security.

The Town of Truckee, with its varying topography, mix of urban and rural areas, rapidly growing permanent population, and transient and recreational population is subject to a wide variety of negative impacts from natural and technological hazards. The natural hazards and technological or man-made hazards that confront the Town of Truckee are as follows:

#### **Natural Hazards**

- Earthquakes
- Floods
- Wildland fires
- Landslides
- Extreme weather and storms (Snow)
- Avalanche

#### **Technological and Man-made Hazards**

- Dam failure
- Hazardous materials (HazMat)
- Major vehicle accident
- Train accident
- Airplane crash
- Civil disturbance
- Terrorism

A hazard matrix that outlines each of these hazards and identifies their likelihood of occurrence and its severity is listed on the next page.

# TOWN OF TRUCKEE EMERGENCY OPERATIONS PLAN

## Likelihood of Occurrence

## Severity

Hazard	Likelihood of Occurrence			Severity		
	Infrequent	Sometimes	Frequent	Low	Moderate	High
Dam Failure	X				X	
Earthquake M<5		X		X		
Earthquake M>5	X					X
Wildland Fire	X				X	X
Floods		X		X	X	
HazMat			X	X	X	X
Landslides		X		X	X	
Civil Disturbance	X			X		
Extreme Weather			X	X	X	X
Aircraft Crash		X		X	X	X
Train Accident	X			X	X	X
Major Vehicle Accident			X	X	X	
Terrorism	X				X	X
Avalanche		X		X	X	

# TOWN OF TRUCKEE

## EMERGENCY OPERATIONS PLAN

### 10.2 Geology and Seismic Hazards

#### 10.2.1 Earthquakes

As with most places in California, Truckee is subject to some hazard from seismic activity. However, this risk is relatively low compared to other places in the State. Faults located near Truckee include the Mohawk Valley Fault, the southern section of which lies approximately 20 miles northwest of Truckee in Sierra County and the Dog Valley Fault, which extends in from Dog Valley (approximately 20 miles northeast of Truckee) southwest to near Donner Lake. Several small trace faults are also located within the Town limits. None of these faults are designated as Alquist-Priolo Special Study Zones, which identify fault areas considered to be of greatest risk in the state. A 1986 study by the California Bureau of Reclamation concluded that the Dog Valley Fault and Mohawk Valley Faults could result in a maximum credible earthquake of 6.75 and 7.0 magnitude respectively.

There has been seismic activity felt in Truckee in recent years, including a magnitude 6+ earthquake in 1966, a magnitude 3.6 earthquake in 1998, and a magnitude 4.5 earthquake centered six miles south of Truckee in June of 2004.

<b>Earthquake Size Descriptions</b>		
Descriptive Title	Richter Magnitude	Intensity Effects
Minor Earthquake	1 to 3.9	Only observed instrumentally or felt only near the epicenter.
Small Earthquake	4 to 5.9	Surface fault movement is small or does not occur. Felt at distances of up to 20 or 30 miles from the epicenter. May cause damage.
Moderate Earthquake	6 to 6.9	Moderate to severe earthquake range; fault rupture probable.
Major Earthquake	7 to 7.9	Landslides, liquefaction and ground failure triggered by shock waves.
Great Earthquake	8 to 8+	Damage extends over a broad area, depending on magnitude and other factors.

# **TOWN OF TRUCKEE**

## **EMERGENCY OPERATIONS PLAN**

### **10.2.2 Steep Slopes**

Steep slopes (thirty percent or greater) limit development in several areas of Truckee, including some places along the Truckee River, the ridges and hillsides north and west of Downtown, the ridges north of Gateway and north and west of Donner Lake, and areas around Alder Hill. These steep slope areas, particularly where they occur in conjunction with weak soils, may present a significant hazard in Truckee, although no detailed study has been completed or landslide hazard in Nevada County.

### **10.3 Hydrology and Flooding**

Flooding is a serious concern in several parts of Truckee, particularly within those areas identified as falling within Federal Emergency Management Agency (FEMA) 100-year flood zones. These include areas around the Donner Lake shore, along Donner Creek, lower Trout Creek, and Cold Creek, and along the Truckee River. Along the Truckee River, the 100-year flood zone extends as far as 300 feet from the banks of the river.

Three dams, located at Prosser Reservoir, Boca Reservoir, and Stampede Reservoir, are located just north of Truckee. A smaller dam is also located at Donner Lake, and another at Martis Creek Lake, south of the town. While each of these dams has the potential to fail and to release a volume of water that could result in severe short-term flooding, Truckee would not be significantly affected by potential inundation. Based on recent modeling completed by the US Bureau of Reclamation, maximum outflow from a failure of the Prosser, Boca and Stampede dams would back-flow upstream into the Truckee River about two miles from their associated confluences, and would be contained in the main channel of the Truckee River between three and five miles from their source, depending on which dam provides the source.

Failure of the Prosser Dam would result in backflow to about half a mile downstream of the Truckee sewage plant (about 3 .5 miles from Downtown Truckee). It is anticipated that a segment of Interstate 80 and the railroad, near the confluence of Prosser Creek in the Truckee River Canyon would be inundated by such a failure. Failure of the Stampede Dam or Boca Dam would result in backflow to the confluence of Prosser Creek, about five miles south of Downtown.

Inundation from dam failure at Donner Lake is not considered to pose a serious threat to Truckee, given the relatively small volume of water contained in Donner Lake (approximately 9,500 acre feet, compared to about 41,000 acre feet in Boca Reservoir alone). The California Department of Water Resources is undertaking improvements to the Donner Lake Dam, which should provide additional safeguards against seismically-induced failure

A seiche is a stationary wave, associated with a lake or semi-enclosed body of water usually caused by strong winds and/or changes in barometric pressure. Although

## **TOWN OF TRUCKEE**

### **EMERGENCY OPERATIONS PLAN**

Donner Lake is located in Truckee, and a number of reservoirs are nearby, the risk of flooding associated with seiche is considered minimal due to the relatively low levels of seismic activity locally and the small size these water bodies.

#### **10.4 Snow Avalanche**

The degree of potential hazard from snow avalanche in Truckee is related to a number of localized conditions, including steepness of slope, exposure, snow pack composition, recent weather factors such as wind, temperature, and rate of snowfall and other interacting factors. Three avalanche hazard areas are mapped in Truckee. They include an area at the west end of Donner Lake, and another south of the lake just west of the Donner Memorial State Park, as well as a smaller area at the southeast edge of Tahoe Donner.

#### **10.5 Wildfire**

The entire Truckee area is considered to be in a high fire hazard severity zone, as defined by the California Department of Forestry (CALFIRE), although risks are particularly pronounced in certain parts of the community, particularly where homes are located within areas of dense vegetation and forest land, and where steep slopes and other similar conditions exist. Calculation of threat from wildfire hazard is based on a number of combining factors including fuel loading (vegetation), topography, and climatic conditions such as winds, humidity and temperature. Residents of Truckee's rural residential areas may be at greater risk from wild-land fire hazard due to access difficulties for fire-fighting equipment and personnel in more remote areas narrow rural roads, and hilly terrain.

The Truckee Fire Protection District was an active participant in the development of the Nevada County Fire Plan, which was accepted in May 2005. The Fire Plan includes an extensive series of recommendations aimed at reducing wild-land fire risk in the County, including fuel management and defensible space enforcement strategies, public education, infrastructure improvements to increase fire-fighting capacity, and coordination with local agencies in ensuring consistent and effective wild-land fire mitigation efforts.

#### **10.6 Hazardous Materials**

Hazardous materials include a wide variety of substances commonly used in households and businesses. Used motor oil, paint, solvents, lawn care and gardening products, household cleaners, gasoline and refrigerants are among the diverse range of substances classified as hazardous materials. Nearly all businesses and residences generate some amount of hazardous waste; certain businesses and industries generate larger amounts of such substances, including gas stations, automotive service and repair shops, printers, dry cleaners and photo processors. Hospitals, clinics and laboratories generate medical waste, which is also potentially hazardous.

# **TOWN OF TRUCKEE**

## **EMERGENCY OPERATIONS PLAN**

Usage, storage and transportation of hazardous wastes is heavily regulated by federal, State and local agencies, including the California Department of Toxic Substances Control, which is authorized to implement the regulations of the Federal Environmental Protection Agency. The Nevada County Environmental Health Department monitors commercial storage and use of hazardous materials, including issuing permits for use and storage of significant quantities of hazardous materials or substances.

### **10.7 Airport Safety**

The Truckee-Tahoe Airport, which is owned and operated by the Truckee Tahoe Airport District, is located outside of Truckee town limits, straddling the boundary between Nevada and Placer Counties. It is a General Aviation facility that serves as a regional center for private and charter aviation activity.

### **10.8 Severe Weather**

Residents and travelers in the Sierra Nevada Mountains endure some of the most severe winter weather in the world: Snowfall measured in feet, wind gusts in excess of 180 mph, destructive avalanches and wind chills far below zero. For more than 150 years, people have battled the Sierra's storms. During most winters, storms lash California with torrential rain; which translates into incredibly deep snow depths in the High Sierras.

The annals of Sierra weather history are replete with ferocious storms that have impacted humans who lacked the skills to survive in such inhospitable conditions. The California-bound Donner Party wagon train of 1846 was trapped at Truckee's Lake by heavy October snowstorms, which trapped them east of the pass for four months. The snow pack peaked at more than 20-feet deep at the lake that winter, and ultimately cost 42 men, women and children their lives. Relentless storms during the winter of 1951-52 dumped 65 feet of snow on Donner Summit, causing the *City of San Francisco* luxury streamliner train to become mired in deep snow drifts and was trapped for three days and nights.

Because of this, the Town of Truckee works with Caltrans and other agencies to coordinate the establishment of appropriate emergency access routes through the Town when closure of Interstate 80 and other highways is necessitated by weather-related emergencies.

### **10.9 Terrorism Event**

According to the FEMA publication *Principal Threats Facing Communities and Local Emergency Management Coordinators*, most terrorist activities are bombing attacks. Principal targets include military personnel and facilities, commercial establishments, and federal government buildings and property. However, based on the events surrounding

## **TOWN OF TRUCKEE EMERGENCY OPERATIONS PLAN**

September 11, 2001, there is an increasing threat of WMD (Weapons of Mass Destruction) incidents, including Nuclear, Biological, and Chemical attacks against civilian targets.

# TOWN OF TRUCKEE

## EMERGENCY OPERATIONS PLAN

### 11 Plan Maintenance and Training

#### 11.1 Emergency Operations Plan Maintenance

The Town of Truckee's Emergency Operations Plan is designed for efficient update and additions. The responsibility of maintaining the document is assigned to the Director of Emergency Services (Town Manager).

The Director of Emergency Services, or his/her designee, will conduct a thorough review of the plan annually. Updates shall be distributed every year as needed or when there are significant changes.

This Plan is a management tool. It supports, and is integrated with, Town operations. Sections of the Plan can be easily updated with minor modifications when there are changes to the Town organization, systems and/or new functional positions are added. It does not need to be updated every time procedures change.

Individuals with emergency assignments are to review their procedures and related information after every activation; either simulated in drills or as an actual response. Individual Checklists are to be revised as needed. Additionally, individual users are encouraged to add supplemental materials to their Sections for a complete "response ready" plan.

The Checklists are designed to be used as worksheets. New and revised Checklists can be reprinted after each activation. It is not necessary to reprint the entire document each time it is updated. The footer date should always be kept current and can include the word "Revised" to indicate the update.

#### 11.2 Training Program

This Plan is consistent with the Standardized Emergency Management System (SEMS) guidelines. The guidelines provide standardized training modules with competency requirements for each level of activation and responsibility. The Town will need to review the guidelines to identify competency requirements based on this Plan.

##### 11.2.1 Orientation

All new Town employees should review the Plan upon hire, and attend field or EOC emergency training when practical.



## **TOWN OF TRUCKEE EMERGENCY OPERATIONS PLAN**

### **11.1.2 SEMS Required EOC Exercises and After Action Reports**

The Town will conduct an EOC table top or an EOC functional exercise once a year, simulating an actual incident or disaster, as required by SEMS. This serves to practice policies, procedures and decision-making skills. The exercise may involve Town staff alone, or it can be held in conjunction with other jurisdictions. These exercises are the most effective method of training the Town's staff. Shortly after the annual exercise, the Town will prepare an After Action Report (including Corrective Actions) as required by NIMS.

In addition, should the EOC be activated for a declared emergency; the Town will also prepare an After Action Report that includes Corrective Actions as required by NIMS and SEMS. All After Action Reports will indicate who is responsible for completing the Corrective Actions and when they are to be completed. These reports will be forwarded to the Nevada County Office of Emergency Services, as well as to the California Office of Emergency Services.