County of Sutter

Emergency Operations Plan

Sutter Operational Area

Annex 6

Wildland Fire Plan

February 2015

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TABLE OF CONTENTS

Section 1 - Introduction	**Page 1**
General	Page 1
Emergency Plan Management and Updates	Page 1
Authority Citations	Page 1
Section 2 – Plan Overview	**Page 3**
Concept of Operations	Page 3
Emergency Organizational Structure	Page 3
Emergency Organization Chart	Page 5
Section 3 – Hazard Analysis For Wildland Fires	**Page 7**
General	Page 7
Section 4 – General Plan Responsibilities	**Page 9**
Emergency Operations Center	Page 9
Management	Page 9
Operational Structure	Page 9
Coordination of Disciplines	Page 9
Inclusion of Non-Profit Agencies/Organizations	Page 9
Public Information	Page 9
Safety and Security	Page 9
Information Sharing and Dissemination	Page 10
Sheriff's Office	Page 10
Fire Services	Page 10
Emergency Management	Page 11
Operations	Page 11
Public Works	Page 11
Planning and Intelligence	Page 11
Logistics Support Requirements	Page 11
Finance	Page 12
Continuity of Operations	Page 12
Training and Exercises	Page 12
Attachments	**Page 13**
Attachment A – Emergency Support Functions - Wildland Fire	Page 13
Attachment B – Fire Management Assistance Grant (FMAG) Notification	Page 15
Attachment C – Fire Management Assistance Grant (FMAG) Application	Page 17

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Section 1 - INTRODUCTION

General

Generally, from June to October of each year, the unincorporated areas of the County face a serious threat from wildland fires. Due to the highly flammable brush covered land, many portions of the County have experienced numerous wildland fires in the recent past. High temperatures, low humidity, and high winds increase the potential for wildland fires. Another threat posed by wildland fires is the danger to health of persons and animals caused by dense smoke and high air particulate levels.

A particular area of concern in the County is a small mountain range (approximately 78,000 acres) near the community of Sutter, known as the Sutter Buttes. During the summer months, when grasses and brush dry out, the County Fire Chief usually declares the Sutter Buttes a "Hazardous Fire Area". Because the Sutter Buttes are mostly privately owned, the responsibility for fire suppression rests with the local fire protection agencies. These local fire agencies have very limited resources and a major fire incident in the Sutter Buttes poses a serious challenge for these agencies.

The purpose of this annex is to develop a consequence management plan for responding to and recovering from a wildland fire incident.

Emergency Plan Management and Updates

The Office of Emergency Management will be responsible for updates and maintenance of this plan.

Authority Citations

The authority for Emergency Operations and Disaster Preparedness used in development of this annex of the Sutter County Operational Area EOP are found in the **Sutter County OA EOP, Basic Plan Chapter A, Section 6**.

This plan augments the Sutter County Operational Area Emergency Operations Plan, dated October 2011.

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Section 2 – PLAN OVERVIEW

Concept of Operations

This plan or the applicable portions of this plan will be implemented as directed by the County Administrative Officer, Sheriff, Fire Chief, or Incident Commander as appropriate.

Guidance for implementation is in the **EOP Basic Plan Chapter D, Response Phase - Initial Response,** in **ANNEX 1 - Emergency Support Functions Handbook and Checklists, Section 3, General Response Checklists,** and in **ANNEX 2 – Emergency Operations Center Handbook and Position Checklists.**

Additional supplemental information is provided in the attachments of this annex.

During a disaster or emergency, this plan will be implemented in accordance with the Standardized Emergency Management System (SEMS).

Personnel assigned to the organizational levels of SEMS will follow checklists/SOPs established by the EOP or the appropriate annex to the EOP. The Emergency Operations Director or Incident Commander will determine communication equipment usage and any equipment issued to an emergency worker will be documented and tracked to ensure proper accountability of the asset. Coordination of public or media information releases will be through the PIO. The Management function of SEMS will determine what information is to be released and when the appropriate timeframe for such a release will occur.

For more information on SEMS/ICS refer to the **Sutter County OA EOP Basic Plan, Chapter A**, **Section 3**.

The SEMS functions are indicated in this annex ***Attachment A, Wildland Fire SEMS Functions.***

The federal Department of Homeland Security has established that the National Incident Management System (NIMS) will be used during an emergency/disaster. The State of California, through Executive Order S-2-05, has established that the implementation of SEMS/ICS substantially meets the requirements of NIMS.

For more information on NIMS refer to the **Sutter County OA EOP Chapter A**.

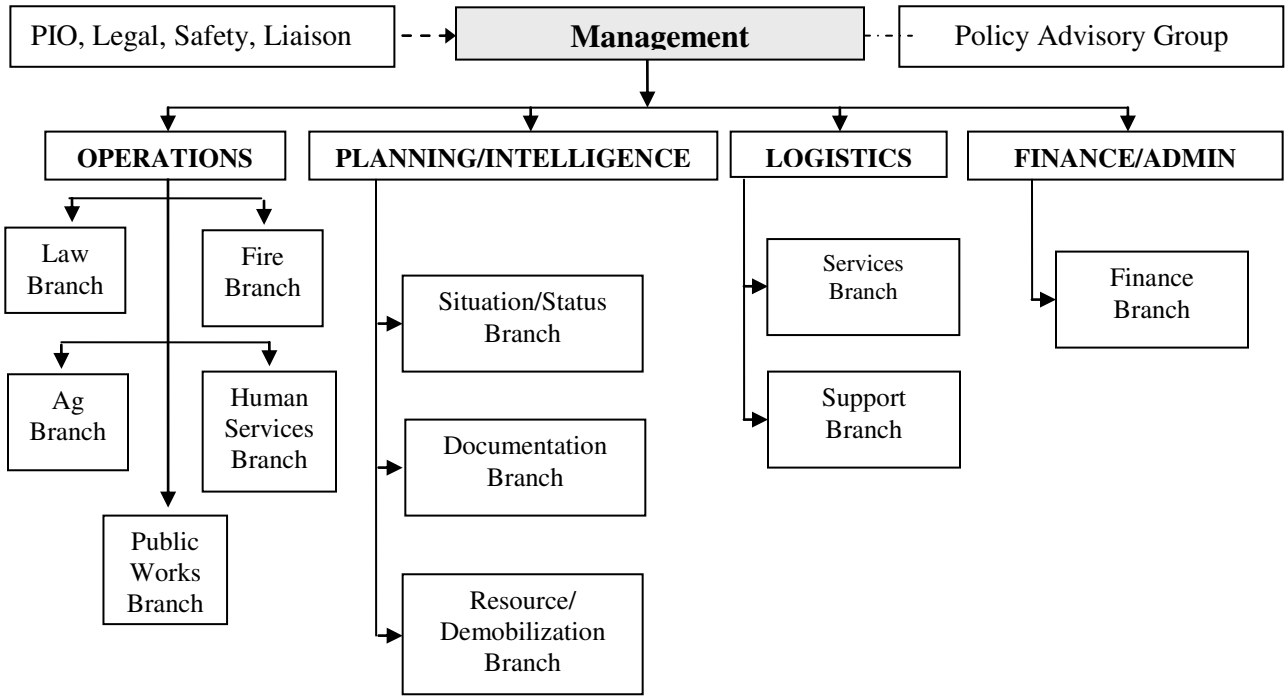
Emergency Organizational Structure

During a wildland fire emergency, the Incident Commander will establish the initial command and control functions based on the Incident Command System. Most wildland fires will be operationally controlled on-scene and coordination of Operational Area resources will be made through a Level 1 or 2 activation of the Emergency Operations Center when deemed necessary by the Incident Commander or County Fire Chief.

During a Level 3 activation of the Emergency Operations Center, the Emergency Organization operates under SEMS, with the Emergency Operations Director providing leadership to the

Management Function. The Management Function provides Command and Control to the Emergency Operations Team and consists of the Sheriff, the County Fire Chief, Public Works Director and the Emergency Operations Manager. This membership may change based on the nature of the emergency. The chart on the following page is representative of a Level 3 Activation of the Emergency Operation Center (EOC) for a large-scale event.

Emergency Organization Chart



Operations –

Law Branch:
Field Ops, Detention, and Dispatch
Fire Branch:
Fire, HazMat Response, and Rescue
Ag Branch:
Biologists and Animal Control
Human Services Branch:
Care & Shelter, Red Cross,
and Medical Transport
Environmental Health, Mental Health, and Public Health
Public Works Branch:
Reconnaissance, Engineering Support, and Heavy Equipment Support

Finance & Administration –

Finance Branch:
Invoice Processing and Payroll Tracking

Planning & Intelligence –

Situation/Status Branch:
Planning & Forecasting, Field Observation, and Info Collection/Display
Documentation Branch:
Written and Visual/Graphic
Resource and Demobilization Branch:
Personnel, Equipment, and Material

Logistics –

Services Branch:
Communications
County Employees and Volunteers
Information Systems Technicians
Support Branch:
Supplies, Equipment, Transportation, and Facilities (EOC, Off-Site Work Areas, and R&R Areas)

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Section 3 – HAZARD ANALYSIS FOR WILDLAND FIRES

General

Due to the nature of the topography of Sutter County, the area is prone to wildland fires. These usually occur during the summer months. The flat open areas with strong winds can cause a fire to spread rapidly. The isolated areas of the Sutter Buttes cause access problems. The interspersed nature of the agricultural communities and the areas of agriculture surrounding the incorporated areas provide significant possibilities of a wildland fire escalation.

Each year the fire services throughout California promote fire safety and prevention. The main course of action to protect against wildland fires is prevention and preparedness. The number one resource available to the fire services to prevent fires is the citizenry of Sutter County. By following the guidelines and direction of the fire services personnel, the majority of wildland fires can be prevented by the community that is prepared and aware.

Unfortunately, the number one cause for wildland fires is people. People caused Eighty-eight percent of the wildland fires between 1988 and 1997. Negligence and accidents account for 70 percent of the wildland caused by people.

The primary way to prevent these fires is through greater public awareness and public support.

The second leading cause of wildland fires are lightning strikes. During the summer and especially during the fall months, unsettled weather creates thunderstorms, which bring high winds, limited rain, and lightning. A lightning strike can ignite the dried brush and cause fires to burn in inaccessible areas.

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Section 4 – GENERAL PLAN RESPONSIBILITIES

Emergency Operations Center

Emergency Operations Center activation and staffing levels are found in **ANNEX 2 – Emergency Operations Center Handbook and Position Checklists.**

The following is a general guide of the responsibilities for the Emergency Organization:

Management

Management assignments are reflected in ***Attachment A, Emergency Support Functions - Wildland Fire.***

Operational Structure

The County of Sutter will activate the appropriate SEMS functions based upon the level of the wildland fire event/emergency and support needed.

Coordination of Disciplines

Sutter County will use multi-agency, multi-discipline coordination in its response to a wildland fire event or emergency.

Inclusion of Non-Profit Agencies/Organizations

Non-profit organizations, such as the American Red Cross will be involved in wildland fire response planning. Sutter County will contact the appropriate non-profit organizations in the event of a potential threat or actual event.

Public Information

The Public Information Officer (PIO) will be activated as soon as practical during an emergency, with consent/coordination of Fire Services. The PIO will coordinate with media for news releases.

News release procedures will be agreed upon, and established for the Sutter County EOC, the Unified Command, and other interested parties.

Safety and Security

During a potential threat or actual event, employee safety and operational security will be key concerns for Sutter County.

During actual emergency operations, heightened safety and security procedures will be in force and will be followed by county personnel. Security and safety procedures will also be

implemented for all command posts and other operational sites. The Sheriff's Department will serve as lead for security functions.

Information Sharing and Dissemination

During an actual emergency or disaster the release of information raises significant issues regarding information sharing and dissemination. Security and confidentiality concerns must be weighed against operational needs and public interest.

The notification of an event and any subsequent updates will be made verbally through the most secure form of landline available. Written confirmations of notification and updates will be used. Emergency response personnel will observe communication security procedures. Sensitive information will not be communicated by cell phone or radio.

Sutter County will have scheduled briefings for EOC staff and other emergency response personnel and will coordinate briefing times, reporting approaches, and news releases as much as possible with other SEMS levels.

Sheriff's Office

The Sheriff, or designee, will determine and establish SOPs required for the operation and deployment of law enforcement assets controlled by his Department and as authorized by Local, State, and Federal Statutes/Regulations.

Within the EOC, the Sheriff's Office (SO) will assume the security function.

The Sheriff Office will be the lead for perimeter security, access control, traffic/crowd control, evacuations, and notifications. The Sheriff Office will also coordinate coroner issues and assist with damage assessment and fatalities management.

The Sheriff Office will request law enforcement mutual aid if needed to accomplish these functions.

Fire Services

The County Fire Chief, or designee, will determine and establish SOPs required for the operation and deployment of OA Fire assets controlled by the Division and as authorized by Local, State, and Federal Statutes/Regulations.

Fire Services will be the lead for fire response, hazardous materials events, and medical/rescue operations. Fire Services will provide support, if possible, to the Sheriff's Office for evacuation activities. ***Existing procedures may be modified as necessary depending on the situation.***

The County Fire Chief will determine when to implement the Fire Management Assistance Grant (FMAG), if needed during the wildland fire event or emergency. Additionally, the County Fire Chief will request fire and rescue mutual aid if needed.

Emergency Management

The Emergency Operations Manager, will assist the Incident Commander during a Level 1/2 Activation of the EOC, or before EOC activation has occurred, to provide information required under FMAG or other necessary reporting systems as needed. During a Level 3 Activation (Full-Scale), assistance to the Incident Commander will be coordinated through the appropriate EOC function. Additionally, the Office of Emergency Management will provide general awareness information to the public on fire preparedness/prevention. This may be accomplished through the county website, Public Services Announcements, or other media.

Specific information regarding fire operations will be the responsibility of the County Fire Chief (or designee) or the Emergency Operations Director (or designee).

Operations

The Incident Commander (IC) may be the County Fire Chief depending on the nature of the situation and availability of staff. If this is the case, the County Fire Chief will designate a representative to the Management Function of the EOC, until the County Fire Chief can be operationally released from the on-scene Command and Control function.

Public Works will serve as lead for infrastructure damage assessment and will be the representative for utilities concerns. Potential public works activities include:

- reconnaissance of public infrastructure (roads, bridges, facilities, and utilities)
- alternate route identification
- building access
- utility access re-routing
- temporary repairs

Public Works will assist with access and crowd control and fatalities management. The Director of Public Works will request public works mutual aid if needed. They will coordinate with the Sheriff Office on security issues if needed.

Planning/Intelligence ***Attachment A, Emergency Support Functions - Wildland Fire.***

Includes situation, documentation, demobilization, and resources units.

Logistics Support Requirements ***Attachment A, Emergency Support Functions - Wildland Fire.***

The Logistics Branch will be responsible for identifying and procuring supplies, services, equipment, and facilities that will be required for Emergency Operation activities.

During emergency operations, particular emphasis will be placed on maintaining OA capabilities of computer systems, telecommunications, including land line and radio.

Finance ***Attachment A, Attachment A, Emergency Support Functions - Wildland Fire.***

It will be necessary to track costs associated with an event or potential event. Within Finance/Administration Branch there may be a separate Cost Unit to track the costs of the event.

Continuity of Operations

It will be necessary to ensure continuity of day-to-day operations during a potential threat or actual event. This includes payroll processing, contracts management, personnel actions, and file security.

Training and Exercises

Training will be coordinated as necessary to ensure safe, secure, and effective operations of equipment and procedures. The Office of Emergency Management will notify departments, jurisdictions, and agencies of training opportunities, as they are available. Any Operational Area grant funds identified to be expended for exercise/training will be coordinated with the Office of Emergency Management to ensure proper allocation/tracking of the funds before expenditure occurs.

Exercises are important for the successful response of personnel during an emergency or disaster. If an exercise interferes or otherwise hampers normal operations the exercise will be terminated and not resumed until the problem is corrected.

Attachment A
Emergency Support Functions - Wildland Fire

Emergency Support Functions	Management	Operations	Plan/Intel	Logistics	Fin/Admin
ESF-1 Transportation	EO Director, Agency Reps	PW/SO	Resource Tracking And Demobilization	Procurement Branch	
ESF-2 Communication and Information Technology	EO Director, Agency Reps	SO Dispatch	Situation Analysis	Info Tech & Communications Branch	
ESF-3 Public Works and Engineering	OA Public Works Branch Chief	PW/Agency Reps	Situation Analysis		
ESF-4 Firefighting	EO Director/OA Fire/Incident Commander	Fire	Situation Analysis	Procurement Branch	
ESF-5 Emergency Management	EO Director/OA Fire/Incident Commander	OPS Chief	P&I Chief	Logistics Chief	Admin Chief
ESF-6 Mass Care, Housing, and Human Services	OA Mass Care and Shelter Branch Chief	OA Human Services	Situation Analysis	Procurement Branch	
ESF-7 Resource Support	OA Logistics Branch Chief		Resource Tracking	Procurement Branch	Finance
ESF-8 Public Health and Medical Services	Health Branch Chief	Health Unit Leader	Situation Analysis	Procurement Branch	
ESF-9 Urban Search and Rescue	SCSO	SCSO/Fire	Situation Analysis	Procurement Branch	
ESF-10 Oil and HazMat Response	OA Fire Coordinator	Fire	Situation Analysis		
ESF-11 Agriculture and Natural Resources	Ag Commissioner	AG	Situation Analysis		
ESF-12 Energy	EO Director, Agency Reps	PW	Situation Analysis		
ESF-13 Public Safety and Security	OA Law Coordinator	SCSO	Situation Analysis		
ESF-14 Long Term Community Recovery	EO Director		Demobilization		Finance
ESF-15 External Affairs	EO Director/PIO		P&I Chief		

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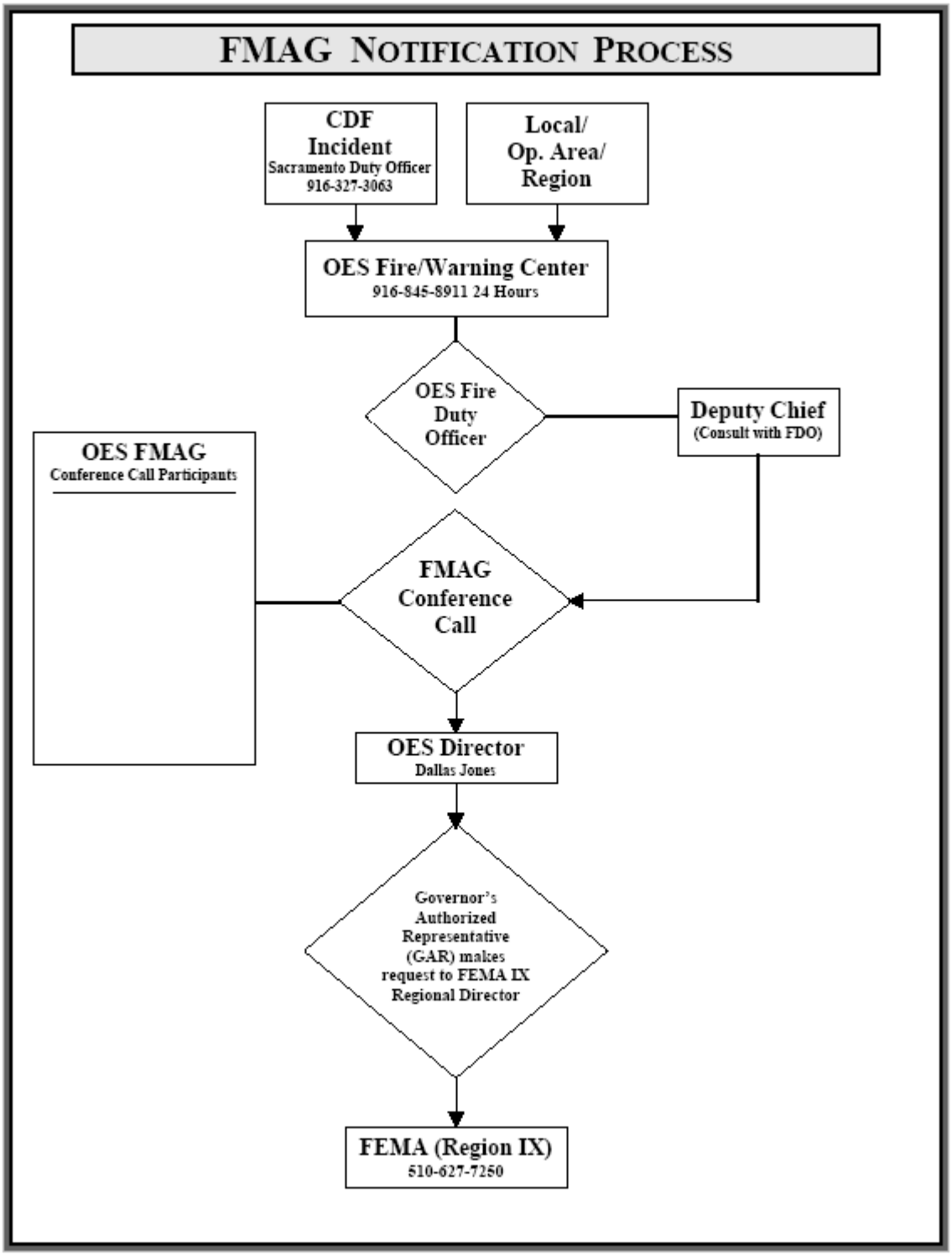
Attachment B
Fire Management Assistance Grant (FMAG) Notification



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Attachment C
Fire Management Assistance Grant (FMAG) Application

California Governor's Office of Emergency Services

Federal Emergency Management Agency

Fire Management Assistance Grant (FMAG) Request Instructions

OES Form F–158 Instructions: KEY POINTS

The request must be made through California OES while the fire is burning uncontrolled. Complete the Initial Request Form (F-158) and fax it to OES Sacramento at 916-845-8910. FEMA (through California OES) may approve declarations for fire management assistance when it determines that a fire or fire complex threatens such destruction as would constitute a major disaster. Evaluation criteria must include:

1. Threat to lives and improved property, including threats to critical facilities and infrastructure, and critical watershed areas.
2. Availability of resources: Local, Operational Area, Regional, and State.
3. High Fire Danger Conditions as indicated by a nationally accepted indices such as the National Fire Danger Rating System.
4. Potential for major economic impact.

ELIGIBLILITY CRITERIA

- The Incident Commander, or comparable State Official, requests the resources.
- The activities performed must be the legal responsibility of the applying entity, required as a result of the Declared Fire, and performed within the designated fire area.

ELIGIBLE COSTS

- Equipment Costs – Expended or lost, to the extent not covered by insurance
- Labor Costs – Overtime for permanent or reassigned state and local employees, and regular time and overtime for temporary and contract employees.
- Travel and Per Diem – For employees performing eligible work, including provisions of field camps and meals when provided in place of per diem.
- Essential Assistance – Activities to protect life and property directly related to the declared fire including, but not limited to, police barricading and traffic control, extraordinary emergency operations center expenses, evacuation and sheltering, search and rescue, arson investigation, public information, and removal of trees that pose a threat to the general public.
- Temporary Repair of Damage Caused by Firefighting Activities – Short-term actions that protect the immediate safety of the general public and are completed within 30 days of the close of the incident period for the declared fire.
- Mobilization and Demobilization – The latter may be claimed at a delayed date.

CRITICAL POINT

Following FEMA's approval of your request, the OES Fire and Rescue Deputy Chief will contact your agency. OES will recommend the "Incident Period" once the fire is controlled. Control, for the purpose of the FMAG request, is typically described as the time when "Mop-Up and Patrol" ends and "Rehab" begins. This point will be discussed with your agency based on the individual incident conditions. Long-term rehab is NOT included. The OES Fire and Rescue Deputy Chief will assist you in determining the close of the incident period.

The "close of the incident period" starts several timelines in motion. You will have 30 days to submit a Request for Fire Management Assistance Subgrant (FEMA Form 90-133) and 6 months to submit expenses for FEMA reimbursement. Generally, wildland firefighting costs must be incurred during the incident period of a declared fire to be considered eligible for reimbursement. Exceptions include mobilization, demobilization and eligible temporary repairs. ***The ICS 209 is an important document throughout the FMAG process.***

F-158 follows on the next page.

State of California
GOVERNOR'S OFFICE OF EMERGENCY SERVICES
INITIAL REQUEST FOR FIRE MANAGEMENT ASSISTANCE (FMAG)

A

***Agency Making Request: __ ___**

***Fire Incident Name: __ __ *Inc. Number:__ ___**
***City/County:___ ___ *Acreage:__ _____ (%Con._ _)**
***Date/Time fire started: ___ ___ *IC: __ _____**
***Contact Name: __ _____Phone: __ ___**
Additional Information:____ _____

B

***Factors:**
***Community Threatened/Pop: ___ _____/__ ____**
***Persons Evacuated: Mandatory:__ ___ Voluntary:**
_____ ____
***Shelters Open: ___ _____**
***Structures Threatened: (Res.) __ ____ (Business) __ ___**
Natural/Man Made Barriers: ___ ____
***Proximity of Fire to Structures: ___ _**
***Resource Draw-down: Local:__ _____**
Operational Area: _ ____
***Is the County EOC Activated? __ ____**
***Attach closest RAWS print out data:__ ___**
***Attach current fire weather forecast for area covered by request:**
__ ___
Other Critical Considerations:____ _____

C

***Prognosis:**

***Weather:**	**Current**				**Predicted**
***Wind: (speed/dir.) _**	**__/_**	**__**	**__**	**__/_**	**_**
***Temp.RH:**	**__**	**___/_**	**__**	**__/_**	**__**

***Fire Behavior Current ___ ___**
Next Burning Period (Projected) __ ____
Acres: (LRA)_ _ (SRA)_ ___ (FRA)__ ___

Current 209: _ __ Incident Map: __ _ Other Documentation: __ _

Instructions: Time is of the essence. Prior to placing your Fire Management Assistance Grant request please complete all sections of this Form. Items marked with an asterisk (*) must be fully and completely answered. When completed, call the OES Warning Center at 916-845-8911. After normal duty hours the OES Warning Center personnel will contact the OES Fire and Rescue Branch Duty Officer to process your request. You will be kept informed on the progress of your request.

OES FORM F-158 E 04/03

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