

TRANSPORTATION EMERGENCY PREPAREDNESS PLAN



Prepared by

Claris Strategy

Terra Firma Enterprises

CPARS Consulting

December 17, 2020

WARNING: FOR OFFICIAL USE ONLY

Information contained in this document is exempt from FOIA (Exemption 2). Any authorized individual who knowingly or recklessly divulges information from this document may be imprisoned for one year, fined or both.

ACKNOWLEDGMENTS



This final plan generously funded by the California Department of Transportation Adaptation Planning Grant Program.

We would like to thank the Advisory Committee for their participation, feedback and time contributed throughout the process. We would also like to thank the stakeholders, transit riders and public who participated in the outreach survey. Finally, we like to thank all community members of Santa Barbara and Ventura Counties.

TABLE OF CONTENTS

1.0 SECTION ONE: INTRODUCTION	3
1.1 Foreword	3
1.2 How to use the TEPP	3
1.3 Planning Assumptions and Considerations	4
1.4 Purpose	4
1.5 Objectives	5
1.6 Scope and Applicability	5
1.7 Authorities, Requirements and Regulations	5
1.8 Approval and Promulgation	6
1.9 Maintenance of Plan	6
1.10 Public Awareness and Education	6
1.11 ADA Considerations	7
1.12 Training, Exercises and Improvement Plan	7
1.13 Distribution List / Department and Agency Concurrence	7
2.0 SECTION TWO: SANTA BARBARA AND VENTURA COUNTIES OVERVIEW	11
2.1 Transportation Infrastructure for Santa Barbara and Ventura Counties	13
2.2 Vulnerable Populations	24
2.3 Threat Summaries	26
2.4 Prioritization of Threats That May Impact Transportation	37
3.0 SECTION THREE: CONCEPT OF OPERATIONS	41
3.1 Organization	41
3.2 Activation Procedures	48
3.3 Communications	55
3.4 Facilities	56
4.0 SECTION FOUR: ROLES AND RESPONSIBILITIES	59
4.1 Local and Regional Government Agencies	59
4.2 State Agencies	62
4.3 Federal Government	63
4.4 Multi-Agency Coordination	64
4.5 Business Stakeholders	65
4.6 Community Stakeholders	65
4.7 VCTC/SBCAG Roles during County/OA EOC Activations	67
5.0 SECTION FIVE: RESPONSE OPERATIONS	75
5.1 VCTC/SBCAG Response Operations	75
5.2 Bi-County Response Operations	76
5.3 Activation (Level 1, 2, and 3)	76
5.4 Bi-County Decision-Making	77
5.5 Requesting Bi-County Transportation Resources	78
5.6 Mutual Aid	79
5.7 Bi-County Response Communications	79



5.8	County/Operational Area EOCs Incident and Transportation Priorities	80
5.9	Evacuations	82
5.10	Alternatives to Traditional Modes of Transportation when not Available	87
6.0	SECTION SIX: MUTUAL AID/MUTUAL ASSISTANCE/MEMORANDUMS OF UNDERSTANDING	91
6.1	Local Mutual Aid/Mutual Assistance	92
6.2	Memorandums of Understanding/Memorandums of Agreement (MOA)	92
7.0	SECTION SEVEN: EOC POSITION CHECKLISTS	97
7.1	Common EOC Responsibilities	97
7.2	MAC Group Member	99
7.3	Transportation Seat as an Agency Representative	103
7.4	Transportation Seat under Care and Shelter Branch in the Operations Section	107
7.5	Transportation Seat as Co-Lead of Transportation Unit in the Logistics	111
7.6	TOC Director in VCTC/SBCAG TOC	115
7.7	PIO in VCTC/SBCAG TOC	119
7.8	Liaison Officer in VCTC/SBCAG TOC	123
7.9	Safety/Security Officer in VCTC/SBCAG TOC	125
7.10	Operations Section Coordinator VCTC/SBCAG TOC	127
7.11	Planning/Intelligence Section Coordinator VCTC/SBCAG TOC	129
7.12	Logistics Section Coordinator VCTC/SBCAG TOC	131
7.13	Finance/Administration Section Coordinator VCTC/SBCAG TOC	133
APPENDICES		137
	Appendix A: SBCAG TEPP Assignments	137
	Appendix B: VCTC TEPP Assignments	139
	Appendix C: Transit Operators Checklist	141
	Appendix D: Public Information Officer Support Documents	145
	Appendix E: Access and Functional Needs Considerations Support Documents	151
	Appendix F: TOC Action Planning Support Documents	155
	Appendix G: Emergency Accounting Support Documentation	159
	Appendix H: EOC Change of Shift Briefing Form	161
	Appendix I: EOC Check-In Form	163
	Appendix J: Activity Log (ICS 214) Form	165
	Appendix K: EOC Action Plan Form (TOC for VCTC/SBCAG)	167
	Appendix L: SBCAG Transit Summary Status Form	173
	Appendix M: VCTC Transit Summary Status Form	175
	Appendix N: Resource Request Form	177
	Appendix O: County/OA EOC Activation Levels and VCTC/SBCAG Tasks	179
	Appendix P: Santa Barbara Transportation Contacts	181
	Appendix Q: Santa Barbara Transit Vehicles	183
	Appendix R: Ventura County Transportation Contacts	185
	Appendix S: Ventura County Transit Vehicles	187

TABLE OF CONTENTS

Appendix T: Other Santa Barbara County and Ventura County Essential Contacts	189
Appendix U: List of Acronyms and Abbreviations	191
Appendix V: Glossary of Terms	195
Appendix W: Authorities and References	205
Appendix Y: Advisory Committee and Stakeholder Group	207
ANNEXES	213
Annex A: Disaster Reimbursement	213
Annex B: Continuity of Operations	249
Annex C: Training and Exercises	253
LIST OF FIGURES	
Figure 3-1 SEMS Levels	42
Figure 3-2 Five Functions within SEMS	43
Figure 3-3 Santa Barbara County Operational Area EOC Organization	44
Figure 3-4 Ventura County Operational Area EOC Organization	44
Figure 3-5 Transportation Seat as an Agency Representative	45
Figure 3-6 Transportation Seat as Part of the Operations Section	46
Figure 3-7 Transportation Seat as Part of the Logistics Section	47
Figure 3-8 VCTC/SBCAG TOC	48
Figure 3-9 Level 4 (Option 1) - Monitoring Level City, County and VCTC/SBCAG relationships	50
Figure 3-10 Level 4 (Option 2) - Monitoring Level City, County and VCTC/SBCAG relationships	50
Figure 3-11 Level 3 - Enhanced Operations, Option 1	51
Figure 3-12 Level 3 - Enhanced Operations, Option 2	52
Figure 3-13 Level 2 - Partial EOC Activation	53
Figure 3-14 Level 1 - Full Activation	54
Figure 3-15 Bi-County Activation	55
Figure 4-1 Levels of Multi-Agency Coordination	66
Figure 4-2 Positions VCTC/SBCAG may fill in a County/OA EOC	68
Figure 4-3 VCTC/SBCAG TOC Positions	70
Figure 4-4 VCTC/SBCAG Multi-Level Coordination	71
Figure 5-1 Key Functions in an Emergency	76
Figure 5-2 Transportation Priorities in an Emergency	81
LIST OF TABLES	
Table 2-1 Highways/Freeways Serving Santa Barbara and Ventura Counties	13
Table 2-2 Santa Barbara/Ventura Airports	16
Table 2-3 Percentages of Vulnerable Populations	26
Table 2-4 Hazards and Hazard Rankings	38
Table 3-1 County/OA EOC Activation Levels	49
Table 4-1 VCTC/SBCAG TOC Roles	67
Table 4-2 VCTC/SBCAG TOC Roles	68
Table 5-1 County/OA EOC Activation Levels and VCTC/SBCAG Tasks ¹	75
Table 5-2 Lead Agencies and Coordinating Agencies for Operational Area Evacuations	84



This page intentionally left blank.

SECTION ONE

INTRODUCTION

1

This page intentionally left blank.

SECTION ONE: INTRODUCTION

1.0 SECTION ONE: INTRODUCTION

1.1 Foreword

This Plan was developed by the Ventura County Transportation Commission (VCTC) and the Santa Barbara County Association of Governments (SBCAG), with funding from the California Department of Transportation (Caltrans), to address the transportation challenges related to disasters that affect one or both counties. This bi-county plan outlines:

- Roles and responsibilities of transit providers, emergency response agencies, government and non-governmental organizations
- Communication procedures
- Summarizes transit resources

Ventura and Santa Barbara counties are highly vulnerable to both natural hazards and human-caused disasters, such as earthquakes, fires and post-fire debris flows, flooding, transportation accidents, and other incidents that may impact not only the critical infrastructures, as well as the livelihood of businesses and residents in both counties. Past disasters have affected the transportation infrastructure between these two counties limiting the flow of goods and services and commuters traveling to and from work, medical appointments, family and other important activities. The main rail and highway thoroughfares between these two counties have a repeated occurrence of closures due to fires (Jesuita 2009, Sherpa 2016, Thomas 2017, Hill 2018, Woolsey 2018 and Gaviota 2019), floods (1969, 1980, 1995, and 1998), and landslides and debris flows (La Conchita 1995 and 2005 and Montecito 2018). Other disasters include the 1928 St. Francis Dam Failure and the 1991 Sea Cliff Train Derailment.

This Transportation Emergency Preparedness Plan (TEPP) was developed in accordance with the National Incident Management System (NIMS), the Standardized Emergency Management System (SEMS), the Master Mutual Aid Agreement, the California State Emergency Plan, the Santa Barbara Operational Area Emergency Management Plan, the County of Ventura Emergency Operations Plan, and relevant mutual aid plans. This plan does not supersede or exclude any of these concepts or plans; but rather, it places them in the context of a response to an event that may affect one or both of the counties during which time Emergency Operations Centers (EOCs) are activated and the transportation infrastructure is affected or transit resources are needed. This plan does not address normal day-to-day emergencies or the well-established and routine procedures used in coping with such emergencies.

This TEPP builds on California's existing SEMS through better definition of bi-county components of that system including coordination across disciplines and levels of government, resource sharing, and bi-county decision-making. Development of this plan was a collaborative effort among VCTC, SBCAG, Santa Barbara County, Ventura County, transit providers, and over 40 local, state, federal and non-governmental organizations. For a complete listing of the Advisory Committee and Stakeholder Group, please refer to **Appendix Y: Advisory Committee and Stakeholder Group** of this plan.

1.2 How to use the TEPP

The TEPP is a bi-county plan that is to be used by VCTC/SBCAG, Ventura County Sheriff's Office of Emergency Services (OES)/Santa Barbara County Office of Emergency Management (OEM) and transit agencies for incidents that may need transportation services support beyond normal operations and services. This plan helps VCTC, SBCAG and the transit operators prepare for emergencies. VCTC/SBCAG can use this plan as a guidance document for VCTC/SBCAG emergency response when coordinating with county departments, County/OA EOC, cities, and transit providers. County OES/OEM may use this plan including the transit inventory and contact information to coordinate transit resources to support



County/OA EOC response. Cities may use this plan to request additional transit resources. Transit agencies in both counties can use the concepts and procedures identified in the TEPP to assist them with providing and/or acquiring additional resources during emergencies or disasters that may impact the provision of transportation services.

If an emergency exists and County OES/OEM has requested VCTC/SBCAG assistance, VCTC/SBCAG should refer directly to the Positional Checklists and Appendices sections of this plan for immediate guidance.

1.3 Planning Assumptions and Considerations

The TEPP is based on the following assumptions:

- The TEPP applies to all bi-county emergencies and disasters, including natural and human-caused events.
- In accordance with SEMS and NIMS, decisions regarding planning for, responding to, and recovering from an emergency should be made at the lowest level possible. Local transportation agencies should have their own emergency operations plans that address internal procedures, operations, and response protocols to be implemented during an emergency.
- The TEPP describes the roles and responsibilities of agencies during incidents defined by SEMS as emergencies and recommends additional duties to fill identified gaps.
- Local entities have made provisions to mobilize their staff and equipment, including first responders and disaster service workers, and place them in operational roles and geographic locations during an emergency.
- During an incident or emergency of bi-county significance, EOCs in affected Operational Areas may be activated.
- During an incident or emergency of bi-county significance, transportation agencies may be called upon to provide aid to communities outside of their normal service areas.
- During a major disaster within the region, the response capabilities of individual Operational Areas may be exceeded and resources from both within and outside of the region may be required.
- Transportation agencies may have diminished capabilities in the event of a disaster.
- Hazards may damage the transportation infrastructure and may hamper the movement of emergency personnel and delay the delivery of vital resources.
- Transportation missions may include support for:
 - General evacuations
 - Evacuation and transportation of vulnerable populations including those who may be stranded in their homes
 - Transportation of emergency workers and other critical personnel
 - Transportation of supplies, fuel, and equipment
 - Transport of service animals

1.4 Purpose

VCTC and SBCAG developed this plan to provide an all hazards framework for collaborating among responsible entities and coordinating with these entities during emergencies that may require a deployment of transportation resources. This plan defines roles and responsibilities, provides communication procedures, identifies transportation vulnerabilities and resources during an emergency or disaster that may affect the counties of Santa Barbara and Ventura.

SECTION ONE: INTRODUCTION

1.5 Objectives

- Develop an all-hazards plan to coordinate the provision of transportation resources.
- Define roles, responsibilities, and protocols to ensure an efficient response to and recovery from any disaster that may require transportation resources.
- Facilitate the coordination of transportation response to:
 - Evacuate populations as directed by the appropriate authority or agency.
 - Transport emergency personnel as necessary.
 - Move emergency supplies and resources.
 - Provide resources to accomplish evacuations ordered by government officials.
 - Provide services to assist with repopulation as needed.
 - Provide transportation options for essential workers in critical sectors and industries.
 - Provide transportation between counties to promote commercial and economic recovery, as appropriate.
 - Continue basic transportation services that the public depends on within both counties.
- Create a resource to better plan for evacuations.
- Support transit agency management and continuity of operations during disasters.
- Enhance emergency communication, coordination, and collaboration between transit and emergency management agencies.
- Coordinate rail, road, water, and sea transport resources during an emergency response.
- Incorporate transportation planning and resources for disadvantaged and vulnerable populations.
- Provide guidance to transit agencies for disaster reimbursement.
- Identify training needs.

1.6 Scope and Applicability

This TEPP was developed to support existing concepts and procedures identified in Ventura County's Emergency Operations Plan and Santa Barbara County's Emergency Management Plan in addition to other agency emergency plans in both the emergency response community and the transportation community. The TEPP does not supersede or exclude any existing plans; rather, it places relevant plans in the context of a response to an event within the Santa Barbara and/or Ventura County area. This TEPP does not address or supersede local procedures for:

- Tactical operations and incident command
- Local response activities
- Established mutual aid relationships and procedures at the local level

The TEPP was developed for Santa Barbara and Ventura counties, all the cities, special districts, and the transit agencies within these two counties.

1.7 Authorities, Requirements and Regulations

The California Emergency Services Act (Chapter 7 of Division 1 of Title 2 of the Government Code) provides the basic authorities for conducting emergency operations following a proclamation of Local Emergency, State of Emergency or State of War Emergency by the Governor and/or appropriate local authorities.

The Standardized Emergency Management System (SEMS) Regulations (Chapter 1 of Division 2 of Title 19 of the California Code of Regulations), hereafter referred to as SEMS, establishes SEMS which



incorporates the use of the Incident Command System (ICS), the Master Mutual Aid Agreement and existing mutual aid systems, the Operational Area concept, and multi-agency or inter-agency coordination.

The California Emergency Plan provides overall statewide authorities and responsibilities and describes the functions and operations of government at all levels during emergencies or disasters. Section 8568 of the California Emergency Services Act (CESA) states, in part, "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.

The National Incident Management System (NIMS), hereafter referred to as NIMS, was mandated by Homeland Security Presidential Directive (HSPD)-5 and is based on the Incident Command System and the multi-agency coordination system.

The National Response Framework is a guide as to how the nation conducts all-hazards incident response. It is built upon flexible, scalable, and adaptable coordinating structures to align key roles and responsibilities across the nation, linking all levels of government and private sector businesses and nongovernmental organizations.

The federal government does not assume command for local emergency management but rather provides support to local agencies. This Framework is based on the premise that incidents are typically managed at the lowest possible geographic, organizational, and jurisdictional level.

For a full listing of federal, state and local authorities, see **Appendix W: Authorities**.

1.8 Approval and Promulgation

This TEPP was reviewed by SBCAG, VCTC, Santa Barbara County Office of Emergency Management, Ventura County Sheriff's Office of Emergency Services, and the TEPP Advisory Committee members listed in **Appendix Y: Advisory Committee and Stakeholder Group** that includes over 40 local, state, federal, and non-governmental organizations. Once the TEPP was finalized, it was presented for approval to SBCAG and VCTC.

1.9 Maintenance of Plan

The TEPP should be reviewed annually by both SBCAG, VCTC, and the Advisory Committee to ensure elements are valid and current and/or to modify elements as required based on identified deficiencies experienced in drills, exercises, or actual occurrences. Changes in SBCAG and VCTC structure and emergency response organizations should also be considered in the TEPP revisions. The Director of Rail and Transit Programs with SBCAG and the Program Manager, Regional Transit Planning, with VCTC is responsible for revising the TEPP to enhance the conduct of response and recovery and to distribute any necessary changes to the plan to members on the Advisory Committee.

1.10 Public Awareness and Education

Pre-planning for this plan included gathering information from the current riders of public transportation regarding frequency of use of public transportation and purpose of trips, dependency on public transportation, communications regarding public transportation, and needs for assistance during evacuations, repopulations, and emergencies. Information was gathered through in-person interviews conducted at transit locations and online surveys available through the project website. Surveys were

SECTION ONE: INTRODUCTION

conducted in English, Spanish, and Mandarin. Please refer to the Transportation Emergency Preparedness Plan Technical Memorandum (a separate document from this plan) for a summary of survey findings.

The public's response to any emergency/disaster is based on an understanding of the nature of the emergency/disaster, the potential hazards, the likely response of emergency personnel, and knowledge of what people should do to increase their chances of survival and recovery.

Emergency preparedness and education should be viewed equally in importance to all other elements of public safety. Response is effective when local, state, and federal officials coordinate and partner for preparedness and response. SBCAG and VCTC offer education programs specific to bus routes and schedules, hours of operation, and basics on how to use public transit. It is best practice for the information in this plan to be incorporated into both of these agencies' websites.

1.11 ADA Considerations

Emergency preparedness and response must be made accessible to people with disabilities or access and functional needs and is required by the Americans with Disabilities Act of 1990 (ADA). Disabilities would include but not be limited to mobility, vision, hearing, cognitive disorders, mental illnesses and communication barriers.

Disability, Access and Functional Need (DAFN) issues are addressed throughout this plan that address:

- Notification and warning procedures
- Evacuations
- Emergency transportation issues
- Accessibility to mobility devices or service animals while in transit
- Accessibility to information

1.12 Training, Exercises and Improvement Plan

VCTC and SBCAG should conduct training and exercising of essential staff and transit agencies in the use of this plan and other specific training as required for compliance with SEMS and NIMS.

Training includes classroom instruction, drills, and exercises. All VCTC and SBCAG staff who may participate in the County/OA Emergency Operations Center (EOC) and all staff who may support the VCTC and SBCAG representative in the County/OA EOC are strongly encouraged to receive appropriate SEMS, NIMS, and ICS training. See **Annex C: Training and Exercises** for a full description of the training and exercise program for both VCTC and SBCAG.

1.13 Distribution List / Department and Agency Concurrence

The California Governor's Office of Emergency Services (Cal OES) maintains the State Emergency Plan and coordinates local emergency plans to ensure that these plans comply with the California Emergency Services Act. To assist with this coordination of local emergency plans, Cal OES has developed a checklist (referred to as a crosswalk) of emergency plan elements designed to ensure that the fundamentals of the SEMS and the NIMS are included in the plan. One required element is to provide evidence that each plan included input from agencies, departments, and organizations (e.g. civic, social, faith-based, humanitarian, educational, advocacy, and professional) that contribute perspectives and/or have a role in executing this plan. Members of the Advisory Committee for this project are responsible for reviewing



the plan and providing insights and recommendations for improvement toward completion of a final plan.

Appendix Y: Advisory Committee and Stakeholder Group identifies state and county agencies, SBCAG, VCTC, and all the transit providers these two entities represent, paratransit entities, and other non-profit organizations that will be vital to the effectiveness of this plan. Review and input from these entities not only ensures a whole community approach, it also provides a point person for future edits or clarification for parts of the plan that need to be regularly updated.

SECTION TWO

SANTA BARBARA AND VENTURA COUNTIES OVERVIEW

2

This page intentionally left blank.

SECTION TWO: SANTA BARBARA AND VENTURA COUNTIES OVERVIEW

2.0 SECTION TWO: SANTA BARBARA AND VENTURA COUNTIES OVERVIEW

As coastal counties, Santa Barbara and Ventura counties have many similarities and share many of the same vulnerabilities to disasters that have affected one or both counties. Although the population of Ventura County is nearly double the population of Santa Barbara County, the composition of both counties is very similar in many ways:

- The percentages of White, Latino/Hispanic, and Asian populations
- The largest industries in both counties are Health Care and Social Services assistance
- Large population of veterans
- Nearly 40% of the population speaks a language other than English at home
- Over 85% of the population have households that have a computer with internet access
- Poverty rates between 9% and 13%
- Percentages between 9% and 11% of persons without health insurance
- Significant senior population (65+ years) of about 15%
- Populations with a disability that are not 65 years or older between 6 and 7%^{1 2}
- Significant number of commuters traveling outside the county for work³
- Topographical similarities
- Mediterranean climate
- Home to military base(s)

Santa Barbara County⁴

Santa Barbara County is comprised of eight incorporated cities and several unincorporated communities, as well as Vandenberg Air Force Base. According to the 2010 Census, the County's total population was 423,895 with a median household income of \$62,779.

Santa Barbara can be subdivided into three economic regions, North County, Santa Ynez Valley, and the South County. Each region has unique features which influence the economics of the area.

The North County is part of the central California coastal region and is defined by the Santa Maria and Lompoc Valleys with several different communities, including Vandenberg Air Force Base. The presence of the base in the area has generated a variety of business opportunities, causing the region to evolve away from an agriculture-based economy into one that is more diverse with hospitality, retail, and financial services.

The Santa Ynez Valley is known for its vineyards, horse ranches, bed-and-breakfasts and Cachuma Lake. Visitors come to the Los Padres National Forest and Cachuma Lake for a variety of outdoor activities including camping, boating, fishing, hiking, and rock climbing. The Danish village of Solvang and Santa Ynez Valley also attracts a number of tourists to the region throughout the year.

The South County's economy is based largely on tourism, education, and services. Several educational institutions in South County including Westmont College, Santa Barbara Community College, and the

¹ U.S. Census Bureau, *Quick Facts – Ventura County*, <https://www.census.gov>, 3/31/20

² U.S. Census Bureau, *Quick Facts – Santa Barbara County*, <https://www.census.gov>, 3/31/20

³ Santa Barbara County Association of Governments, *Santa Barbara County State of the Commute*, November 2014.

⁴ Santa Barbara County, *2017 Multi-Jurisdictional Hazard Mitigation Plan*, 2017.



University of California-Santa Barbara. Many festivals in South County attract visitors throughout the year. In addition to education and tourism, a variety of technological and agricultural businesses have headquarters in Goleta and Carpinteria. The result is a healthy and diverse economy in the South County.

The Santa Barbara County region's transportation network consists of approximately 2,054 miles of maintained public roadways, 338 miles of bikeways, 13 public transit services, dozens of private transportation services, three railroad operators, five public-use airports, and one harbor facility. Together they provide for the transport of people and goods in the region.⁵

There are no interstate highways in Santa Barbara County, but there is one U.S. highway (US 101) and several State routes (all or parts of 1, 33, 135, 144, 150, 154, 166, 192, 217, and 246). US 101 is the main transportation link between the urban areas in the county. It connects the South Coast to the Santa Ynez Valley and the Santa Maria Valley. State Route (SR) 154 provides an additional connection between the South Coast and the Santa Ynez Valley. Lompoc access to US 101 is via State Routes 1 and 246. The Cuyama Valley is only accessible from Ventura and Ojai via SR 33 or from Santa Maria and Bakersfield via SR 166.

Santa Barbara County's regional roadway network includes several roadways that are part of the National Highway System (NHS). The NHS includes roadways important to the nation's economy, defense, and mobility.⁶

Ventura County

Ventura County consists of 10 cities and several unincorporated communities. The majority of the county's population resides in the cities. According to the U.S. Census Bureau Quick Facts, Ventura County has an estimated population of 846,006 as of July 1, 2019⁷. In unincorporated Ventura County, the population is estimated as 97,865 as of 2018.⁸

The unincorporated areas – along with the ten incorporated cities of Camarillo, Fillmore, Moorpark, Ojai, Oxnard, Port Hueneme, Santa Paula, Simi Valley, Thousand Oaks, and San Buenaventura (Ventura) – rank Ventura as the 11th most populous county in the state.

The county's coastline stretches 42 miles and the peaks of the Los Padres National Forest in the northern portion of the county account for 46 percent of the landmass. Fertile valleys in the southern half of the county make Ventura County a leading agricultural producer.

Naval Base Ventura County at Point Mugu is the largest employer in the county with more than 16,000 employees. The county of Ventura (government) is the next largest employer with more than 8,000

⁵ Santa Barbara County Association of Governments, *Fast Forward 2040 SBCAG Regional Transportation Plan and Sustainable Communities Strategies*, page 57, 2017.

⁶ Ibid.

⁷ <https://www.census.gov/quickfacts/venturacountycalifornia>, accessed September 22, 2020

⁸ Southern California Association of Governments (SCAG), *Profile of Unincorporated Ventura County*, May 2019, page 3.

SECTION TWO: SANTA BARBARA AND VENTURA COUNTIES OVERVIEW

employees located throughout the county. The Port of Hueneme is California's smallest, but only deep-water port between Los Angeles and San Francisco and plays a major role in the local economy.⁹

The Ventura County region's transportation network consists of approximately 2,983 miles of maintained public roadways, 58.2 miles of bikeways, 9 public transit services, many private transportation services, two railroad operators, three public-use airports, and one deep harbor facility. Together they provide for the transport of people and goods in the region.¹⁰

There are no interstate highways in Ventura County, but there is one U.S. highway (US 101) and several state routes (all or parts of 1, 23, 33, 34, 118, 126, 150 and 232). US 101 is the main transportation link between the east and west areas of the County. The highway enters Ventura County from Los Angeles County in the southeast and Santa Barbara County in the west, traversing the county for a total of 43.6 miles.

Ventura County's regional roadway network includes several roadways that are part of the NHS (US 101, SR-1, SR-118 and SR-126). The NHS includes roadways important to the nation's economy, defense, and mobility.

2.1 Transportation Infrastructure for Santa Barbara and Ventura Counties

Both counties have a variety of transportation choices that keep goods, services, and people moving between both counties and statewide. The following information provides more detail on each of the modes of transportation, the transit resources that are currently available for each mode of transportation, vulnerable areas and populations in each county, existing communication capabilities between transit agencies and the counties, the hazards that may impact the transportation infrastructure, and the hazards that are the greatest threat to the transportation system.

2.1.1 Bi-county Transportation Infrastructure

Highways

Table 2-1 lists the highways and freeways that serve the region of Santa Barbara and Ventura counties. Information is referenced from the Ventura County General Plan, Chapter 6 Transportation and Mobility, and from Santa Barbara County Association of Governments, SBCAG Regional Transportation Plan and Sustainable Communities Strategy.

Table 2-1 Highways/Freeways Serving Santa Barbara and Ventura Counties

Highway/Freeway Designation	Federal Functional Classification	Areas Served
US 101	Freeway/Expressway	California, Oregon, Washington
SR-1	Minor Arterial, Other Freeway, Major Collector	Orange, Los Angeles, Ventura, Santa Barbara, San Luis Obispo, Monterey, Santa Cruz, San Mateo, San Francisco, Marin Sonoma and Mendocino Counties
SR-23	Minor Arterial, Extension of a Rural Minor Arterial into an Urban Area	Los Angeles and Ventura Counties

⁹ Mike Powers, Ventura County CEO, <https://www.ventura.org/county-executive-office/about-us/>, Accessed 4/3/20.

¹⁰Ibid.



Highway/Freeway Designation	Federal Functional Classification	Areas Served
SR-33	Rural Minor Arterial, Extension of a Rural Minor Arterial into an Urban Area	Ventura, Santa Barbara, San Luis Obispo, Kern, Kings, Fresno, Merced, Stanislaus, and San Joaquin Counties
SR-34	Extension of a Rural Minor Arterial into an Urban Area	Ventura County (Oxnard, Camarillo and Somis)
SR-118	Other Principal Arterial, Minor Arterial, Other Freeway or Expressway	Ventura County (Ventura, Somis, Moorpark and Simi Valley) and Los Angeles County
SR-126	Other Freeway or Expressway, Other Principal Arterial	Ventura County (Ventura, Santa Paula and Fillmore) and Los Angeles County (Santa Clarita)
SR-135	Most heavily traveled, urban roadway in the county, other than highways and road segments immediately connected to highway access ramps	Santa Barbara County (Los Alamos, Orcutt and Santa Maria)
SR-144	Major Collector	Santa Barbara County (Santa Barbara)
SR-150	Minor Arterial, Extension of Minor Arterial into an Urban Area	Santa Barbara County (Carpinteria) and Ventura County (Mira Monte, Ojai and Santa Paula)
SR-154	Principal Arterial, Minor Arterial	Santa Barbara County (Santa Barbara, Santa Ynez and Los Olivos)
SR-166	Principal Arterial, Minor Arterial	Santa Barbara County (Guadalupe, Santa Maria, New Cuyama, and Cuyama), San Luis Obispo County (Cuyama Valley Area) and Kern County (Maricopa and Mettler)
SR-192	Principal Arterial, Minor Arterial and Major Collector	Santa Barbara County (Montecito, Carpinteria and Ventura County (via 150)
SR-217	Principal Arterial	Santa Barbara County (University of California at Santa Barbara and the Santa Barbara Airport). Connects to the 101
SR-232	Other Principal Arterial	Ventura County (Oxnard and Saticoy)
SR-246	Principal Arterial, Minor Arterial	Santa Barbara County (Santa Ynez Valley, Lompoc, Buellton, Solvang)

Railways

- Long Distance** – Santa Barbara and Ventura counties are served by the Amtrak Coast Starlight service, operating once daily between Los Angeles and Seattle.
- Intercity Rail** – Santa Barbara and Ventura counties are served by the state-funded Pacific Surfliner service, which operates five round trips to/from Goleta, two of which extend to San Luis Obispo. Stations in the two counties include Guadalupe, Surf (Lompoc), Goleta, Santa Barbara, Carpinteria, Ventura, Oxnard, Camarillo, Moorpark, and Simi Valley. The Pacific Surfliner service is the second highest ridership rail service in the country, administered by the LOSSAN Rail Corridor Agency and governed by a board that includes representation from San Luis Obispo, Santa Barbara, Ventura, Los Angeles, Orange, San Diego, and Riverside counties. LOSSAN has contracted with the Orange County Transportation Authority to oversee daily operations of the Pacific Surfliner service.

SECTION TWO: SANTA BARBARA AND VENTURA COUNTIES OVERVIEW

- **Commuter Rail** – Ventura County is served by Metrolink, a rail service operated by the Southern California Regional Rail Authority. The Metrolink Ventura County Line operates Monday through Friday 5 am – 9 pm and operates service to/from the East Ventura station, located off of the Union Pacific main line.
- **Freight** - Union Pacific Railroad (UP) owns the rail corridor north of Moorpark, while the corridor is shared between UP and VCTC between Moorpark and the Los Angeles County line. The rail line parallels U.S. Highway 101. UP is the Class I freight carrier on the coast mainline through Santa Barbara and part of Ventura Counties, where it parallels SR 118 in the east county. UP operates approximately six to ten through trains and a handful of local freight trains along the corridor.

Other freight rail corridors include tracks between the Port of Hueneme and the Oxnard Transit Center, which provides a prime intermodal link between the Port of Hueneme and markets throughout North America, the Santa Paula Branch line (between the East Ventura Metrolink Station and Piru), and 14 miles of private rail line between Santa Maria and Guadalupe.

Waterways (Ports and Harbors)

- **Port of Hueneme** – The Port of Hueneme in Ventura County is located within the City of Port Hueneme and also borders Naval Base Ventura County (NBVC) and unincorporated areas. It is a shared-use-port which is the only military deep-water port between San Diego and Seattle. The port is the only commercial deep-water port located between the Ports of Los Angeles/Long Beach and San Francisco, and it serves as the primary logistics gateway to the central coast region of California.¹¹ The Port of Hueneme is owned and operated by the Oxnard Harbor District, created in 1937 as an independent special district. The Port handles cargo with a value of \$9 billion; in FY 2015, the Port handled over 1.5 million metric tons of cargo made up mostly of agricultural and automobile imports/exports. Port cargo is transported over the surface transportation network on rail and on trucks.¹²
- **Ventura Harbor** – The Ventura Port District is the owner/operator of the Ventura Harbor. The Harbor is a 274 acre multiple use recreational and commercial fishing small craft harbor.¹³ Several dive and fish boat operations and charters are based out of the Ventura Harbor.
- **Channel Islands Harbor** – The Channel Islands Harbor is owned and operated by the County of Ventura and was built as a recreational harbor in the 1960's and 1970's on 310 acres of land and water. It has approximately 2,150 boat slips, marina facilities, restaurants, sport fishing facilities, chandleries, and shops. Harbor cruise and charter companies also operate out of the harbor.
- **Santa Barbara Harbor** – The Santa Barbara Harbor is owned and operated by the City of Santa Barbara and offers a variety of commercial and recreational uses. The harbor was created by the construction of a breakwater in the 1920s and expanded in the. Due to the design of the

¹¹ Ventura County, *Ventura County 2040 General Plan, Chapter 6 Transportation and Mobility*, Draft, page 6-57, January 2018

¹² Ventura County, *Ventura County 2040 General Plan, Chapter 6 Transportation and Mobility*, Draft, January 2018.

¹³ <https://venturaharbor.com/about-ventura-harbor/>, accessed April 14, 2020



breakwater and littoral drift of sand and sediment, the harbor requires frequent dredging. In 1972, the City of Santa Barbara and the US Army Corps of Engineers came to an agreement on harbor dredging. The US Army Corps of Engineers is responsible for the navigation channel and the City is responsible for the remainder of the harbor.¹⁴ Various charter/commercial boats operate out of the Santa Barbara Harbor.

Airways

Ventura County has two county-owned airports (Oxnard Airport and Camarillo Airport), one privately-owned airport (Santa Paula Airport), and a federally operated Naval Air Station and runway. Santa Paula Airport allows public use. There are five public-use airports in the county of Santa Barbara: Lompoc Airport, New Cuyama Airport, Santa Barbara Airport, Santa Maria Public Airport, and Santa Ynez Airport.

Table 2-2 lists the airports that serve the region of Santa Barbara and Ventura counties. Information is referenced from Santa Barbara County Association of Governments, *Fast Forward 2040 SBCAG Regional Transportation Plan and Sustainable Communities Strategies*, and from County of Ventura’s website for the Department of Airports.

Table 2-2 Santa Barbara/Ventura Airports

Airport	Ownership	Operator	Transit Access	# Based Aircraft	Airlines Serving Airport
Camarillo	County of Ventura	Dept. of Airports	No	≈630 ¹⁵	General Aviation
Lompoc	City of Lompoc	Airport/Transp. Division	No	51	General Aviation
Oxnard	County of Ventura	Dept. of Airports	No	≈125 ¹⁶	General Aviation
New Cuyama	Private – public use	Zannon Family Foundation	No	0	General Aviation
Santa Barbara	Public – City of Santa Barbara	Airport Dept.	Yes	178	Alaska, American, Contour, Delta, Frontier, and United
Santa Maria	Public – Santa Maria Public Airport District	Santa Maria Airport District	Yes	239	United, Allegiant
Santa Paula	Private – public use	Santa Paula Airport Assoc.	No	259 ¹⁷	General Aviation
Santa Ynez	Public – County of Santa Barbara	Santa Ynez Valley Airport Authority	No	112	General Aviation

In addition to the public-use airports, the region is also home to two military airports:

- **Vandenberg Air Force Base**, located in Santa Barbara County, owned and operated by the U.S. Air Force incorporates 99,578 acres, 2.84 miles of runway and is the 3rd largest air force base in the United States.¹⁸

¹⁴ Santa Barbara County Association of Governments, *Fast Forward 2040 SBCAG Regional Transportation Plan and Sustainable Communities Strategies*, page 112, 2017

¹⁵ Ventura County, *Camarillo Airport Master Plan Executive Summary*, https://vcportal.ventura.org/AIRPORTS/docs/document_library/Doc_Exec_Summary_CMA.pdf

¹⁶ County of Ventura, <https://www.ventura.org/airports/oxnard-history/>

¹⁷ https://www.airports-worldwide.com/usa/california/santa_paula_california.htm

¹⁸ <https://www.vandenberg.af.mil/About-Us/Fact-Sheets/Display/Article/736798/vandenberg-air-force-base/>, accessed April 14, 2020

SECTION TWO: SANTA BARBARA AND VENTURA COUNTIES OVERVIEW

- **Naval Air Station Point Mugu**, located in Ventura County, is owned and operated by the U.S. Navy, covers 4,490 acres of land, and has two runways, 03/21 and 09/27.¹⁹

2.1.2 Transportation Resources

Santa Barbara and Ventura counties public transit network are inclusive of regional rail, fixed-route bus, and demand response dial-a-ride providers. These public systems are augmented by the services provided by human and social services providers that help to fill gaps and hard to serve needs in the public network.

Presented alphabetically by County, this section summarizes each service. An informative, more detailed matrix of service characteristics in both Santa Barbara and Ventura counties is included in **Appendix P: Santa Barbara Transportation Contacts** through **Appendix S: Ventura County Transit Vehicles**.

Ventura County Public Fixed-Route Services²⁰

Camarillo Area Transit (CAT)

CAT provides fixed-route transit within its city limits. The service includes one fixed-route and one trolley route. The fixed route runs from 8:00 am and 4:30 pm weekdays and the trolley runs from 10:00 am to 6:00 pm on weekends and until 10:00 pm on weekends. CAT connects to VCTC Intercity services and Metrolink/Amtrak. The system reports an annual ridership of more than 53,000 trips. CAT service is contracted. <http://www.camarillotransit.com/>

Gold Coast Transit District (GCTD)

Gold Coast Transit District (GCTD) is the largest transit operator in Ventura County, providing public fixed-route service in the cities of Ojai, Oxnard, Port Hueneme, Ventura, and the unincorporated areas of Ventura County. GCTD provides almost 4 million passenger trips along 17 different routes. Weekday service is available between about 5:00 am and 10:30 pm and 5:30 am to 10:00 pm on weekends. GCTD connects to Ojai Trolley, VCTC Intercity services and Metrolink/Amtrak. GCTD service is directly operated. <http://www.goldcoasttransit.org/>

Kanan Shuttle

The Kanan Shuttle is a fixed-route service that travels in Oak Park and Agoura Hills, serving Oak Park High School, Medea Creek Middle School, and the residential areas near Kanan Road. Riders can transfer to Metro Route 161 for service to surrounding communities. The shuttle operates on weekdays from about 7:00 am to 5:30 pm. Annual ridership is approximately 69,000 trips. Kanan Shuttle service is contracted. <https://www.toaks.org/departments/public-works/transit/kanan-shuttle>

Moorpark City Transit (MCI)

Moorpark City Transit offers two fixed routes throughout Moorpark. Service begins as early as 6:15 am and continues until 6:00pm on weekdays. MCT connects with Simi Valley Transit, VCTC intercity services, and Metrolink/Amtrak. The service is operated by a contractor. MCT also offers the Beach Bus during

¹⁹ United States Department of the Navy, *Naval Base Ventura County Point Mugu, Air Installations Compatible Use Zones Study*, December 2015

²⁰ Ventura County Transportation Commission, *Ventura County Coordinated Public Transit-Human Services Transportation Plan*, pages 33-38, 2016



the summer months that takes riders to Harbor Cove (in Ventura) on Tuesdays and Thursdays.
<https://www.moorparkca.gov/transit>

Ojai Trolley

The Ojai Trolley fixed route serves Ojai and the communities of Meiners Oaks and Mira Monte with two dedicated trolleys on weekdays, running 30-minute route frequencies between 6:30 am and 8:00 pm. Weekend service runs between 7:00 am and 8:00 pm. The Ojai Trolley has connections with Gold Coast Transit District. The Ojai Trolley serves 52,000 passengers annually. The Ojai Trolley is directly operated.
<https://ojaitrolley.com/>

Simi Valley Transit (SVT)

SVT fixed-route service runs four routes that provide service in Simi Valley and into Moorpark and Chatsworth, where it connects to MCT, LA Metro and Metrolink/Amtrak. SVT also has connections with VCTC Intercity services. The bus service is available Monday through Saturday from 5:00 am to 8:00. On an annual basis, SVT delivers more than 378,000 one-way passenger trips.
<https://www.simivalley.org/departments/community-services/simi-valley-transit>

Thousand Oaks Transit (TOT)

Thousand Oaks Transit operates five routes. Weekday service is available from about 6:00 am until 7:00 pm while weekend service begins at 8:00 am and runs until 7:00 pm. TOT connects with VCTC Intercity, LADOT Commuter Express, and LA Metro buses and has more than 140,000 passenger trips per year. Service is contracted. <https://www.toaks.org/departments/public-works/transit>

Valley Express

Valley Express provides fixed-route service that operates throughout the Heritage Valley through a cooperative agreement between the Fillmore, Santa Paula, the County of Ventura, and the Ventura County Transportation Commission. Start and end times vary across the four routes that cover Fillmore, Santa Paula, Piru, and surrounding county areas. Connections can be made to VCTC Intercity Service. The service is operated by a contractor. <http://www.valleyexpressbus.org/>

VCTC Intercity Transit

VCTC Intercity provides regional bus service throughout Ventura County and into neighboring Santa Barbara and Los Angeles Counties. VCTC currently operates seven routes that span from 4:30 am to 9:30 pm on weekdays and 6:45 am 6:00 pm on Saturdays. Only two routes operate on Sunday between 6:30 am and 6:00 pm. The VCTC Intercity service delivers more than 782,000 one-way trips per year. VCTC Intercity connects to all bus operators in the county besides the Kanan Shuttle and Ojai Trolley and also connects to LA Metro and Santa Barbara MTD. The service is contracted out.
<https://www.goventura.org/>

SECTION TWO: SANTA BARBARA AND VENTURA COUNTIES OVERVIEW

Ventura County Public Demand Response Services (Paratransit services)

All Ventura County Dial-a-Ride services are operated by a contractor.

Camarillo Area Transit Dial-a-Ride

CAT Dial-A-Ride is an origin-to-destination public bus service available to all residents and visitors within the Camarillo. Trips may be scheduled for any purpose except school trips. Service hours are Monday to Friday 6:00 am to 9:00 pm, Saturday 8:00 am to 9:00 pm, and Sunday 8:00 am to 5:00 pm. 111,806 trips are provided each year.

East County Transit Alliance (ECTA) Connect

Connect is a service offered by the cities of Moorpark, Simi Valley, Thousand Oaks, and the County of Ventura that allows travel between most areas in eastern Ventura County and to make connections to other transit providers such as GCTD's GO ACCESS and LA Access. Areas served include Moorpark, Simi Valley, Thousand Oaks, Camarillo, and the surrounding unincorporated areas. ADA cardholders and seniors 65 years and older are eligible to ride. Service hours are Monday through Friday 6:00 am to 6:00 pm. Service is also offered on Saturday, 8:00 am to 5:00 pm.

Gold Coast Transit District's GO ACCESS

GCTD's GO ACCESS service is an origin-to-destination public transit service for seniors 65 and older and people with disabilities. Trips are provided to any location within the GCTD's service area: the cities of Ojai, Oxnard, Port Hueneme, and Ventura, and in the unincorporated county areas between the cities. Premium service is provided to Camarillo, including connections to ECTA Connect. Service hours are Monday through Friday 4:45 am to 10:30 pm, and 5:15 am to 10:00 pm on weekends. ACCESS provides 84,604 trips annually.

HELP of Ojai

HELP of Ojai is a nonprofit that offers door-to-door free or subsidized transportation services for seniors and people with disabilities in the Ojai Valley.

Moorpark City Transit Dial-A-Ride

MCT provides local ADA Paratransit service and a Senior Dial-a-Ride service for seniors 65 years and older. Service hours are Monday to Friday 6:00 am to 6:00 pm. Service is also provided on Saturdays from 8:00 am to 5:00 pm. 1,600 annual trips are provided annually.

Simi Valley Transit Dial-a-Ride

SVT provides Dial-A-Ride within Simi Valley for ADA certified riders and seniors aged 65 and older. Transportation service is also available for ADA-certified passengers to the west San Fernando Valley community of Chatsworth. Service hours are Monday through Saturday 5:00 am to 8:00 pm. Simi Valley Transit Dial-a-Ride provides 45,364 trips annually.

Thousand Oaks Transit Dial-a-Ride

TOT operates a door-to-door Dial-A-Ride program for passengers 65 years of age or older or those who hold an ADA card. ADA service is available to all areas within the city limits and the surrounding unincorporated areas. Service is provided weekdays from 5:00 am to 8:00 pm and from 8:00 am to 8:00 pm on weekends. Thousand Oaks Dial-a-Ride provides 86,214 trips annually.



Valley Express Dial-a-Ride

Valley Express Dial-a-Ride provides general public Dial-A-Ride service between the cities of Santa Paula, Fillmore, Santa Paula, Piru, and surrounding unincorporated areas. Additionally, the service is offered to people with disabilities and seniors within the cities. Weekday service is between 5:40 AM and 7:45 PM and weekend service is provided between 8:00 am and 6:00 pm. Valley Express Dial-a-Ride provides 189,645 trips annually.

Ventura County Commuter Rail and Commercial Inter-City Bus

Metrolink

The Southern California Regional Rail Authority (SCRRA) operates Metrolink as a joint powers authority between five Southern California counties: Los Angeles, Orange, Riverside, San Bernardino, and Ventura. Ventura County is served by Metrolink's Ventura County Line, with stations in East Ventura, Oxnard, Camarillo, Moorpark, and Simi Valley. The Ventura County Line terminates at Los Angeles Union Station. The Ventura County Line operates Monday through Friday from about 5:00 am – 9:00 pm. The East Ventura, Oxnard, and Camarillo stations are served by three weekday commuter trips, while Moorpark and Simi Valley have four additional trips that provide midday and reverse commute service. There are 211,300 annual boardings at Ventura County Metrolink stations.

Pacific Surfliner (Amtrak)

The 351-mile Los Angeles – San Diego – San Luis Obispo Rail Corridor (LOSSAN Corridor) travels through a six-county (San Diego, Orange, Ventura, Santa Barbara, San Luis Obispo, and Riverside) coastal region in Southern California and is the second busiest intercity passenger rail corridor in the United States.

LOSSAN/Amtrak has train stations in Ventura, Oxnard, Camarillo, Moorpark, and Simi Valley. Additionally, thruway bus service is provided to these stops and to Santa Paula and Fillmore.

Ventura County Long Distance Transportation

In addition to bus service and rail service, Ventura County is served by intercity bus providers Greyhound, Transportes InterCalifornias and Flixbus, in addition to Amtrak Thruway bus services. All three operators serve the Oxnard Transportation Center. Flixbus also serves the Ventura Amtrak Station.

Santa Barbara County - North County Transit Services²¹

Breeze (See SMAT)

Clean Air Express

The Clean Air Express operates thirteen weekday round trips from North Santa Barbara County to the South Coast. Seven trips serve Lompoc, five trips serve Santa Maria, and one trip serves Solvang and Buellton, all leaving between 5:15 and 6:45 AM and returning from the South Coast in the late afternoon. <http://www.cleanairexpress.com>

Primary areas of service include the University of California Santa Barbara, the Hollister corridor in Goleta, both Cottage Hospital locations, and downtown Santa Barbara. The service is operated by SBCAG.

²¹ Santa Barbara County Association of Governments, *Transit Needs Assessment 2019*, pages 23-28, May 2017

SECTION TWO: SANTA BARBARA AND VENTURA COUNTIES OVERVIEW

COLT (City of Lompoc Transit) and Wine Country Express

COLT provides fixed-route and demand response service within Lompoc, Mission Hills, and Vandenberg Village from 6:30 AM to 7:00 PM Monday through Friday, and 9:00 AM to 5:00 PM on Saturdays. COLT also operates a shuttle to Santa Barbara, via Buellton, on Tuesdays and Thursdays. The shuttle makes one round trip per day, leaving Lompoc at 8:30 AM and departing from Santa Barbara at 3:30 PM.

Lompoc also operates the Wine County Express, which operates between Lompoc, Buellton, and Solvang. Three round trips leave Lompoc each weekday at 7:25 AM, 1:00 PM, and 4:45 PM. The last return trip leaves Solvang at 5:25 PM. <https://www.cityoflompoc.com/government/departments/public-works/transportation/city-of-lompoc-transit>

County of Santa Barbara Transit – Cuyama Transit

Cuyama Transit provides a deviated, fixed-route regional service to Cuyama Valley residents on Tuesdays and Thursdays between 8:30 AM and 4:00 PM. Cuyama Transit provides service operates limited service between the Cuyama Valley in northeast Santa Barbara County and Santa Maria. Cuyama Transit is funded by the County of Santa Barbara and operated by SMAT.

Guadalupe Transit

Guadalupe Transit, operated by SMOOTH, provides three services: the Guadalupe Flyer, the Guadalupe Shuttle, and ADA curb-to-curb service for disabled residents.

- The Flyer operates Monday through Friday from 6:15 AM to 7:15 PM and Saturday from 8:15 AM to 5:15 PM, providing one-hour loops between 13 stops in Guadalupe and three stops in Santa Maria.
- The Shuttle operates as a “deviated route” service within the City of Guadalupe, Monday through Friday from 10:00 AM to 4:00 PM.
- The ADA service for eligible residents with disabilities mirrors the Flyer schedule hours and is available within Guadalupe city limits and into Santa Maria.

<https://www.smoothinc.org/guadalupe-shuttle.php>

<https://www.smoothinc.org/guadalupe-flyer.php>

<https://www.smoothinc.org/ada-service.php>

SLORTA (San Luis Obispo Regional Transit Authority) Route 10

SLORTA Route 10 connects Santa Maria with San Luis Obispo County. It operates Monday through Friday from 5:45 AM to 9:45 PM, Saturday from 7:15 AM to 8:45 PM, and Sunday from 8:15 AM to 6:45 PM. In Santa Maria, it serves the SMAT Transit Center, Allan Hancock College, and Marian Medical Center. It also serves Cal Poly (California Polytechnic State University) in San Luis Obispo. <http://www.slorta.org/schedules-fares/route-10/>

SMAT (Santa Maria Area Transit)

SMAT provides fixed route and demand response service Monday through Friday from 5:30 AM to 10:30 PM, Saturday from 7:30 AM to 7:10 PM, and Sunday from 7:30 AM to 7:10 PM. It operates 8 routes, serving Santa Maria, Orcutt, and Tanglewood.

Santa Maria operates the Breeze service, which operates between Santa Maria, Orcutt, Vandenberg Air Force Base (VAFB), Vandenberg Village, Lompoc, Los Alamos, Buellton, and Solvang from 5:45 AM to 6:30 PM Monday through Friday. <http://www.cityofsantamaria.org/transit>



SMOOTH (Santa Maria Organization of Transportation Helpers)

SMOOTH provides transportation in Northern Santa Barbara County and operates as a private nonprofit 503(c)(3) corporation. SMOOTH's mission is to serve seniors, people with disabilities, and low-income residents of the Central Coast.

SMOOTH is comprised of two divisions. The first division includes Guadalupe Transit (previously described) and the Santa Barbara County Health Clinic Shuttle. The other division is the Consolidated Transportation Service Agency (CTSA), a Santa Barbara County Association of Governments (SBCAG) designation awarded to SMOOTH in 1999. All CTSA vehicles are ADA accessible. The CTSA service customers include the following:

- **Santa Maria City Recreation and Parks District** provides weekly transportation for developmentally disabled adults to a peer group activity center as well as transportation for four local school special education classes.
- **Senior Dial-a-Ride** is a demand response service for seniors in Santa Maria and Orcutt who do not qualify for SMAT's ADA service or choose not to attempt to establish SMAT ADA eligibility. Service is available Monday through Friday from 9:00 AM to 4:00 PM. Two-day advance reservation is requested.
- **Special Social Service and Senior Activities** provides special event shuttles at reduced or no cost to social service programs and senior centers.
- **Tri-Counties Regional Center/R&D Transportation** provides service to developmentally disabled adults in northern Santa Barbara County traveling to work training facilities, work sites, and day care facilities.

<https://www.smoothinc.org>

Santa Ynez Valley Transit (SYVT)

SYVT fixed-route services transport riders to, from, and around Solvang, Buellton, Santa Ynez, and Los Olivos with convenient schedules, set bus stops and a complementary paratransit service. The service operates Monday through Saturday, 7:00 AM to 7:00 PM. SYVT also provides a general public demand-response (Dial-A-Ride) service on Sundays from 8:30 AM to 12:30 PM, and 1:00 PM to 4:00 PM.

<http://www.cityofsolvang.com/211/Santa-Ynez-Valley-Transit>.

Wine Country Express (See COLT)

Santa Barbara County - South County Transit Services

Santa Barbara MTD (Santa Barbara Metropolitan Transit District)

Santa Barbara MTD, the largest transit operator in Santa Barbara County, provides fixed route local service within the South Coast area of Santa Barbara County seven days a week. It serves approximately 52 square miles, between the Ventura County border to the east and Winchester Canyon at the western edge of Goleta. It encompasses the communities of Santa Barbara, Goleta, Carpinteria, Montecito, Summerland, and Isla Vista, and serves nearly 800 bus stops. Service on MTD's 51 transit routes (28 regular routes and 23 school boosters) begins as early as 5:30 AM and runs as late as midnight. MTD contracts with Easy Lift Transportation to provide paratransit services. www.sbmtd.gov

Easy Lift

Easy Lift Transportation is the designated Coordinated Transportation Service Agency (CTSA) on the Santa Barbara South Coast. Easy Lift Transportation provides wheelchair-accessible transportation for senior citizens and people with disabilities. Easy Lift's service area includes all of south Santa Barbara

SECTION TWO: SANTA BARBARA AND VENTURA COUNTIES OVERVIEW

County. Easy Lift is the only public Dial-A-Ride service in south Santa Barbara County for South County residents who have a physical or cognitive impairment that excludes them from using fixed-route transit (on MTD). Easy Lift provides service Monday through Friday from 5:25 AM to midnight, Saturday from 6:00 AM to 11:20 PM, and Sunday from 6:20 AM to 10:45 PM. www.easylift.org

Santa Barbara County Regional Rail and Commercial Inter-City Bus

Pacific Surfliner (Amtrak)

The 351-mile Los Angeles – San Diego – San Luis Obispo Rail Corridor (LOSSAN Corridor) travels through a six-county coastal region in Southern California and is the second busiest intercity passenger rail corridor in the United States and the busiest state-supported intercity rail service. Operated by a regional joint powers authority, the Pacific Surfliner service serves stations in Carpinteria, Goleta, Guadalupe, Lompoc-Surf, and Santa Barbara, and bus stops in Buellton, Lompoc, Santa Maria, and Solvang.

Greyhound

Greyhound provides passenger bus service in Santa Barbara County with stations in Santa Barbara and Santa Maria. There are as many as 10 departures per day, dependent upon the location and destination. The Santa Barbara station is at 224 Chapala Street next to the train station. The Santa Maria station was recently relocated to the Santa Maria Transit Center.

2.1.3 Vulnerable Areas

This section summarizes the current understanding of disaster vulnerability in the two counties and documents areas that are known to be more vulnerable compared to other areas and may greatly impact the demand for transportation resources.

Vulnerable areas are distributed geographically throughout both counties. Some areas are vulnerable because of the physical geography, like hillside residential areas that typically have smaller roads, narrower driveways, and can be difficult for emergency and large transportation vehicles like buses to navigate. Both Santa Barbara and Ventura counties have hillside developments along the foothills of the Topatopa Mountains and Santa Monica Mountains such as Clearpoint, Ondulando, Nob Hill, and Skyline Estates (Ventura County), and Santa Ynez Mountains such as Montecito, Mission Canyon, and Riviera (Santa Barbara).

Other areas may be more vulnerable due to the lack of ingress and egress routes such as the smaller cities and communities of Piru, Fillmore, Santa Paula, and Ojai in Ventura County and Guadalupe, New Cuyama, Los Olivos, Santa Ynez, Vandenberg Village, Montecito, and Summerland in Santa Barbara County where only one State Route serves these communities. These areas may require assistance with evacuations and transportation of persons and goods during a disaster when transportation corridors may be affected and alternate routes are not available.

Some areas may be deemed more vulnerable simply because of the hazard area that the location is susceptible to, i.e. earthquake faults, flood zones, high fire hazard areas, tsunami inundation areas, etc. In addition, there may be pockets of more vulnerable areas that may have been built with older building materials (unreinforced masonry, unsecured foundations, flammable siding or roof tiles) that may not hold up as well during disasters.

Finally, an area may have a higher vulnerability due to the demographics of the area, i.e. high-density locations such as senior board and care facilities, universities, hotels, and tourist destinations. These



high-density areas may have fewer individuals with their own cars and may be more dependent on public transportation or may not be familiar with the roads or any evacuation routes that may be established. Areas that may have higher concentrations of low-income individuals are more likely than the general population to be transit dependent. In Santa Barbara, communities with higher concentrations of low-income individuals are located in Isla Vista, Lompoc, Santa Maria and Downtown and Eastside Santa Barbara.²² In Ventura County, the highest percentage of low-income people are in the cities of Fillmore, Oxnard, Port Hueneme, and Santa Paula.²³

Freeways for both counties are especially vulnerable and can be shut down by a variety of emergencies or disasters (fires, floods, debris flows, landslides, and hazardous materials incidents). More information on the vulnerabilities of the highways is presented in Section 2.3 Threat Summaries. Highway 101 and State Route 154 north of Santa Barbara are multi-lane highways. The vehicle capacities of these multi-lane highways may limit the number of persons per hour that can be accommodated without using contraflow measures. In addition, Highway 101 is bordered by a train route, which hauls many hazardous materials loads. Train routes not only border freeways, but also cross waterways, creating another type of vulnerability.

Data collected that reflects the highest ridership can also identify areas that may be more dependent on public transportation and may not have access to their own vehicles during a disaster. The highest ridership for Ventura County is the Oxnard routes, especially Route 6 which provides service between downtown Oxnard and west Ventura, serving the Esplanade, Government Center, Ventura Transit Center, and downtown Ventura. The Coastal Express route between the two Counties is also well travelled. There are more people commuting from Ventura County to Santa Barbara than in the opposite direction. The California State University Channel Islands route is also heavily used. In Santa Barbara County, MTD carries 84% of all the transit trips in Santa Barbara County.

2.2 Vulnerable Populations

Vulnerability for both counties includes the following people:

- People with disabilities and access and functional needs
- Those eligible for paratransit
- Seniors
- Limited or non-English speaking populations
- Low income individuals and families
- Homeless individuals and families
- Families with young children
- Unaccompanied minors

Paratransit eligibility is described differently in each county, but in general, a person with a disability that prevents them from using an accessible mode of transit or prevents them from getting to a mode of

²² Santa Barbara County Association of Governments, *Transit Needs Assessment 2019*, page 16, May 2019

²³ Ventura County Public Health, *Strategic Plan July 2015-June 2020*, page 9, 2015

SECTION TWO: SANTA BARBARA AND VENTURA COUNTIES OVERVIEW

transit is eligible to be certified^{24,25}. The ADA provides guidance to transit agencies qualifying potential riders for eligibility, defining three categories of eligibility:

1. Eligibility Category 1 – Inability to Navigate System Independently
2. Eligibility Category 2 – Lack of Accessible Vehicles, Stations, or Bus Stops
3. Eligibility Category 3 – Inability to Reach a Boarding Point or Final Destination

The guidance further subdivides the groups of people who are eligible into two more types, unconditional and conditional eligibility. Unconditional eligibility describes those who are eligible to use paratransit for all types of trips, because their disability prevents them from accessing all other transit options all the time. The second group is conditionally eligible to use paratransit only for those types of trips for which they cannot access the only type of transit available. Additionally, paratransit is available to seniors by most transit agencies, who also may need assistance during an emergency.

There are other people who may need help or more help than usual, depending on what type of incident occurs, the severity, location, and time of year. People without transportation by choice – those choosing to bike or take public transit – are becoming more common. People without transportation due to life circumstances, typically people who cannot afford to drive, seniors in group living situations, or individuals who do not have a drivers' license, and those still living at home may need more help. As previously mentioned in the discussion of vulnerable areas, extreme high-density areas such as senior living housing and college campuses contain more vulnerable residents, especially if they are less likely to have their own transportation or access to it.

One issue that is becoming more prevalent for both counties is senior board and care facilities that have reduced the number of buses or vans they maintain to serve their communities over time, making it harder to ensure that the facility can self-evacuate. People who need house-to-transportation assistance to get to and into a vehicle can be in a vulnerable situation if they find themselves at home in need of evacuation assistance. In a sustained power outage or Public Service Power Shutoff (PSPS) situation, people who are power dependent or just need electricity to get by (elderly, people with disabilities and access and functional needs) but not necessarily medically dependent are vulnerable during power outages.

The 2015 American Community Survey 1-year estimates the civilian non-institutionalized disability and/or functional access need population in Ventura County as 10.5% and Santa Barbara County as 9.2%.²⁶

Of the disability, access and functional needs population, Table 2-3 presents the composition of this vulnerable population.

²⁴ Santa Barbara County Association of Governments, *Transit Resource Guide Santa Barbara County*, 2009

²⁵ Ventura County Transportation Commission website: <https://www.goventura.org/getting-around/ada-certification>, accessed May 31, 2020

²⁶ <https://www.disabled-world.com/disability/statistics/scc.php#county>, accessed September 23, 2020



Table 2-3 Percentages of Vulnerable Populations

County	DAFN* <65 years old	65+ Seniors	Other than English Spoken at home	Persons in Poverty	Homeless**
Santa Barbara	6.2%	15.3%	39.7%	12.6%	.4%
Ventura	6.9%	15.6%	38.4%	9.1%	.17%

(Figures are taken from U.S. Census Quick Facts for both Counties)

*Disabled and Access and Functional Needs

** Data was the result of the last homeless count compared to the total population

2.2.1 Communications to Vulnerable Populations

Once an emergency occurs or is determined to be imminent, systems to capture, prioritize, and distribute transportation requests vary from county to county. Tracking these requests is important to ensure that if a request is made for help, the request is not lost in the chaos of the emergency response.

In Santa Barbara, 2-1-1 as a contracted entity of the County's Joint Information Center (JIC), takes calls on transportation needs and refers people to transportation resources provided to 2-1-1 by Public Health and the County/OA EOC (when activated). Public Health maintains partnerships with paratransit organizations. For large evacuations, Public Health coordinates with the county's Emergency Operations Center (EOC) Logistics Section to provide buses for the public. In Ventura County, 2-1-1 works closely with the county's Joint Information Center and takes calls from the public, answers questions, and disseminates information through their website.

Both county Health Departments and Emergency Medical Services Agencies use California Health Alert Network (CAHAN) to communicate with healthcare facilities and partners (e.g. hospitals, trauma centers, skilled nursing, long term care facilities, dialysis centers, clinics, home health agencies, ambulatory surgery centers, intermediate care centers for the developmentally disabled, hospice agencies, ambulance providers, and voluntary organizations). Organizations within CAHAN can communicate any resource needs they have directly to the county.

Additionally in Ventura County, if the County/OA EOC is activated, the Department of Public Health may set up a call center inside the County/OA EOC to handle calls from the public. All calls for requests are recorded on forms which are then distributed to the correct agency for triage, prioritization, and fulfillment.

In both counties, responsibility for tracking transportation requests rests with the agency fulfilling the request. For example, Sheriff's Dispatch tracks law enforcement requests (typically 9-1-1 calls), Public Health tracks their own stakeholder requests, and any EOC call center requests are tracked by the agency fulfilling those requests.

2.3 Threat Summaries

Being adjacent counties, both Santa Barbara and Ventura share many of the same threats. Past emergencies have impacted both counties at the same time. Both counties have developed extensive hazard mitigation plans that detail the various hazards and their possible impacts. For the purpose of this plan, hazard information will be synthesized to overview information with a special emphasis on how the hazards may impact the transportation infrastructure, delivery of transit services, or may require extraordinary transit services to assist with community evacuations. Some of the threats identified for both counties have been combined under one heading for this plan to simplify the list. For

SECTION TWO: SANTA BARBARA AND VENTURA COUNTIES OVERVIEW

more detail on each county and the hazards presented in this section, please refer to either the Santa Barbara County or Ventura County Multi-Jurisdictional Hazard Mitigation Plans. The hazards presented in this section are listed in alphabetical order and not in any order of priority.

Agricultural Biological and Invasive Species	
Description	Agricultural infestation generally involves the artificial introduction of an insect, disease, vertebrate, or weed pest. An invasive species is an organism that is not indigenous or native to an area.
History	Agricultural Biological History: 1994 – Mediterranean Fruit Fly, 2007 – Gypsy Moths, 2007/2008 – Charcoal Rot Disease impacted Strawberry fields. Invasive Species History: many plants and in 2012 the quagga and zebra mussels.
Possible Impact to Transit	Highway corridors provide opportunities for the movement of invasive species through the landscape. Invasive plant or animal species can be transported on vehicles and in the loads they carry. ²⁷

Civil Disturbance	
Description	Civil unrest is the spontaneous disruption of normal, orderly conduct and activities in urban areas or outbreak of rioting or violence that is of a large-scale nature.
History	1970 Isla Vista Riots, 1993 Rodney King incident, 2014 Del Topia incident and 2020 protests.
Possible Impact to Transit	To control crowds, law enforcement may establish control points along roadways along the perimeter of the disturbance. This action may impact the ability to continue to provide or limit transit into areas that are experiencing some form of civil unrest. During the riots after the verdict of Rodney King Trial in 1992, the Southern California Regional Transit District cutback or cancelled service on 28 bus lines in South Los Angeles. ²⁸

Climate Change and Sea Level Rise and Erosion	
Description	Climate change refers to a long-term shift in weather-related patterns, either regionally or globally. Sea level rise (SLR) is defined as the rising of the level of the sea as a result of the so-called greenhouse effect or global warming.
History	Currently, the highest sea level readings along California's coastline typically occur during periods of heavy rain that coincide with high tides, causing coastal flooding, coastal bluff erosion, and landslides such as were experienced during the 1998 El Nino storms.

²⁷ U.S. Department of Transportation Federal Highway Administration, *Guidance on Invasive Species*, 1999, https://www.environment.fhwa.dot.gov/env_topics/ecosystems/roadside_use/vegmgmt_rdu3_13.aspx, accessed April 20, 2020

²⁸ Metro Digital Resources Librarian, *20 Years Ago the Week: Southern California Rapid Transit District Employee's Heroic Response to the Civil Unrest of 1992*, April 23, 2012



Climate Change and Sea Level Rise and Erosion

Possible Impact to Transit	Coastal hazards projections in the next 10 to 40 years indicate that flooding of critical transportation systems including Highway 101 corridor, rail lines, airports, and some major urban areas are possible. ²⁹
-----------------------------------	---

Cyber-Attack

Description	A cyber-attack is an attack launched from one or more computers against another computer, multiple computers, or networks.
History	In 2017, the Ventura County Office of Education was subject to a cyber-attack that took down seven school district websites. There have also been recent cybercrime attacks on transportation systems. In 2018, cyber criminals disrupted operations at the Colorado Department of Transportation (CODOT) for several weeks. In 2016, the light rail system in San Francisco was hacked halting access to agency emails and the computer system while hackers demanded bitcoin payment to unlock the hacked computer systems. The city of Atlanta's department of transportation was also hit and took months to recover from the ransomware attacks that disrupted operations and interfered with services. ³⁰
Possible Impact to Transit	<p>Cyber-attacks can result in service disruptions and impact daily operations and result in the exposure of sensitive data. Additional impacts of cyber-attacks may include:</p> <ul style="list-style-type: none">• Disruption to traffic lights, toll booths and electronic traffic signs• Disruption of dispatching and vehicle location systems• Disruption of the Positive Train Control system and therefore train safety• Interruption of ticket machines and fare gates• Blocked access to important files and data• Theft of sensitive information from emails• Interruption of payroll services• Personal Identity Theft• Blocked access to computer systems, resulting in employees using personal devices for work• Interference of rail switching systems and Supervisory Control and Data Acquisition (SCADA) train operations• Interruption or failure of communication systems• Intrusion of bus vehicle systems

²⁹ Santa Barbara County Association of Governments, *Multi-Modal Transportation Network Vulnerability Assessment*, page 3, February 2019

³⁰ <https://www.attilasec.com/blog/transportation-systems-cybercrime>, accessed April 23, 2020

SECTION TWO: SANTA BARBARA AND VENTURA COUNTIES OVERVIEW

Dam Failure Inundation	
Description	Dam failure involves unintended releases or surges of impounded water, resulting in downstream flooding.
History	<p>Santa Barbara County History: In Santa Barbara County there are 15 dams. These dams range in purpose from water supply to flood control. There are nine major dams: Alisal Creek (2,342 af), Bradbury (Cachuma Dam, 205,000 acre-feet), Dos Pueblos, Gibraltar (22,500 af), Glen Anne, Juncal (6,140 af), Ortega (59 af), Rancho Del Ciervo (165 af), and Twitchell (197,756 af). Bradbury dam has the largest concern of failure because floodwaters from this dam would affect Cachuma Village, Solvang, Buellton, Lompoc City, Lompoc Valley, and south Vandenberg AFB. The only record of a dam failure in Santa Barbara County is the failure of the Sheffield Dam. Built in 1917 and located close to the city of Santa Barbara, the Sheffield Dam only survived for eight years, failing catastrophically during an earthquake in 1925. It was built on sandy soil which liquefied during the event. The center 300-feet of the 720-feet long dam broke off and was carried away on the liquefied soil, spilling 30 million gallons of water between Voluntario and Alisos Streets, carrying trees, automobiles, and three houses with it, and leaving behind it a muddy, debris-strewn mess. The water filled the lower part of town up to two feet deep, until it gradually drained away into the sea.</p> <p>Ventura County History: In Ventura County, there are 16 dams that may impact parts of the county. Some of the dams are located outside Ventura County and would impact the county if they failed. The largest of the dams that may impact Ventura County are Casitas (254,000 acre-feet [af]), Castaic (323,700 af, LA County), Pyramid (178,700 af, LA County), Santa Felicia Dam (100,000 af) and Wood Ranch (11,000 af). The only record of a dam failure impacting Ventura County is the failure of the St. Francis Dam. Although it was located in LA County, the St. Francis Dam (38,000 acre-feet) failure in 1928 had catastrophic effects in Ventura County. The resulting flood swept through the Santa Clara Valley in Ventura County toward the Pacific Ocean, approximately 54 miles away. At its peak, the wall of water was reported to be 78 feet high; by the time it reached Santa Paula, 42 miles south of the dam, the water was estimated to be 25 feet deep. Almost everything in its path was destroyed, including structures, railways, bridges, livestock, and orchards. By the time the flood subsided, parts of Ventura County lay under 70 feet of mud and debris. Nearly 500 people were killed and damage estimates exceeded \$20 million.</p>
Possible Impact to Transit	The failure of a dam in either county could result in damages to the roadways, rails, ports, and waterways. These damages would greatly impact the transportation of goods and people travelling within and through the two counties. If there is ample warning before a dam fails, transportation resources may be called upon for evacuation assistance.



Drought	
Description	Drought is defined as natural deficit of water supply in a region due to below-average precipitation over a seasonal period or several years, causing a serious hydrological imbalance that results in biological losses and/or economic losses.
History	Drought is a cyclic part of the climate of California, occurring in both summer and winter, with an average recurrence interval between 3 and 10 years.
Possible Impact to Transit	Drought in California could increase the likelihood of wildfires that reduce visibility and threaten roads and infrastructure.

Earthquake	
Description	An earthquake is a sudden motion or trembling caused by a release of strain accumulated within or along the edge of the earth's tectonic plates. Significant faults that may impact Ventura County include Malibu Coast fault system, Oak Ridge fault system, Pine Mountain and Big Pine faults, San Andres fault, San Cayetano/Red Mountain/Santa Susana fault system, Simi-Santa Rosa fault system, and the Ventura-Pitas Point fault. In Santa Barbara County, significant faults include the Nacimiento, Ozena, Suey, Little Pine faults, the Big Pine, Mesa, Santa Ynez, Graveyard-Turkey Trap, More Ranch, Pacifico, Santa Ynez, and Santa Rose Island faults.
History	California is in a seismic zone 4 where an earthquake can occur with a ground acceleration (PGA) more than 0.32g. There is a 75% probability of one or more magnitude 7.0 earthquakes striking Southern California based on a 30-year period beginning in 2014. Although no large (M 5.0+) earthquakes have occurred recently within these two counties, several large earthquakes in other areas have caused damage within these two counties. These earthquakes occurred in 1925 (Santa Barbara), 1927 (Point Arguello), 1933 (Long Beach), 1941 (Santa Barbara), 1952 (Tehachapi), 1971 (San Fernando, M6.5), and 1994 (Northridge, M6.7).
Possible Impact to Transit	Large earthquakes may greatly affect the transportation systems. Roadway, bridges, and overpasses may be damaged by ground shaking, surface ground ruptures, liquefaction, and subsidence. Landslides caused by an earthquake may impact or cover vital transportation corridors. Bus routes may need to be altered due to damaged roads or road closures.

Energy Shortage	
Description	Energy shortages (or disruptions) are considered a form of lifeline system failure. For purposes of this plan, this category of hazard also includes resiliency/public safety power shutoffs, natural gas line and storage ruptures. Disruptions can be the consequence of another hazard or can be a primary hazard, absent of an outside trigger.

SECTION TWO: SANTA BARBARA AND VENTURA COUNTIES OVERVIEW

Energy Shortage	
History	Energy disruptions on a small scale have occurred on a regular basis in both counties.
Possible Impact to Transit	Any impact to the availability of fuel or electricity may negatively impact all modes of transportation that depend on fuel sources to operate. Fuel shortages could increase the cost of fuel which in turn increase operational costs for the transportation provider. Transit providers in both counties will start transitioning over to electric buses in 2025 and will be entirely electric by 2030. A Public Safety Power Shutoff (PSPS) may cause interruptions to bus fueling, communication systems and software systems. Longer term, a PSPS may cause battery charging challenges to transit providers through long duration power outages once the bus fleet is entirely electric.

Flood	
Description	A flood occurs when the existing channel of a stream, river, canyon, or other watercourse cannot contain excess runoff from rainfall or snowmelt, resulting in overflow onto adjacent lands.
History	<p>Santa Barbara County History: Flooding has been a major problem throughout Santa Barbara County's history. The most common flooding in Santa Barbara is due to riverine flooding and flash flood events. Santa Barbara County in recent history has experienced flooding in 1992, 1995 (January and March), 1998, 2005, 2011, and 2014. Six of these events were presidentially declared disasters.</p> <p>Ventura County History: Ventura County has regularly been impacted by floods. The largest and most damaging natural floods recorded in the Santa Clara and Ventura watersheds occurred in January and February of 1969. The combined effects of the 1969 floods were disastrous: 13 people lost their lives, and property damage was estimated at \$60 million (1969 dollars). Homes in Casitas Springs, Live Oak Acres, and Fillmore were flooded, and 3,000 residents in Santa Paula and several families in Fillmore were evacuated twice.</p>
Possible Impact to Transit	Flooding may damage roads, highways, and bridges and may result in closed roads and rerouting around the flooded/damaged area.

Hazardous Materials and Radiological Incident	
Description	Hazardous material is any material that, because of its quantity, concentration, physical, or chemical characteristics, poses a significant present or potential hazard to human health and safety or to the environment if released into the workplace or the environment. Radioactive materials are routinely transported in California. There are a few medical and industrial sources that generate radioactive material; and because of the transport of the material this hazard can occur throughout both counties.
History	Spills, leaks, accidents, and collisions involving hazardous materials have taken place in virtually every part of both counties. Some major



Hazardous Materials and Radiological Incident	
	releases include the 1989 Simi Valley chlorine gas release, 1991 Sea Cliff train derailment (aqueous hydrazine), 1991 Piru pipeline leak, 1994 Santa Clara River Arco spill, and 2016 Ventura oil spill. In Santa Barbara County, Diablo Canyon Power Plant in San Luis Obispo County is the only operating nuclear power plant in California that may affect Santa Barbara County if there were an incident at the facility. In June 2016, PG&E announced that it plans to close the two Diablo Canyon reactors in 2024 and 2025.
Possible Impact to Transit	Most hazardous materials events are short-lived and may temporarily close roadways, rails, and ports. Longer duration events may have impacts on the transportation infrastructure and may require re-routing. Many hazardous materials events may require shelter-in-place directions from first responders to the affected area, but there are instances where evacuating an area is the best practice. In this case, transportation resources may be called upon for evacuation assistance.

Landslide	
Description	A landslide is defined as the movement of a mass of rock, debris, or earth down a slope. Landslides are a type of "mass wasting", which denotes any down-slope movement of soil and rock under the direct influence of gravity. The term "landslide" encompasses five modes of slope movement: falls, topples, slides, spreads, and flows. These are further subdivided by the type of geologic material (bedrock, debris, or earth). Debris flows and rock falls are examples of common landslide types.
History	<p>Santa Barbara County History: During January 2018 after heavy rains and the Thomas Fire, the Montecito debris flow occurred killing 23 persons and destroying 59 single family homes and damaging 470 others (Thomas Fire and 1/9 Debris Flow After Action Report). On January 20, 2017, major rain and flooding below the Sherpa Fire (2016) burn area caused a mudflow that damaged several cabins and nearly two dozen vehicles at the El Capitan Canyon camping resort. During the 2005 heavy Pacific storm event, Santa Barbara experienced flooding and mudslides that closed Gibraltar Road. In the late 1990s, a mud flow displaced a home from its foundation and moved it downhill in Sycamore Canyon. In 1980, debris flows were experienced as a result of heavy rain. In 1969, four years and five months after the 1964 Coyote Fire burned the mountainside above Montecito, a debris-laden flood quickly overwhelmed the small debris basin that had been built after fire and heavily damaged 3 homes in the area.</p> <p>Ventura County History: Landslides have occurred in areas along the Rincon Fault, hillsides south of the Santa Clara River, and the east side of the Ventura River. In recent years, the most damaging landslides in Ventura County have occurred in the coastal community of La</p>

SECTION TWO: SANTA BARBARA AND VENTURA COUNTIES OVERVIEW

Landslide	
	Conchita (1995 and 2005), just southeast of the Santa Barbara County line. La Conchita has been the site of multiple, non-earthquake-induced landslides.
Possible Impact to Transit	Similar to earthquakes, landslides may affect the transportation systems. Roads and highways may be covered by landslides which may cause re-routing around the damaged areas. In some cases, landslides may isolate the two counties from each other and alternate modes of transportation may be needed to ensure critical personnel and goods can continue travel between and through the two counties.

Levee Failure	
Description	Levee failure is the overtopping, breach, or collapse of a levee wall. In Santa Barbara County, the Santa Maria River Levee runs along the left bank (looking downstream) of the Santa Maria River approximately 17 miles from Fugler Point (at the junction of the Cuyama and Sisquoc Rivers) to approximately 600 feet downstream to the State Highway 1 Bridge near the city of Guadalupe. Approximately 5 miles of levee run along the right bank of the Santa Maria River from a point about 1 ¼ miles downstream from US Highway 101 to a point about 1 ½ miles upstream from the Southern Pacific Railroad Bridge at Guadalupe. Also, approximately 1.8 - 2.06 miles of channel and levees extend from the mouth of Bradley Canyon to Santa Maria River to divert flood waters. In Ventura County, there are 5.17 square miles in Ventura County protected by provisionally accredited levees from the 100-year flood.
History	In Ventura County, there have been many years during historic rains that caused the levees to fail especially during the floods of 1969.
Possible Impact to Transit	Similar to the flood hazard, a levee failure may flood roads, highways and bridges and may result in closed roads and rerouting around the flooded/damaged area.

Oil Spills	
Description	An oil spill is a release of liquid petroleum hydrocarbon into the environment due to human activity or technological error that results in pollution of land, water, and air.
History	1969 Platform A (80,000 – 100,000 barrels), 1997 Platform Irene (163 barrels), and 2015 Pipeline 901 Refugio (3,400 barrels).
Possible Impact to Transit	Depending on the location of the oil spill (offshore or on land), transportation corridors could be impacted until the situation is resolved.

Public Health Emergency	
Description	The National Disaster Medical System Federal Partners Memorandum of Agreement defines a public health emergency as <i>"an emergency</i>



Public Health Emergency	
	<i>need for health care [medical] services to respond to a disaster, significant outbreak of an infectious disease, bioterrorist attack or other significant or catastrophic event.</i> " For the purpose of this plan, this category encompasses epidemics, pandemics, endemics, and other forms of infectious and contagious diseases.
History	1968 H3N2 virus, 2009 H1N1, 2020 COVID-19 coronavirus.
Possible Impact to Transit	During an epidemic/pandemic, social distancing measures may be implemented that may prevent a number of riders using transit. Decreased riders may also decrease the frequency of certain bus routes. Drivers may need to wear Personal Protective Equipment (PPE) and ensure that riders are also wearing PPE to protect themselves and others from possible exposure.

Severe Weather and Winter Storm (Includes Extreme Heat, Freeze, Hailstorm, Hurricanes, and Tornadoes)	
Description	Occasionally, the state's atmospheric circulation pattern permits a series of storm centers to move into California from the southwest, or extreme heat or freezing temperatures, hailstorms, and, on rare occasions, tornadoes.
History	Santa Barbara County, on June 17, 1859, recorded a record high of 133 degrees. Santa Barbara County was included in Presidential Declarations for the freeze in 1990/1991 and in 2007. Ventura County was included in the Presidential Disaster Declarations for freezing/severe winter storms that occurred in December 1998 and January 2007. The 1998 freeze was particularly damaging to citrus crops.
Possible Impact to Transit	Extreme heat puts extra strain on mechanical equipment, warps train tracks, and softens roadways and highways. Extreme cold can negatively impact the performance of mechanical equipment and can form ice on roads that may cause delays. In addition, with the target of switching to all electric buses starting in 2025, electric buses are negatively impacted by cold weather. According to the Center for Transportation and the Environment (CTE), electric bus range shrinks during cold weather. ³¹ Electric buses during cold spells will need to be recharged more often to maintain current routes and schedules.

Terrorism	
Description	Terrorism includes the unlawful use of force and violence against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political or social

³¹ <https://insideevs.com/news/390589/study-cold-weather-effects-electric-bus-range/>, accessed April 24, 2020

SECTION TWO: SANTA BARBARA AND VENTURA COUNTIES OVERVIEW

Terrorism	
	objectives. ³² A terrorist incident is considered a crime scene in which the FBI will be the lead investigative agency.
Possible Impact to Transit	Terrorist interest in surface transportation and the vulnerability of these systems to attacks is not new and well documented. In addition to targeting transportation systems, terrorists have employed vehicles and trucks as a weapon. Depending on where the attack occurs (air, land or sea), that particular mode of transportation will be negatively impacted and may put additional stress on the other modes of transportation as individuals seek to continue travel. At a crime scene, the immediately affected area will be closed which may greatly impact the transit routes for a significant amount of time. If emergency responders get warning of an attack, transportation resources may also be called upon for evacuation assistance.

Transportation Incident (Aircraft, Train Derailment and Truck)	
Description	Increasingly heavy air traffic over the greater Los Angeles metropolitan area and Ventura County's Naval Base Ventura County, Point Mugu and Santa Barbara's Vandenberg Air Force Base are constant reminders of the possibility of aircraft accidents. Rail lines currently extend from Santa Barbara County along the coast to Ventura, Oxnard and Port Hueneme and inland to Santa Paula, Fillmore and Piru and to Camarillo, Moorpark, Simi Valley and extending east to Los Angeles County.
History	Aircraft Incident History: 2000 Alaska Airlines Flight 261 crashes off the coast of Port Hueneme. In August of 2019, a privately-owned C-131 made a crash landing at the Santa Barbara Airport. Train Derailment History: 1991 Sea Cliff, and 2015 Oxnard.
Possible Impact to Transit	Ordinarily, an air incident will not impact the ability of transit agencies to continue to provide services, however, if the incident occurs on or near a heavily travelled road or highway, traffic may be shut down until the incident has been cleared. A train derailment may close the rail to scheduled freight and commuter traffic until the incident has been stabilized and cleared. An incident involving a truck may block through traffic and cause rerouting until the situation is cleared.

Tsunami	
Description	A tsunami is a series of waves caused by earthquakes, undersea volcanic eruptions, submarine landslides, and onshore landslides in which large volumes of debris fall into the water. ³³
History	According to the California Tsunami Evacuation Playbook, City of Ventura – Ventura County, there have been eight notable tsunami

³² 28 CFR § 0.85(i)

³³ https://www.usgs.gov/faqs/what-are-tsunamis?qt-news_science_products=0#qt-news_science_products, accessed September 16, 2020



Tsunami	
	events run-ups recorded in Ventura County including the 1812 Earthquake and Landslide, 1946 Earthquake (Aleutian Islands, Alaska), 1952 Earthquake (Kamchatka Peninsula), 1957 Earthquake (Aleutian Islands, Alaska), 1964 Earthquake (Alaska), 2009 Earthquake (Samoa), 2010 Earthquake (Chile) and 2011 Earthquake (Japan). In Santa Barbara, on February 27, 2010, a magnitude 8.8 earthquake occurred along the central coast of Chile and produced a tsunami. In general, tsunami waves between 2 and 4 feet were reported.
Possible Impact to Transit	With advanced warning of a possible tsunami, the emergency management community may request transit resources to assist with large scale community evacuations. In addition, transit providers may need to relocate critical transit resources out of the tsunami impact area. Santa Barbara Airport, according to the latest Tsunami map, is located in a potential tsunami inundation area. Although a rare occurrence, a tsunami can impact highways, railroads and harbors leaving them unusable until the water recedes.

Wildfire and Post Fire Debris Flow	
Description	A wildfire is an uncontrolled fire that spreads through vegetative fuels, exploding and possibly consuming structures. Many areas throughout both counties are considered Very High Fire Hazard Areas by CalFire. CalFire identifies these areas based on the severity of fire hazard that is expected to prevail there. These areas, or “zones”, are based on factors such as fuel (material that can burn), slope, and fire weather. There are three zones, based on increasing fire hazard: medium, high and very high. These fire areas evaluate the “hazard,” not the “risk”. Both counties have a large residential population located in the wildland urban interface (WUI). The wildland urban interface is an area where human made structures and infrastructure (e.g., cell towers, schools, water supply facilities, etc.) are in or adjacent to areas prone to wildfire. ³⁴ One of every three homes built in California are located in the WUI. By reducing or destroying vegetative cover and altering soil characteristics, fires often result in conditions that can significantly increase runoff and erosion when winter rains begin to fall.
History	Both counties have a well-documented history of wildland fires and post-fire debris flows. In Santa Barbara County, the aforementioned Montecito post-fire January 9 Debris Flow in 2018 killed 23 people and the 1969 debris flow damaged 3 homes in the area. The 1969 debris flow was caused by significant storms and flooding that impacted the unrecovered burn scar from the 1969 Coyote Fire. Ventura County battled post-fire debris flows after wildland fires in Camarillo Springs area in 2014. The impact and quantity of damaging WUI fires has

³⁴ <https://www.usfa.fema.gov/wui/>, accessed September 19, 2020

SECTION TWO: SANTA BARBARA AND VENTURA COUNTIES OVERVIEW

Wildfire and Post Fire Debris Flow	
	continued to increase over the past several years and this trend is predicted to continue. WUI firefighting resources in the State of California have become strained during the extended WUI season creating a potential for larger and more destructive fire events in the future.
Possible Impact to Transit	Wildland fires in the recent past (Gaviota Fire, Woolsey Fire, Thomas Fire, and Sherpa Fire) have closed Hwy 101 in both directions for periods of time, while the Montecito January 9 Debris Flow closed Hwy 101 for nearly two weeks. Bus routes were altered, alternate modes of transportation were being used such as charter boats between harbors and private plans between airports. People and services were finding it difficult to travel between Santa Barbara and Ventura counties.

2.4 Prioritization of Threats That May Impact Transportation

On March 2, 2020, the TEPP Advisory Committee and other stakeholders gathered to discuss the hazards for both counties, past historical events for each of the hazards, and later met in groups to discuss the hazards and identify those hazards that may have a direct impact on transportation. Hazard information was synthesized from each of the counties' Hazard Mitigation Plans. In their groups, participants were asked to consider the need to transport emergency/supplies, ingress/egress, infrastructure damage, economic loss, and/or environmental damage when choosing the hazards they felt had a greater impact on transportation.

The results of the working groups are not to be viewed as a scientific data collection, but rather as a tool to ensure that all hazards are considered and incorporated into the TEPP. Although there were inconsistencies with the number of hazards and the type of hazards that were discussed with each of the groups, certain hazards were identified that had a greater concern for both SBCAG and VCTC than county agencies had captured in their Hazard Mitigation Plans. This activity was eye-opening for the non-transit community to hear about the hazards from the transit perspective.

In ranking the transportation related hazards, the groups were using the Calculated Priority Risk Index (CPRI) developed by the State of Arizona. The CPRI is a vulnerability and risk analysis based on Index Values and Assigned Weight Factors. The CPRI values are obtained by assigning varying degrees of risk to four (4) categories for each hazard (Probability, Magnitude/Severity, Warning Time and Duration) and then calculating an index value based on a weighting scheme. **Table 2-4** presents a summary of the findings from the Advisory Committee and stakeholders work groups. It should be noted that no hazards were given the "Severe" rating.



Table 2-4 Hazards and Hazard Rankings

Ranking and Rating	Hazard
1.	Wildfire and Post Fire Debris Flow
2.	Earthquake
3.	Flood
4.	Energy Shortage
5.	Transportation Incident (Air, Train and Truck)
6.	Landslide
7.	Dam Failure
8.	Cyber-Attack
9.	Severe Weather
10.	Public Health Emergency
11.	Terrorism
12.	*Tsunami
13.	*Oil Spill
14.	*Sea Level Rise and Erosion
15.	*Radiological Accident
16.	*Hazardous Materials
17.	*Levee Failure
18.	*Drought/Water Shortage
19.	*Agricultural Biological
20.	*Civil Unrest
21.	*Climate Change
22.	*Invasive Species

Hazard Rating			
	Severe		Moderate
	High		Low
			Negligible

*These hazards either were not considered as having a direct impact on transit services or the transportation infrastructure within or between Santa Barbara and Ventura counties. The results do not necessarily mean that the lower rated hazards should not be considered as impactful to the region. All the above hazards, if they occur, can be devastating to the region. However, when considering the probability, magnitude/severity, warning time and duration, the TEPP is built around the threats that have the highest hazard ranking.

SECTION THREE

CONCEPT OF OPERATIONS

3

This page intentionally left blank.

SECTION THREE: CONCEPT OF OPERATIONS

3.0 SECTION THREE: CONCEPT OF OPERATIONS

The TEPP distinguishes between two types of transportation needs for both counties in the aftermath of a natural or human-caused disaster: transportation associated with the emergency response and operation of transportation services.

Operation of transportation services accommodate transit needs so that the public can depend on transit to shop, work, travel to doctor appointments, and attend school. Continuing these transportation services during a disaster lessens the possibility of a secondary emergency if people that depend on transit services are no longer able to access the services that allow for their livelihood or well-being and start requesting assistance.

Emergency transportation involves moving required resources (such as emergency workers, equipment, and supplies) into the affected area, as well as transporting people who may be in danger out of the area, including the transport of people and animals during local or regional evacuations. A critical aspect of emergency transportation is also the rapid development of transportation systems and services that enable the regular movement of essential and other workers from their residence to their place of employment. Coordination between VCTC/SBCAG and OEM/OES should be expected to occur if the disaster/emergency situation requires bi-county coordination (large scale, multi-jurisdictional event) or takes place solely on unincorporated land. Through Transportation Seats in the County/OA EOC, SBCAG and VCTC may assist emergency responders and the County/OA EOC (for either/both counties) to coordinate emergency transportation resources. Coordination between VCTC/SBCAG and city Emergency Management agencies should be expected to occur if the situation is extremely localized and on incorporated land. During emergencies, it is understood that emergency transportation responses and activities have priority over operation of transportation or general mobility needs. Restoration and provision of transportation services is a lower priority during the response phase.

3.1 Organization

3.1.1 The Standardized Emergency Management System

SEMS is the cornerstone of California's emergency response system and the fundamental structure for all phases of emergency management.³⁵ SEMS is required by the California Emergency Services Act for managing multiagency and multijurisdictional responses to emergencies in California. The system unifies all elements of California's emergency management community into a single integrated system and standardizes key elements. SEMS incorporates the use of the ICS, California Disaster and Civil Defense Master Mutual Aid Agreement, the Operational Area (OA) concept and Multi-Agency Coordination (MAC) process. State agencies and local government are required to use SEMS to be eligible for reimbursement of response-related costs under the State's disaster assistance programs.

There are five SEMS organizational levels, as depicted in **Figure 3-1**.

³⁵ <https://www.caloes.ca.gov/cal-oes-divisions/planning-preparedness/standardized-emergency-management-system>, accessed September 19, 2020



- **Field** –Emergency response personnel and resources, under the command of responsible officials, carry out tactical decisions and activities in direct response to an incident or threat. *Individual transit providers would be considered part of the Field Level of the SEMS organization.*
- **Local Government** – Includes cities, counties, and special districts. Local government is to manage and coordinate the overall emergency response and recovery activities within their jurisdictions. Local governments are required to use SEMS when their EOC is activated or a local emergency is declared or proclaimed in order to be eligible for state reimbursement of response-related costs. *Both SBCAG and VCTC would be considered part of the Local Government level of the SEMS organization.*

Figure 3-1 SEMS Levels



- **Operational Area (OA)** – An OA is the intermediate level of the state's emergency management organization which encompasses a county's boundaries and all political subdivisions located within that county. Political subdivisions include cities, a city and a county, counties, districts, or other public agencies as authorized by law. The OA facilitates and/or coordinates information, resources, and decisions regarding priorities among local governments within the OA. The OA serves as the coordination and communication link between the Local Government Level and Regional Level. State, federal, and tribal jurisdictions in the OA may have statutory authorities for response like that at the local level. *The Santa Barbara County OEM and the Ventura County Sheriff's OES are the OA leads for their counties.*
- **Regional** – Due to its size and geography, the state has been divided into six mutual aid regions. The purpose of a mutual aid region is to provide for the more effective application and coordination of mutual aid and other emergency related activities. Cal OES has also established three Administrative Regions (Coastal, Inland and Southern). These Administrative Regions allows Cal OES to maintain daily contact with local emergency services agencies, organizations, and the private sector. In SEMS, the regional level manages information and resources within the mutual aid region, between the operational areas and the state.

Both Santa Barbara and Ventura counties are in Mutual Aid Region 1 (region 1A for law enforcement mutual aid), which is a part of the Southern Region of Cal OES.

Cal OES Southern Region operates out of Los Alamitos, California. If an EOC is activated at this level, it is called the Regional Emergency Operations Center (REOC).

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

Cal OES administrative offices and State EOC operate out of Mather, California. If an EOC is activated at this level it is called the State Operations Center (SOC).

SECTION THREE: CONCEPT OF OPERATIONS

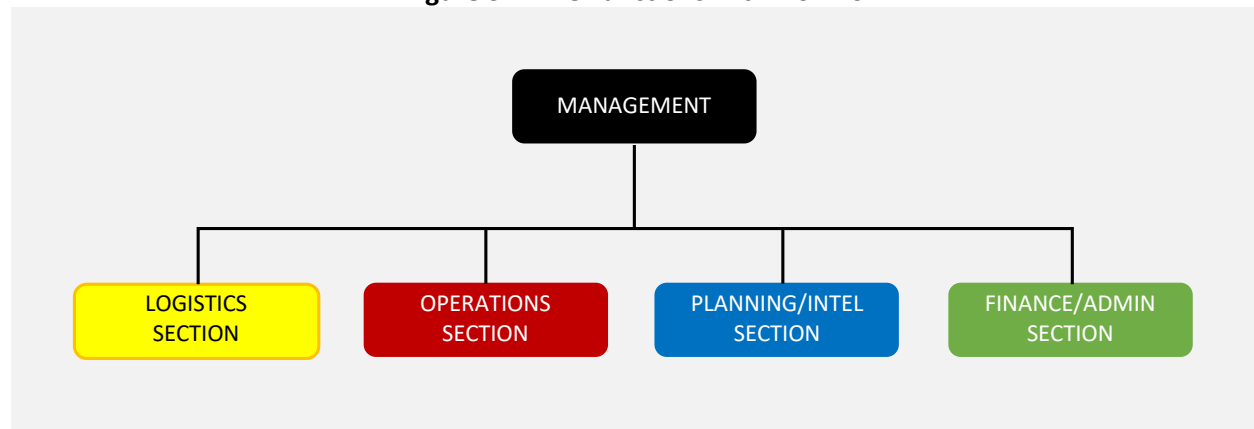
3.1.2 SEMS and EOC Organizations

SEMS regulations require local government to provide five functions: 1) Management, 2) Operations, 3) Planning/Intelligence, 4) Logistics and 5) Finance. These functions are the structure for both County/OA EOC organizations.

1. **Management:** Responsible for overall emergency policy and coordination through the joint efforts of governmental agencies and private organizations.
2. **Operations:** Responsible for coordinating operations in support of the emergency response through implementation of an EOC Action Plan.
3. **Planning/Intelligence:** Responsible for collecting, evaluating and disseminating information; developing the EOC Action Plan and After-Action/Corrective Action Report in coordination with other functions; and maintaining documentation.
4. **Logistics:** Responsible for providing facilities, services, personnel, equipment and materials.
5. **Finance:** Responsible for financial activities and other administrative aspects.

Figure 3-2 shows the basic building blocks to SEMS and the EOC organization in the state of California. Each entity will use the basic organization and personalize it to meet their needs.

Figure 3-2 Five Functions within SEMS



3.1.3 SEMS and Santa Barbara and Ventura County Operational Area EOCs

Although both Santa Barbara County and Ventura County Operational Areas use the five functions of SEMS, there are some nuanced differences to each County/OA EOC organization chart.

Figure 3-3 on the following page depicts the Santa Barbara County Operational Area EOC and **Figure 3-4** shows the Ventura County Operational Area EOC.

Figure 3-3 Santa Barbara County Operational Area EOC Organization

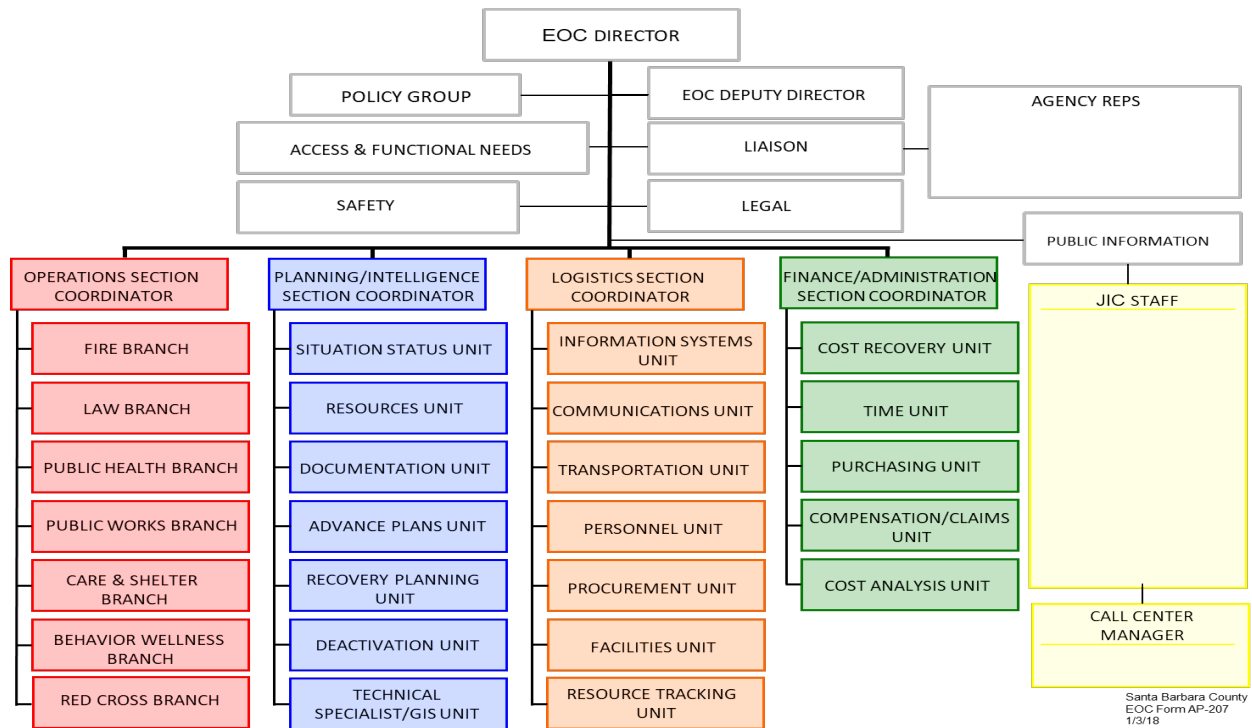
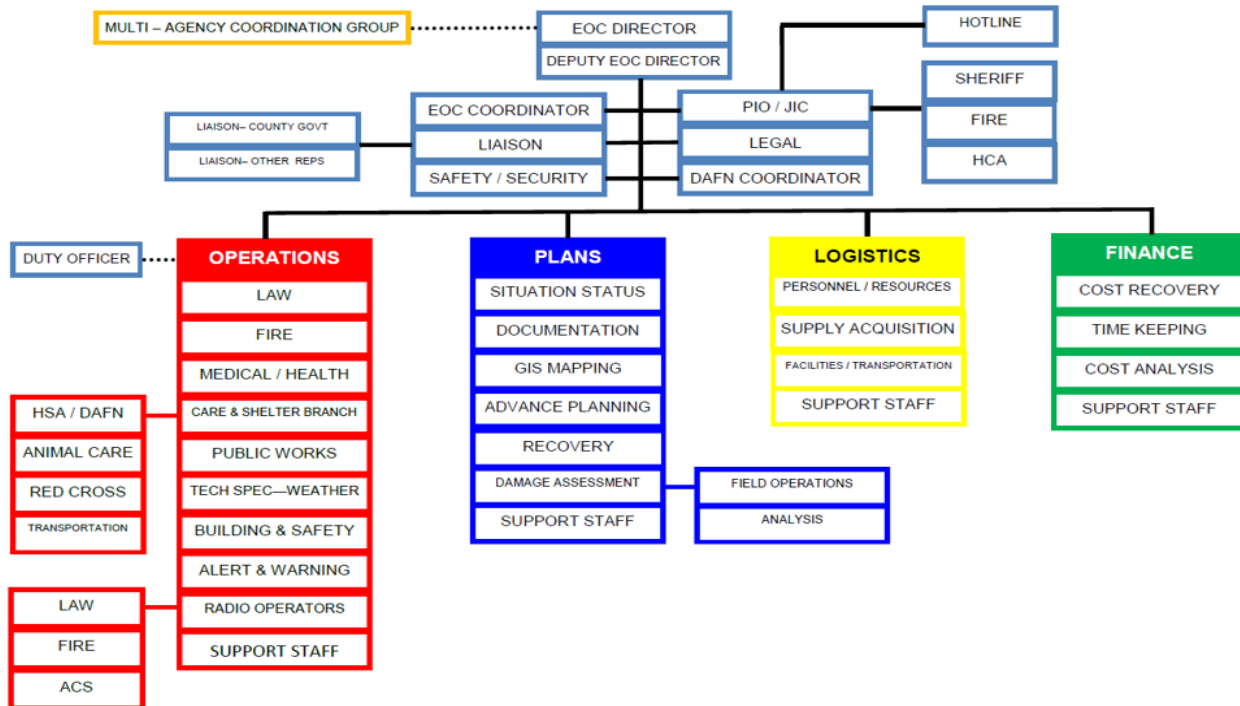


Figure 3-4 Ventura County Operational Area EOC Organization



SECTION THREE: CONCEPT OF OPERATIONS

3.1.4 County/Operational Area EOCs and the Transportation Seat

Although the TEPP may be activated by VCTC/SBCAG and transit providers, the TEPP may also be activated by VCTC/SBCAG as a result of County OEM/OES requesting VCTC/SBCAG to fulfill the Transportation Seat.

There are three options to incorporate the Transportation Seat into the County/OA EOCs:

1. The Management function as an Agency Representative
2. The Operations Section under the Care and Shelter Branch
3. The Logistics Section under the Transportation Unit.

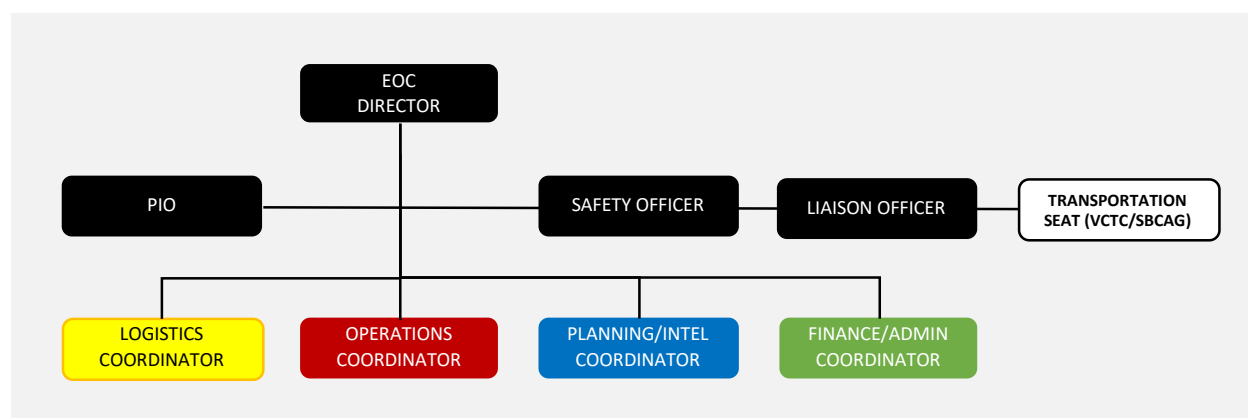
Regardless of how the Transportation Seat is incorporated into the County/OA EOC, VCTC/SBCAG need to be familiar with each type of incorporation to increase the resiliency of the Transportation Seat itself. If VCTC/SBCAG staff are trained in the different locations for the Transportation Seat, both organizations may be able to support each other should one organization be activated and the other is not and additional personnel are needed to staff the Transportation Seat.

Option 1: Incorporating the Transportation Seat as an Agency Representative

In this option, the VCTC/SBCAG Agency Representative would report directly to the Liaison Officer.

Figure 3-5 depicts the Transportation Seat as an Agency Representative.

Figure 3-5 Transportation Seat as an Agency Representative

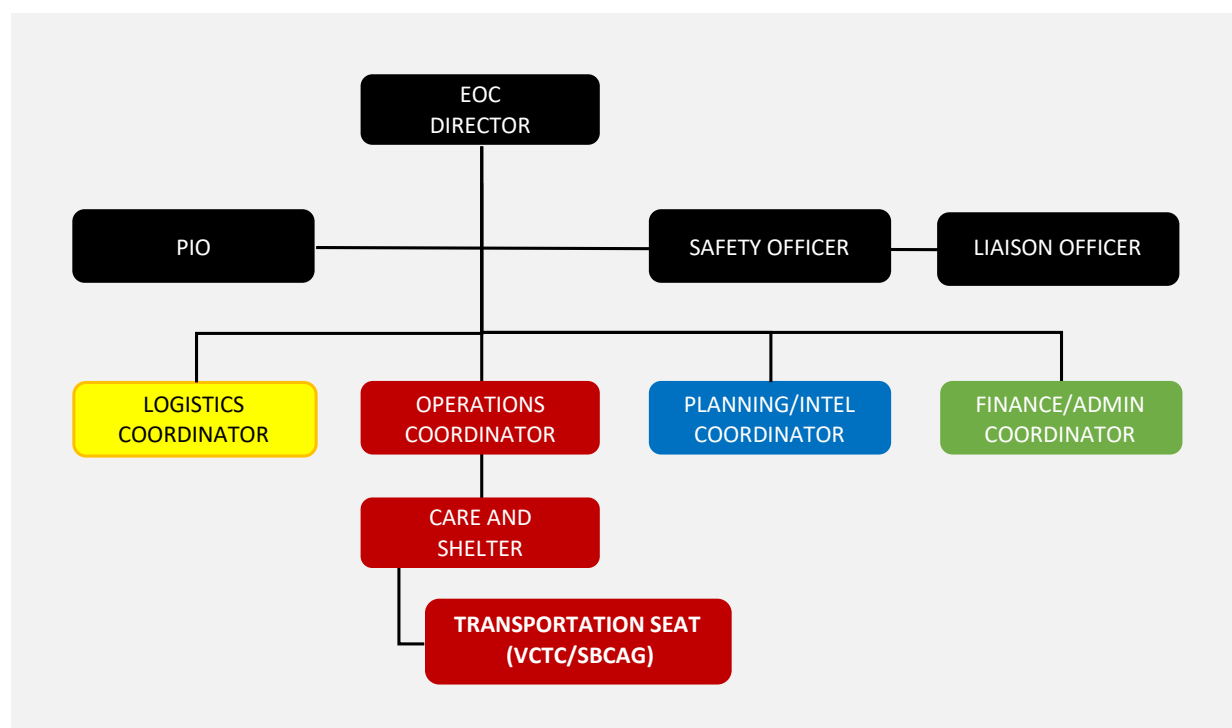


As an Agency Representative, VCTC/SBCAG would be part of the EOC Director's Management staff. An Agency Representative has authority to make decisions on behalf of the agency's or organization's participation in incident management activities following appropriate consultation with that agency's leadership. An Agency Representative does not have a direct reporting relationship with the rest of the County/OA EOC that is implementing the operational tasks, i.e. evacuations, transportation of personnel, equipment and supplies. **Incorporating the Transportation Seat using this model may be more appropriate at a lower level of County/OA EOC Activation and/or when there is not a great need for transportation resources.**

Option 2: Incorporating the Transportation Seat as part of the Operations Section

In this option, the Transportation Seat is incorporated into the Operations Section of the EOC organizations structure. The Operations Section in the County/OA EOC acts as the primary point of contact between other EOCs or Department Operations Centers (DOCs) and, in some cases, may be linked directly to field Incident Commands. Both Santa Barbara and Ventura County/OA EOCs have a Care and Shelter Branch under the Operations Section. The Care and Shelter Branch generally oversees the provision of mass care (feeding and sheltering), emergency assistance, housing assistance, and human services assistance. The Transportation Seat fits well into this Branch when considering the need to transport evacuees into shelters. Having the Transportation Seat as part of the Care and Shelter Branch would be appropriate if there are activated shelters and a need for transportation to the shelters or from the shelters. However, if there are shelters activated, it also means that there is an evacuation in place. Law Enforcement is responsible for managing evacuations and may need to coordinate with VCTC/SBCAG for transportation resources to assist with evacuations. **With this model, the Transportation Seat could be pulled into two directions to assist both the Care and Shelter Branch and the Law Enforcement Branch. This model may be more appropriate with a Partial-Level (Level 2) County/OA EOC Activation when transportation issues have a narrower focus. Figure 3-6 shows the Transportation Seat as part of the Operations Section under the Care and Shelter Branch.**

Figure 3-6 Transportation Seat as Part of the Operations Section



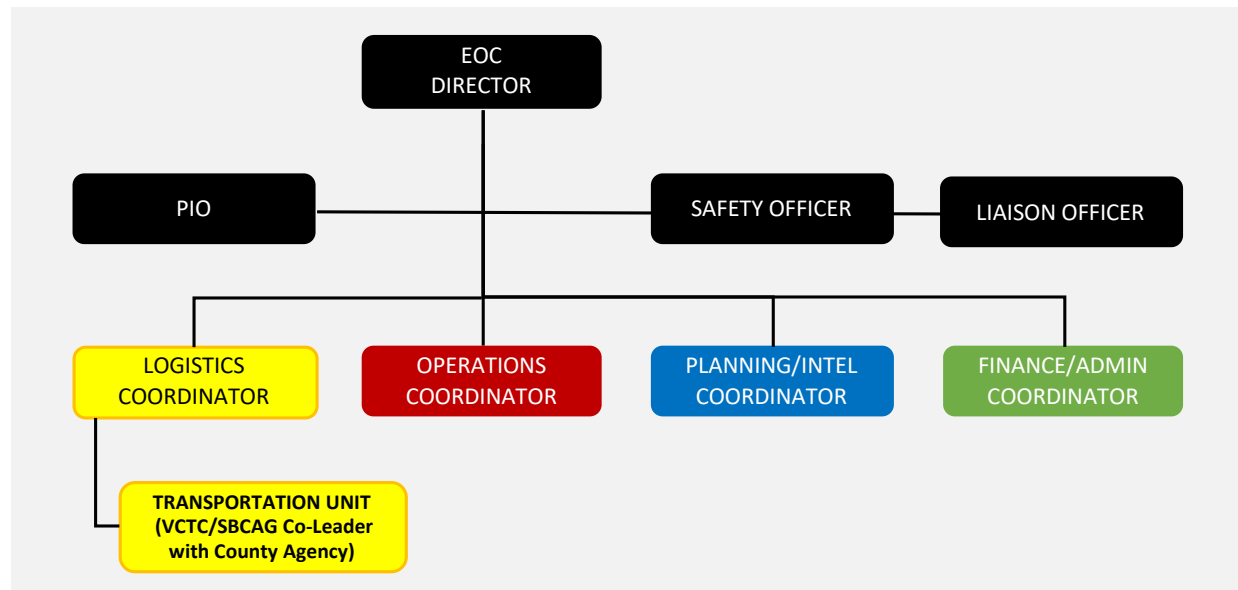
Option 3: Incorporating the Transportation Seat as Part of the Logistics Section

If this option is used, the Transportation Seat would be incorporated with the existing Transportation Unit within the Logistics Section. The Logistics Section ensures that all other sections are supported with personnel, equipment, supplies or services for the duration of the incident. Under the Logistics Section, the Transportation Unit typically is responsible for transportation of personnel, equipment, and supplies. The Transportation Seat can be incorporated as a co-leader of this Unit to augment the capabilities of the Unit. **With this model, the Transportation Seat would support all operations, i.e., evacuations and transportation to and from shelters as well as provide overall transportation support**

SECTION THREE: CONCEPT OF OPERATIONS

for transportation of personnel (emergency personnel, essential personnel and the public), equipment and supplies. This model could be used for all levels of County/OA EOC activations. Figure 3-7 provides an overview of this model.

Figure 3-7 Transportation Seat as Part of the Logistics Section



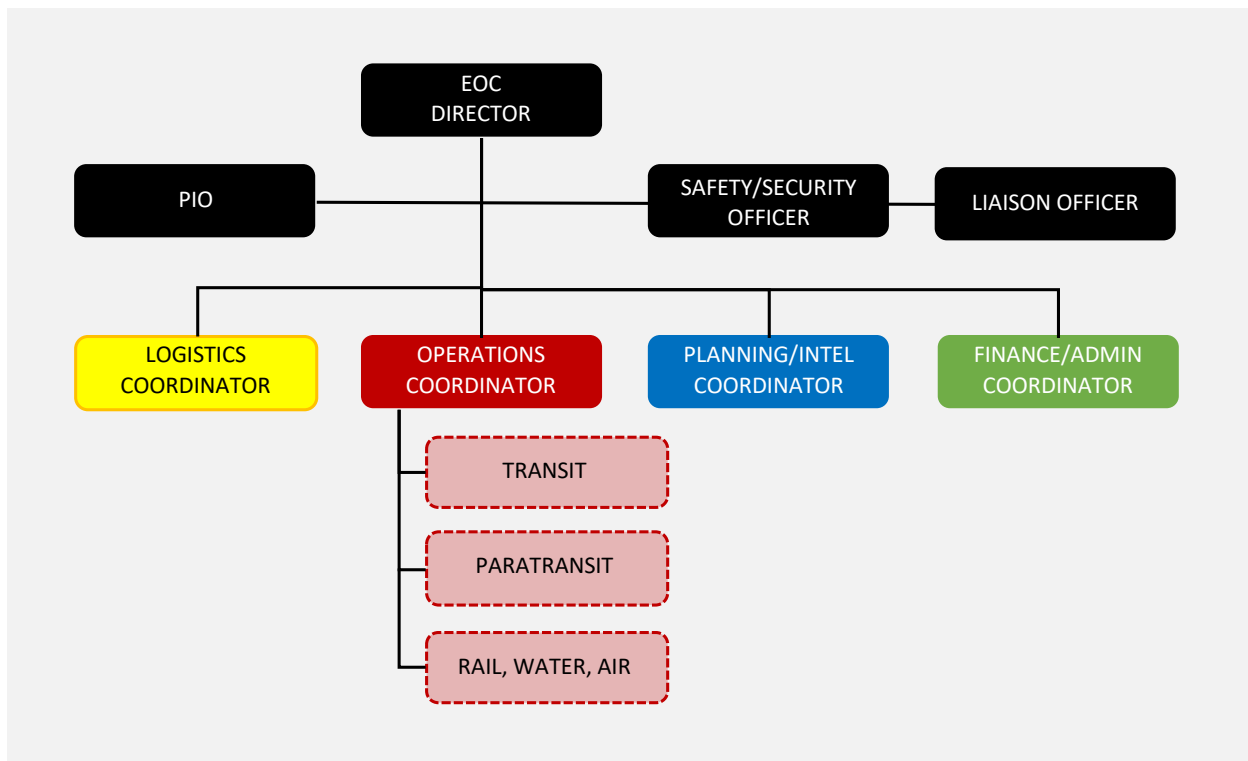
3.1.5 VCTC/SBCAG Transportation Operations Center Supporting the Transportation Seat in the County/OA EOC

When VCTC/SBCAG staffs the Transportation Seat in the County/OA EOC, SBCAG and VCTC may need to activate a Transportation Operations Center (TOC) at their offices to support the Transportation Seat. An VCTC/SBCAG TOC activation may result from a Medium-Level (Level 2) or a High-Level (Level 1) County/OA EOC activation. The TOC organization does not need to be as extensive as the County/OA EOCs, but rather should reflect a streamlined EOC organization based on the functions of SEMS:

- Management Section
- Operations Section
- Planning/Intelligence Section
- Logistics Section
- Finance/Administration Section

Following SEMS, only the positions that are needed would be activated. Each of the Sections, if they are activated, may be staffed by one person, except for the Management and Operations Section. Under Management, the TOC PIO may need to be activated to handle customer service calls in the TOC or incorporated into a Joint Information Center established at the County/OA EOC to ensure public information regarding transit is coordinated with the County/OA public information messaging. The Operations Section may have branches activated specific to the needs of the incident, i.e. Air, Water, Transit, Rail, Paratransit, etc. **Figure 3-8** shows a TOC. The dashed lines in the diagram below reflect those positions that would only be activated if needed.

Figure 3-8 VCTC/SBCAG TOC



3.2 Activation Procedures

3.2.1 TEPP Activation

TEPP activation is determined according to the needs and magnitude of the event. The TEPP may be activated by the following entities:

1. The Executive Director (or designee) of VCTC/SBCAG when any incident requiring an elevated need for transportation coordination is necessary or as a result of County OEM/OES requesting a representative to fill the Transportation Seat in the County/OA EOC.
2. Transit providers which include city divisions/departments and special districts can activate the TEPP through their appropriate agency (VCTC/SBCAG) if they are observing or experiencing extraordinary transit situations or emergencies affecting their service. In these situations, the transit providers should coordinate with VCTC/SBCAG.

VCTC/SBCAG may activate the TEPP without any Operational Area or city EOC activation to coordinate information and resources between SBCAG and VCTC and/or between other transit providers. If VCTC/SBCAG activate the TEPP without a County/OA EOC activation, it is recommended although not required that VCTC/SBCAG activate their own TOC to support transportation operations.

TEPP activation may be necessary during the following situations:

- During any event where transportation operations are significantly affected
- During bi-county activities that require coordination of multiple transit providers
- The magnitude of the event requires the assistance of transportation resources
- Response and recovery operations involve both the counties of Santa Barbara and Ventura
- Response and/or recovery operations efforts are expected to last an extended period

SECTION THREE: CONCEPT OF OPERATIONS

3.2.2 County Operational Area EOC Activation Levels

The County/OA EOC is activated for a variety of reasons based upon support requirements, the context of the threat, the anticipation of events or in response to an incident. The level of activity within the EOC grows in size, scope, and complexity in concert with that of the incident. **Table 3-1** below identifies the EOC activation levels that complement the Governor's Office of Emergency Services (Cal OES) plans and procedures as well as both Santa Barbara and Ventura counties.

Table 3-1 County/OA EOC Activation Levels

Activation Level		Description
4	Monitoring Level	<ul style="list-style-type: none">When the situation, at the time, does not warrant an EOC activationEOC is not staffed, however, a Duty Officer is providing 24/7 coverage by monitoring the situation and providing updates to key entities, as needed, and until the situation no longer requires monitoring or the situation grows and results in an EOC activation
3	Enhanced Operations	<ul style="list-style-type: none">A situation or threat has developed that requires enhanced monitoring and coordination between jurisdictions or agencies
2	Partial Activation	<ul style="list-style-type: none">A situation or threat has developed that requires coordination extending beyond the normal workday
1	Full Activation	<ul style="list-style-type: none">Incident of such magnitude that it requires or may require extensive response and recovery efforts and significant resourcesA situation or threat has developed that requires 24/7 coordination, monitoring and support

3.2.3 VCTC/SBCAG Activation Levels and Associated Tasks

Depending on the needs of the counties and the County/OA EOC activation levels, VCTC/SBCAG may be asked to support county operations in a variety of ways.

Level 4 - Monitoring Level Activation

During a Monitoring Level activation, County OEM/OES will not be staffing the County/OA EOC but will assign a Duty Officer to monitor the situation. County OEM/OES may hold periodic briefings with key entities to apprise them of the situation. At this activation level, a city that may be impacted by an incident that affects transportation should coordinate with County OEM/OES as it would normally do for any incident. If transportation assistance is needed, County OEM/OES may reach out to VCTC/SBCAG to coordinate the assistance needed. VCTC/SBCAG may then coordinate directly with the city. **Figure 3-9** depicts one option of how a city, County OEM/OES, and VCTC/SBCAG may coordinate with each other during a Level 4 – Monitoring Level Activation. **Figure 3-10** depicts a second option during this activation level where a city may contact VCTC/SBCAG directly to request assistance on transportation resources. In this option, VCTC/SBCAG coordinates directly with the city and informs County OEM/OES of the situation.



Figure 3-9 Level 4 (Option 1) - Monitoring Level City, County and VCTC/SBCAG relationships

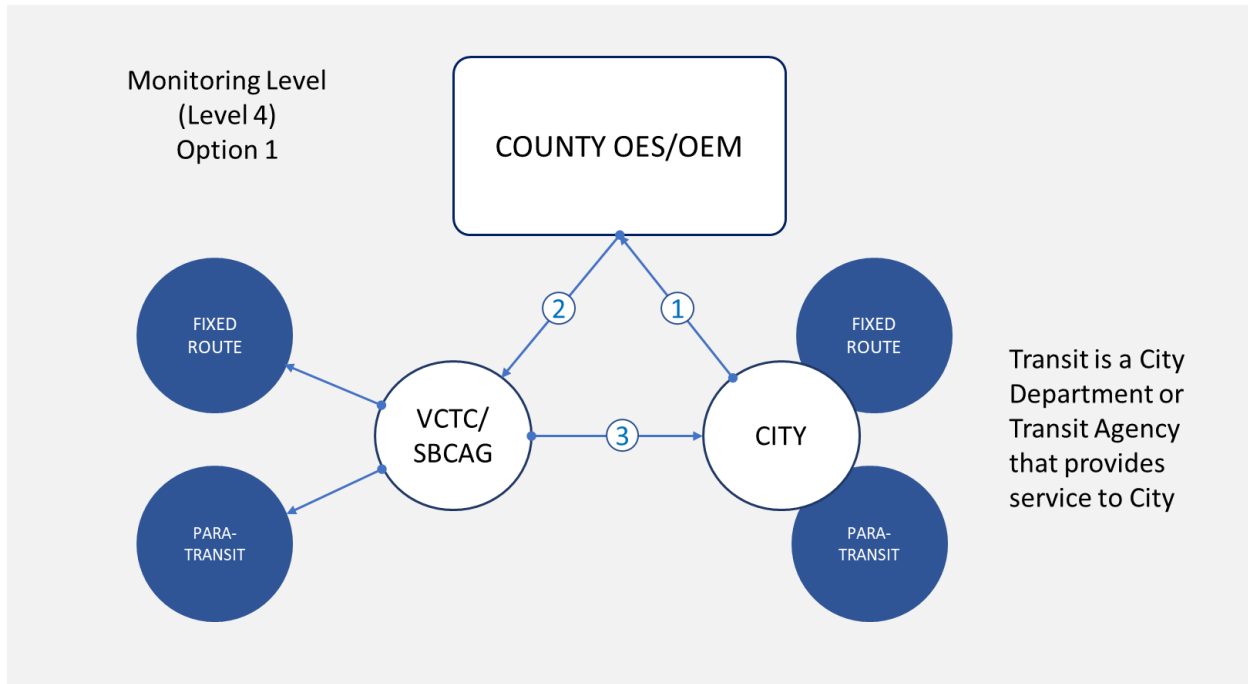
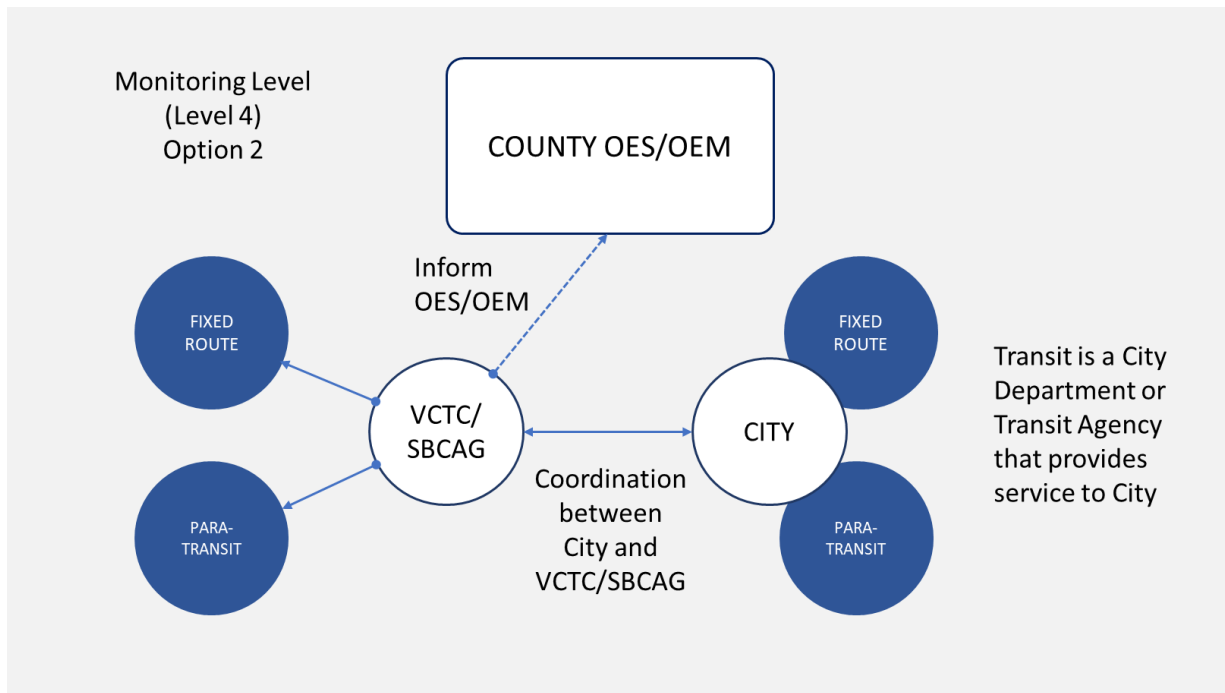


Figure 3-10 Level 4 (Option 2) - Monitoring Level City, County and VCTC/SBCAG relationships



SECTION THREE: CONCEPT OF OPERATIONS

Level 3 Activation (Enhanced Operations)

With a Level 3 EOC Enhanced Operations activation (lowest level of EOC activation) there are two options for connecting with the transportation community. The first option would have county OEM/OES coordinating and communicating directly with the various transportation providers in their respective counties with courtesy calls to SBCAG and VCTC. This option may be appropriate if the transportation needs are limited and only require reaching out to one or two transit providers. Cities would coordinate with County OEM/OES directly as they normally would during a County/OA EOC activation. The second option would be for county OEM/OES to request transportation resources through VCTC/SBCAG and have VCTC/SBCAG coordinate and communicate with the transit providers. Regardless of which option is used at this level of activation, the Transportation Seat more than likely will not be activated. All coordination and communications between VCTC/SBCAG and OEM/OES may be done telephonically or through e-mail. County OEM/OES will include VCTC/SBCAG on all EOC briefings, when appropriate. For this activation level, cities would coordinate with County OEM/OES directly as they normally would during a County/OA EOC activation. **Figure 3-11** shows OEM/OES direct contact with transit providers and VCTC/SBCAG during a Level 3 Enhanced Operations EOC Activation (Option 1).

Figure 3-11 Level 3 - Enhanced Operations, Option 1

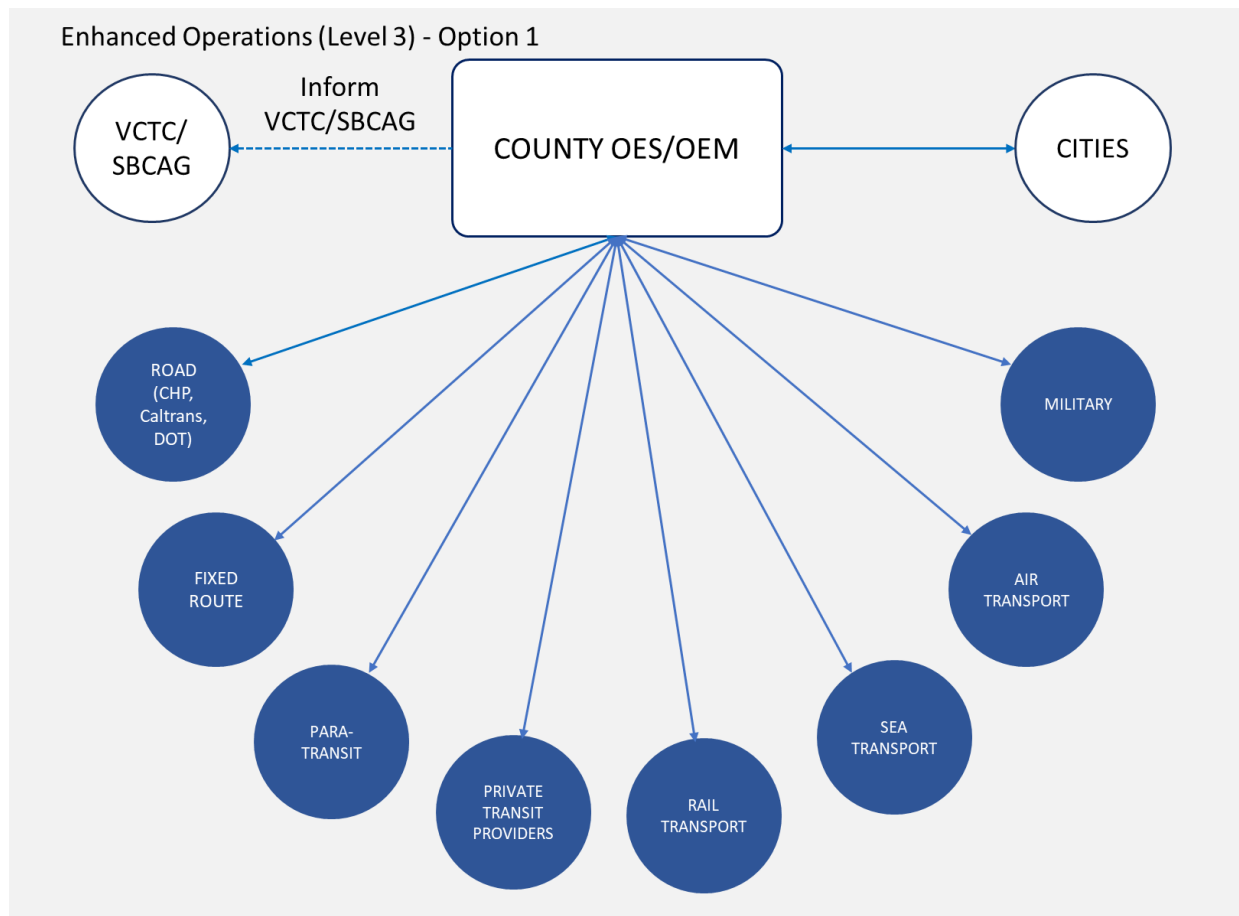
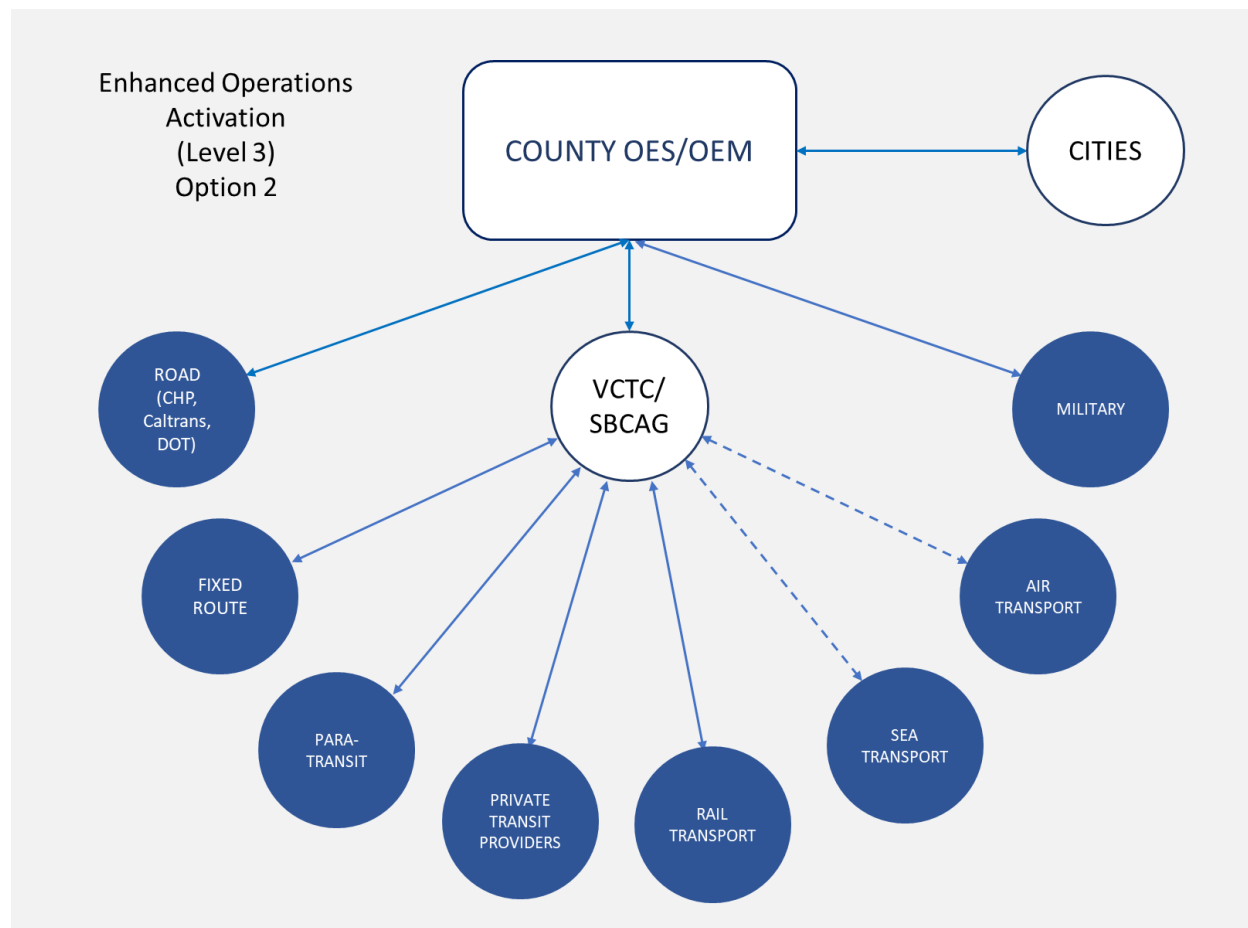


Figure 3-12 depicts VCTC/SBCAG incorporation into the county response for a Level 3 Enhanced Operations EOC activation (Option 2). The dashed lines indicate a coordination and communication linkage with these disciplines for transportation related issues only. VCTC/SBCAG will have no authority over these disciplines.

Figure 3-12 Level 3 - Enhanced Operations, Option 2



Level 2 Activation (Partial Activation)

A Level 2 Partial EOC Activation introduces the concept of a Transportation Seat in the County/OA EOC. The Transportation Seat may be filled by SBCAG and/or VCTC for their respective County/OA EOC. The difference between this level and the previous level is that the situation has grown in severity and/or requires more coordination and the representative from VCTC/SBCAG may physically be in the County/OA EOC. Coordination and communication of transportation issues may be discussed face-to-face. The person that occupies the Transportation Seat must be well-versed in the plans, policies, and procedures of the entity they represent (SBCAG or VCTC) and may not only coordinate and communicate with the transit providers that both VCTC/SBCAG represent but may also centralize the coordination and communication with the other entities that may be involved in the provision of transportation resources. The dashed lines represent the coordination and communication linkages with these other entities. VCTC/SBCAG will not have any command authority over these entities, but rather serve as a hub of coordination and communication for transportation related issues. For this activation

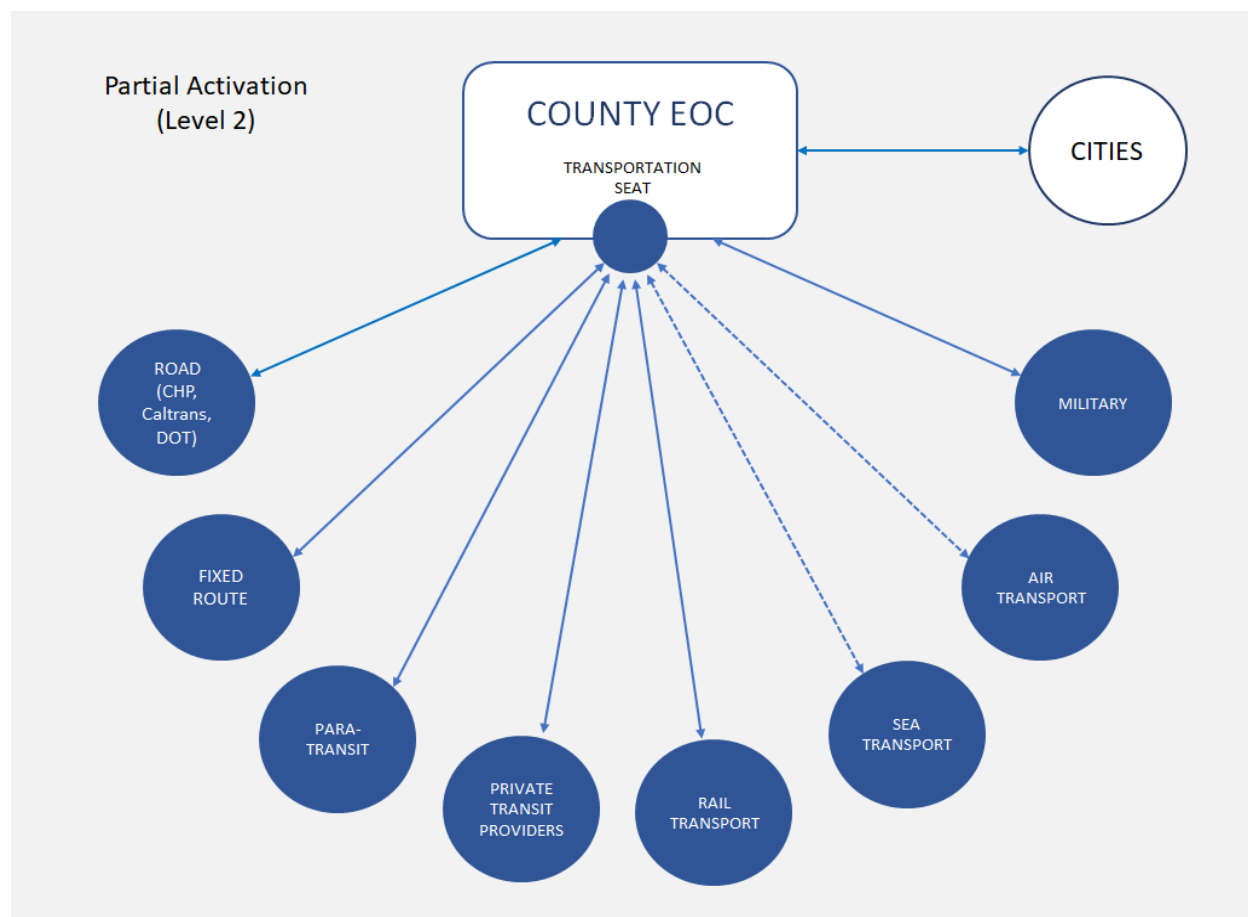
SECTION THREE: CONCEPT OF OPERATIONS

level, cities would coordinate with County OES/OEM directly as they normally would during a County/OA EOC activation.

It is highly recommended that primary and alternates for the Transportation Seat be properly trained in SEMS, NIMS, and ICS to successfully fill this role. For more information on recommended training, refer to **Annex C: Training and Exercises**

Figure 3-13 depicts the relationship between VCTC/SBCAG, and Santa Barbara County OEM and Ventura County Sheriff's OES during a Level 2 Partial EOC activation when a Transportation seat has been activated.

Figure 3-13 Level 2 - Partial EOC Activation

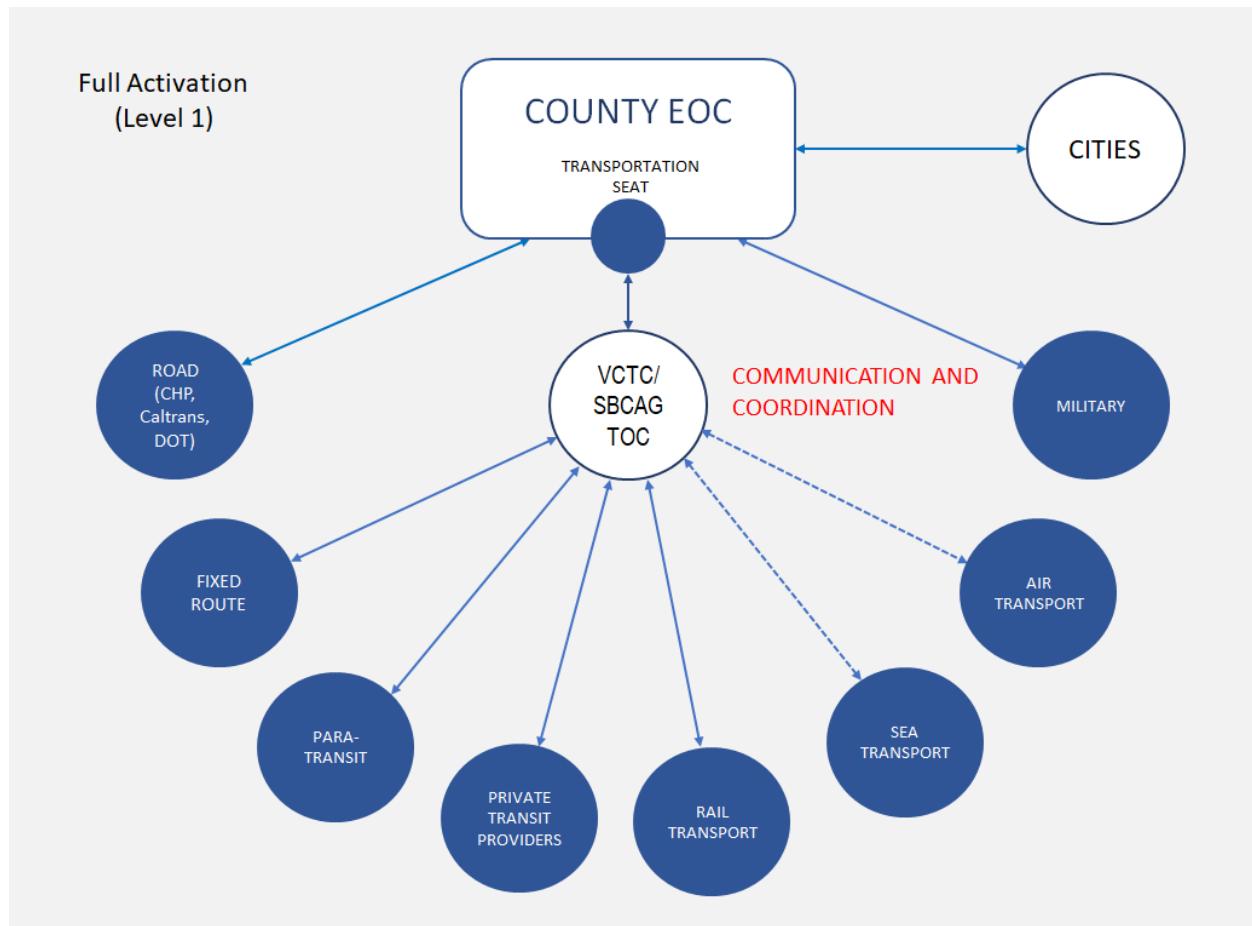


Level 1 Activation (Full Activation)

If the County/OA EOC is activated to the highest level of activation (Level 1), VCTC/SBCAG may need to also activate organizational EOCs to better support the Transportation Seat in the County/OA EOCs as shown in **Figure 3-14**. The person fulfilling the role of the Transportation Seat in the County/OA EOC may coordinate and communicate with county representatives face-to-face or virtually and communicate back to their respective EOCs to assist with implementation of any transportation tasks or responses and coordinate and communicate with each of the transportation entities. The dashed lines, once again, represent the coordination and communication linkages with these other entities. VCTC/SBCAG TOCs will not have any command authority over these entities, but rather serve as a hub of

coordination and communication for transportation related issues. For this activation level, cities would coordinate with County OES/OEM directly as they normally would during a County/OA EOC activation.

Figure 3-14 Level 1 - Full Activation

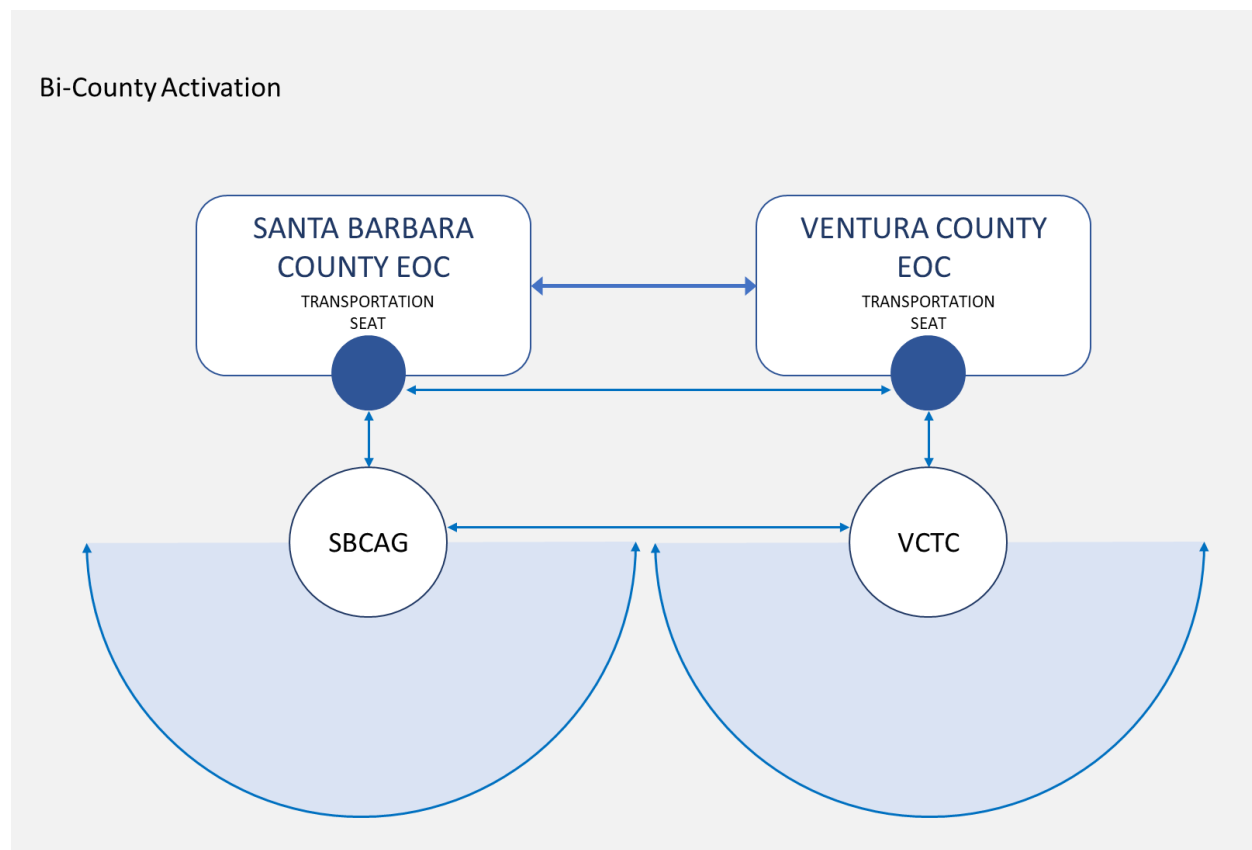


Bi-County Activation – (Both Counties EOCs have been activated)

If the emergency impacts both counties, communication may occur between County/OA EOCs, between Transportation Seats and between SBCAG and VCTC to coordinate a bi-county response. **Figure 3-15** depicts a bi-county activation of both County/OA EOCs with coordination between VCTC/SBCAG.

SECTION THREE: CONCEPT OF OPERATIONS

Figure 3-15 Bi-County Activation



3.3 Communications

Communications is an essential function for successful day-to-day operations and is even more so during an emergency. There are multiple modes of communication available between VCTC/SBCAG and transit providers and between transit providers and operators. VCTC/SBCAG depend primarily on email, landline, and cellular phone to communicate with the transit providers while the transit providers rely on mobile radio, cell phones, and tablets to communicate directly with their operators. To reach the public, VCTC/SBCAG and their transit providers will rely on their websites, and social media.

County OEM/OES have wider communication capabilities that include landline telephone, satellite phone, cellular phone, fax, data, mass notification systems, amateur radio communications, social media, and emergency information websites. Santa Barbara OEM's emergency information website is <https://readysbc.org> while in Ventura County the emergency information website is www.vcemergency.com. In addition to the aforementioned methods of communication, county OEM/OES use emergency management software to maintain situational awareness information of the incident, track, and order resources and coordinate response activities.

Essential staff also have access to the Government Emergency Telecommunications Service (GETS) which provides national security and emergency preparedness personnel a high probability of completion for their telephone calls during periods of severe network congestion or disruption.

3.4 Facilities

An EOC provides a central location of authority and information, and allows for face-to-face coordination among personnel who must make emergency decisions. An EOC is more than a facility. The EOC is a combination of facilities, equipment, personnel and communications. An EOC can exist virtually or from a physical location. Regardless of how the EOC exists, the primary functions of an EOC are: situational assessment, incident priority determination, critical resource acquisition and allocation, coordination with all involved entities, and coordination of incident information.

Both counties maintain permanent physical County/OA EOC facilities. These facilities have the capability to support all County/OA EOC functions. Additional rooms support Multi-Agency Coordination, Joint Information Center operations, and amateur radio. Santa Barbara County/OA EOC also has an in-house Call Center. Both counties have designated alternate County/OA EOCs if the primary County/OA EOC is not available, unsafe, or damaged. Ventura County Sheriff's OES also has a mobile County/OA EOC.

VCTC/SBCAG operate out of their respective offices. If OES/OEM activate their County/OA EOCs and request a person to fill the Transportation Seat, VCTC/SBCAG may support the Transportation Seat either through assigning a point person back in the main VCTC/SBCAG offices or may require that a TOC be activated at the VCTC/SBCAG offices staffed with multiple people to properly support the Transportation Seat at the County/OA EOC. Refer to **Figure 3-8** to consider the various positions that may need to be activated at the VCTC/SBCAG TOC. VCTC/SBCAG does not have to wait for the county to request a Transportation Seat to be filled to activate their own EOC at their offices to coordinate the transit operators during an emergency. A VCTC/SBCAG TOC can operate independently without the OEM/OES EOC activation.

Cities also may activate their EOCs to support emergency response activities in the field. If the city has their own transit agency, the transit agency may be incorporated into the city EOC as appropriate.

Transit agencies not associated with a city may also have their own EOCs to support transportation field operations.

SECTION FOUR

ROLES AND RESPONSIBILITIES

4

This page intentionally left blank.

SECTION FOUR: ROLES AND RESPONSIBILITIES

4.0 SECTION FOUR: ROLES AND RESPONSIBILITIES

This section identifies the agencies, parties, and entities involved in carrying out the elements of this plan and summarizes their respective roles and responsibilities. Coordination, collaboration, and communication amongst all levels of government, not-for-profit, and private entities are necessary to ensure the successful provision of critical transportation during emergencies and/or disasters.

4.1 Local and Regional Government Agencies

4.1.1 Operational Areas

Under SEMS, the Operational Area is defined in the California Emergency Services Act as an intermediate level of the state's emergency services organization consisting of a county and all political subdivisions within the county area. Political subdivisions include cities, a city and county, counties, district or other local governmental agency, or public agency as authorized by law. The operational area is responsible for:

- Coordinating information, resources, and priorities among local governments within the operational area
- Coordinating information, resources and priorities between the regional level and the local government level
- Using multi-agency or inter-agency coordination to facilitate decisions for overall operational area level emergency response activities

The Ventura County Sheriff's Office of Emergency Services is the lead agency for the Ventura County operational area.

The Santa Barbara County Office of Emergency Management is the lead agency for the Santa Barbara County operational area.

4.1.2 County of Santa Barbara

The County of Santa Barbara is responsible for the unincorporated areas of Santa Barbara. During an emergency/disaster, the County/OA EOC will be responsible for coordinating and communicating with the county departments, the eight incorporated cities, and more than 50 special districts ranging from cemetery districts to water conservation districts.

The key county departments that may be involved with the implementation of this plan and have been involved in the creation of this plan include:

Categories of Involvement in Critical Transportation

- **Executive government:** mayor and city hall, county administrators, governor
- **Emergency responders:** emergency management, fire and rescue and law enforcement agencies
- **Transportation management:** city transportation departments, county and regional agencies and state transportation agencies or resources
- **Transportation providers:** transit authorities, Amtrak and commuter rail operators, local transit providers, private bus companies, taxi companies, trucking companies, paratransit providers
- **Public works agencies:** Public Works, Water, Power, Environmental agencies
- **Emergency care providers:** Public Health, social service agencies, hospitals, and medical facilities, American Red Cross, sheltering site operators
- **Communications providers:** telephone companies, mobile phone service providers, broadband and internet service providers
- **Media:** television, radio and social media
- **Private service providers:** towing companies, service stations and fuel companies, food and dry good retailers



- Department of Social Services
- Fire Department
- Office of Emergency Management
- Office of Education
- Public Health Department, Emergency Medical Services Agency
- Sheriff's Office

4.1.3 County of Ventura

The county of Ventura is responsible for the unincorporated areas of Ventura County. During an emergency/disaster, the County/OA EOC will be responsible for coordinating and communicating with the county departments, the ten incorporated cities, and 49 special districts.

The key county departments that may be involved with the implementation of this plan and have been involved in the creation of this plan include:

- Fire Department
- Human Services Agency
- Office of Education
- Public Health, Emergency Medical Services
- Sheriff's Office and Sheriff's Office of Emergency Services

4.1.4 VCTC

VCTC is the regional transportation planning agency for Ventura County. The VCTC oversees planning of highway, bus, aviation, rail, freight movement and bicycle activity, and controls the use of government funds for transportation projects. VCTC works with each of the cities and the county and plans for, funds, and manages a wide array of activities designed to keep Ventura moving. VCTC's Board is composed of all five members of the Ventura County Board of Supervisors, one member from each city council, one resident member representing Ventura County cities and one resident member representing the county. VCTC is also a transit operator and has the capability to plan and operate transit service during an emergency.

For purposes of this plan, if the county has activated the County/OA EOC and there is a need for transportation coordination, VCTC may provide a representative to fulfill the Transportation Seat. In the case of a city activating an EOC, VCTC may provide support unless it is more appropriate for one of the transportation providers to do so directly (i.e. municipal transit operators staffing their own EOCs or in a case where an emergency only affects one agency.)

4.1.5 SBCAG

SBCAG is a regional transportation planning agency and metropolitan planning organization comprised of Santa Barbara County and all eight incorporated cities within the county. SBCAG distributes local, state, and federal transportation funds and acts as a forum for addressing regional and multi-jurisdictional issues. SBCAG is an independent public agency governed by a 13-member board of directors consisting of all five county supervisors and one city council member from each of the eight cities within the county. SBCAG is also a transit operator and has the capability to plan and operate transit service during an emergency.

SECTION FOUR: ROLES AND RESPONSIBILITIES

For purposes of this plan, if the county has activated the County/OA EOC and there is a need for transportation coordination, SBCAG may provide a representative to fulfill the Transportation Seat. In the case of a city activating an EOC, SBCAG may provide support unless it is more appropriate for one of the transportation providers to do so (i.e. municipal transit operators staffing their own EOCs or in a case where an emergency only affects one agency.)

4.1.6 Bi-county Transit Operators

There are over 30 transit operators in the Santa Barbara/Ventura county region that provide public transportation services via bus, paratransit, rail, or some combination of those modes. In the event of an emergency, it is likely that these transit operators will be essential to the bi-county transportation response, whether it be to provide emergency transportation or basic transportation services. Assistance may be in the form of resources, such as equipment, supplies, and personnel and may be provided only when the lender determines that its own emergency and basic transportation needs can be met before releasing its resources.

In the event of an emergency, transit agencies may have to modify their own service, including detouring routes or increasing or decreasing their services.

4.1.7 Airports

There are seven public airports in the Santa Barbara/Ventura county region. Two of these airports (Santa Barbara Airport and Santa Maria Airport) provide facilities for commercial airlines. In addition to these airports, there are two military bases with active air operations.

In the event of an emergency or disaster, these airports and the charter and commercial businesses operating out of these airports may be considered as alternate modes of emergency transportation for emergency and essential personnel and supplies. Military air operations may be considered through the Defense Support of Civil Authorities which allows military resources to assist in missions normally carried out by civil authorities. During a disaster or emergency, however, these air operations may be receiving their orders from state and federal mission tasking.

4.1.8 Ports/Harbors

There are four ports or harbors in the Santa Barbara/Ventura county region. Port Hueneme is the only deep-water port between Los Angeles and San Francisco. During times of disaster or emergency, Port Hueneme could be considered to bring in bulk supplies and equipment if needed. The remaining harbors are home to various boating charters. These harbors and the boating charters operating out of them could be considered as an alternate mode of transportation for emergency personnel, essential workers and emergency supplies or to provide transportation services for the general public.

4.1.9 Commercial Railroads

Union Pacific operates approximately six to ten through trains and a handful of local freight trains along the Ventura and Santa Barbara county corridor. There is a significant amount of rail traffic in Santa Barbara and Ventura counties along the coast route corridor.

Operator	Destination/Route	Number of Trains (bidirectional)
Amtrak (Pacific Surfliner)	LA to Goleta	3
Amtrak (Pacific Surfliner)	LA to San Luis Obispo	2
Amtrak (Coast Starlight)	LA to Seattle	1
Metrolink	LA to East Ventura	3



Operator	Destination/Route	Number of Trains (bidirectional)
Metrolink	LA to Moorpark	4
Union Pacific	Various	6-10

In an emergency, this corridor could be affected which may impact rail service. In situations where roads are closed (particularly Highway 101), but the rail line is open, rail service provides a critical link to move people and bring in goods, supplies, and equipment. In these cases, increasing rail service may be very beneficial.

In the case of the rail line being damaged, it is the rail owner's responsibility to repair it (UP or VCTC for the main line and SMVRR, VCTC, or the Port of Hueneme for branch lines). The rail providers do not coordinate directly with the County Operational Areas or Cal OES but may coordinate with VCTC/SBCAG or service providers that use their facilities (such as public transit agencies).

4.2 State Agencies

The general responsibilities of key state agencies — Cal OES, Caltrans, and the CHP — are as follows. In accordance with the State Emergency Plan, other state agencies besides those described in this section may provide resources and support for transportation. In addition, both Caltrans and the CHP have department operations centers that are activated during emergencies and disasters.

4.2.1 Cal OES

As described in Section 3, Cal OES Southern Region includes Santa Barbara and Ventura. With regard to transportation activities at the regional level, Cal OES Southern Region takes the following actions:

- Activates and manages the Regional EOC (REOC) to coordinate emergency information, resources, and response activities of state and regional agencies:
 - When any County/OA EOC in the region is activated
 - When ordered by the Regional Administrator (or designee) or higher authority
 - When a local emergency is proclaimed or state emergency is declared (the State Operations Center [SOC] assumes responsibility for REOC functions when the REOC is incapacitated)

4.2.2 Caltrans

As the custodian and operator of the state highway system, Caltrans' emergency response priorities include damage assessment and route recovery on state highways. The Caltrans District 5 and 7 offices are responsible for state roadways and bridges in the Santa Barbara/Ventura areas. District 5 serves Monterey, San Benito, San Luis Obispo, and Santa Barbara counties while District 7 serves Los Angeles and Ventura counties. During an emergency, Caltrans activates its EOC, which collects information and defines priorities for responding to the emergency.

Caltrans coordinates requests from the affected Operational Areas via the Cal OES Southern Region EOC for essential, supportive services related to the state's highway infrastructure to help first responders access affected locations.

4.2.3 CHP

CHP is responsible for law enforcement, security, and safety on highways and bridges in California. CHP's Emergency Resource Centers are located in each of its eight divisions throughout the state, including the Coastal Division, which serves both Santa Barbara and Ventura counties. These centers supply resources

SECTION FOUR: ROLES AND RESPONSIBILITIES

to CHP incident commanders. CHP in coordination with Caltrans is the primary source of information for highway conditions, capacity, and delays.

4.3 Federal Government

A Federal agency may support state and local response either under its own authorities or as part of a coordinated Federal response under a Presidential declaration of emergency or disaster, as described in the National Response Framework.

4.3.1 Federal Emergency Management Agency (FEMA)

When the resources of a state are exceeded by an event, the President may declare an emergency or disaster in accordance with the Robert T. Stafford Disaster Relief and Emergency Assistance Act (the Stafford Act). Under a Presidential declaration of emergency or disaster, the Federal Government provides financial resources and direct Federal assistance in response to requests from the state. FEMA coordinates the response to state requests for assistance. In accordance with the National Response Framework (NRF), the Federal Government organizes its resources according to Emergency Support Functions (ESFs), each of which is led by a Federal agency. ESF #1 – Transportation, coordinates Federal resources to support state requests for transportation resources.

Requests for Federal support under the NRF originate at the SOC, based on needs identified by local, regional, state, and private sector entities.

4.3.2 U.S. Department of Transportation (DOT)

The U.S. DOT is the coordinating agency for ESF #1 - Transportation and is also the primary agency for providing support. The scope of ESF #1 operations includes:

- Monitoring and reporting the status of and damage to the transportation system and infrastructure as a result of an incident
- Identifying temporary alternative transportation solutions that can be implemented by others when systems or infrastructure are damaged, unavailable, or overwhelmed
- Performing activities conducted under the direct authority of U.S. Department of Transportation elements as they relate to aviation, maritime, surface, railroad, and pipeline transportation
- Coordinating the restoration and recovery of transportation systems and infrastructure

The U.S. DOT incorporates operating administrations and bureaus to fulfill the departments primary and supporting roles in the NRF. Two administrations for this plan include:

- **Federal Aviation Administration (FAA)** - oversees the operation and regulation of the U.S. National Airspace System, including the operation of that system during emergencies. Under certain conditions, the FAA may delegate the use of specified airspace for national defense, homeland security, law enforcement, and response (such as search and rescue) missions but retains control of the airspace always. FAA may also implement air traffic and airspace management measures such as temporary flight restrictions in conjunction with these missions. During an emergency, the FAA evaluates information provided by airports regarding conditions (such as damage to runways, communications, navigation, and air traffic control systems) and may restrict traffic at airports depending on these conditions.
- **Federal Transit Administration (FTA)** - provides financial and technical assistance to local public transit systems, including buses, subways, light rail, commuter rail, trolleys, and ferries. FTA also



oversees safety measures, Public Transportation Agency Safety Plans, and helps develop next-generation technology research.

4.4 Multi-Agency Coordination

Multi-agency coordination is a process that allows all levels of government and all disciplines to work together more efficiently and effectively. Multi-agency coordination is NOT simply a physical location or facility, but rather, is a system that defines business practices, operating procedures and protocols to provide support, coordination, and assistance. See **Figure 4-1** and **Figure 4-2** for a summary of coordination and communication between all levels of government.

4.4.1 Ventura and Santa Barbara Counties

As described in Section 3, the County/OA EOCs of both Santa Barbara and Ventura will serve as a hub of coordination, collaboration, and communication between all levels of government, not-for profit organizations, and the private sector. Each of the County/OA EOCs will:

- Establish priorities for response
- Allocate critical resources
- Develop strategies for handling multi-agency response problems
- Share information
- Facilitate communications

In addition to the coordination that occurs with the County/OA EOCs, both Operational Areas may also activate a Multi-agency Coordination (MAC) Group to make cooperative multi-agency decisions.

A MAC Group may be activated on an “as-needed” basis to act as policy-level bodies during an emergency or disaster, support resource prioritization and allocation, and enable decision making among elected and appointed officials and those responsible for managing the emergency or disaster. A MAC Group is often comprised of:

- Elected officials
- Senior decision-makers
- Senior public safety officials
- High-level, subject-matter experts

MAC groups apply priorities at a policy level to:

- Save lives
- Protect property and environment
- Stabilize the incident
- Provide for basic human needs
- Restore essential utilities
- Restore essential program functions
- Coordinate among appropriate stakeholders
- Represent political, financial, and legal concerns

SECTION FOUR: ROLES AND RESPONSIBILITIES

Depending on the scope of the emergency or disaster and its impact on the transportation system, VCTC/SBCAG may be asked to provide a senior representative to the MAC Group, if established, either at the County/OA EOC or at another location for a bi-county level MAC Group, if needed.

4.5 Business Stakeholders

Currently, representatives from business and industry do not have a seat in the County/OA EOCs. Through multiple county departments, especially General Services, the Logistics Sections in both counties maintain a variety of prepositioned contracts, including those with services providing functional needs. The Logistics Section is also able to secure emergency contracts if no prepositioned contract is in place. Both counties do promote and assist area businesses to be more aware and prepared for disasters through various outreach programs and emergency information websites, i.e. Santa Barbara County Ready, Ready Ventura County and readysbc.org and vcemergency.com.

There are several private companies that provide transportation within and outside of Santa Barbara and Ventura counties. These companies include airport shuttles, limousine, taxicab, bus charter transportation services, and Greyhound intercity bus transportation.

4.6 Community Stakeholders

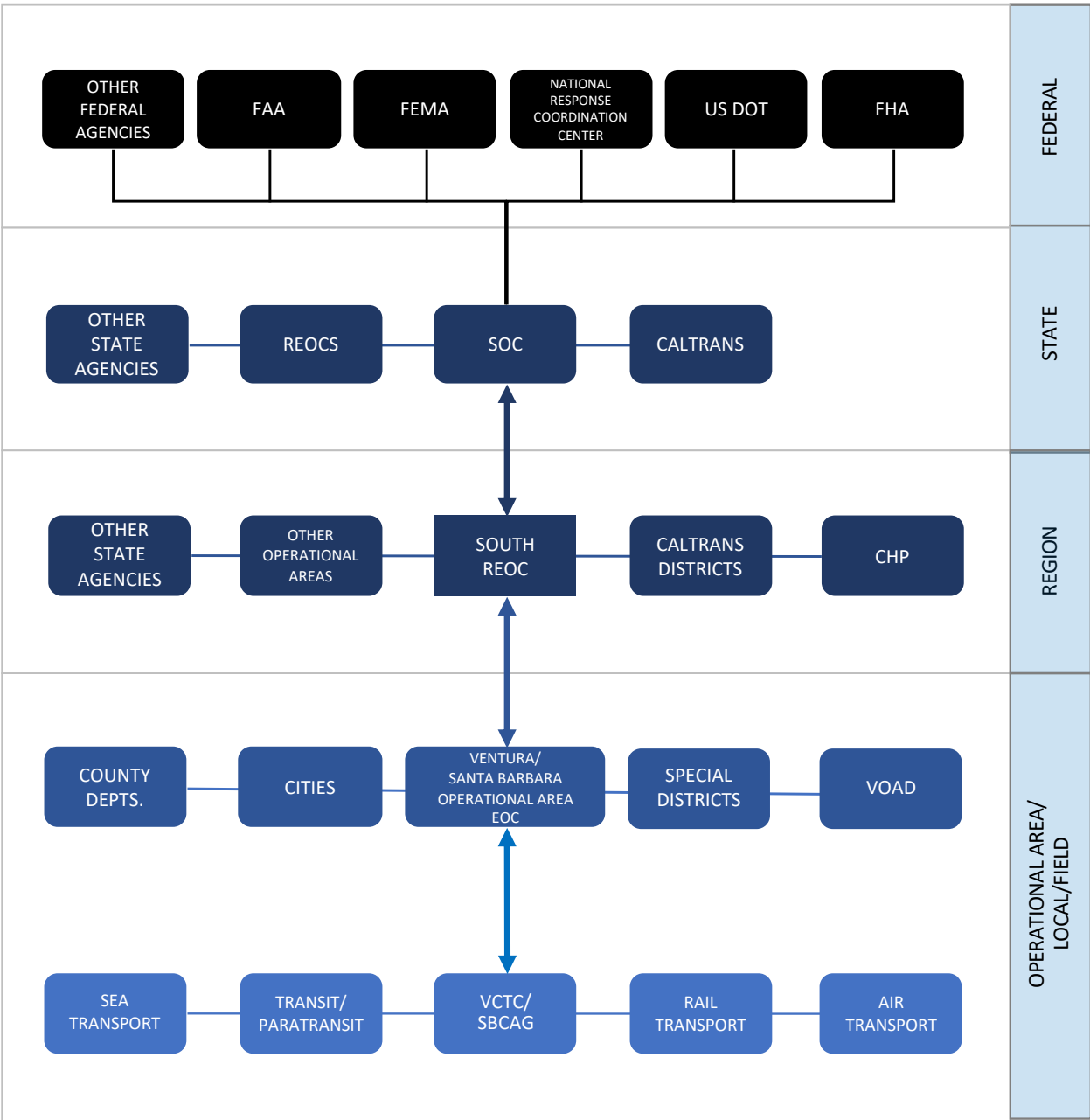
Many non-profit organizations, faith-based organizations, volunteer groups, public institutions, and private entities are represented in the County/OA EOC via Voluntary Organizations Active in Disaster (VOAD) in both counties. VOAD is a collaborative of local non-profit agencies dedicated to improving outcomes for people affected by disasters. VOAD helps communities respond to and recover from major disasters by facilitating cooperation, communication, coordination, and collaboration. VOAD in both counties are incorporated into the County/OA EOCs. If resource needs cannot be filled by the County/OA EOC, VOAD may be asked to find resources and services with their member agencies. Some of the faith-based and not-for-profit VOAD organizations have transportation resources such as buses and vans (many of which are ADA-compliant).

One VOAD member, 211, during times of disaster, provides incident-specific information in coordination with local emergency services, including road closures and shelters both locally and nationwide. In addition, 211 coordinates with Easy Lift in south Santa Barbara and Lyft in Ventura County to provide curbside-to-curbside (with additional assistance as required) “Dial-A-Ride” transportation to senior citizens and people with disabilities.

Figure 4-1 illustrates where each agency fits within the SEMS organizational structure and how they may communicate and coordinate.



Figure 4-1 Levels of Multi-Agency Coordination



SECTION FOUR: ROLES AND RESPONSIBILITIES

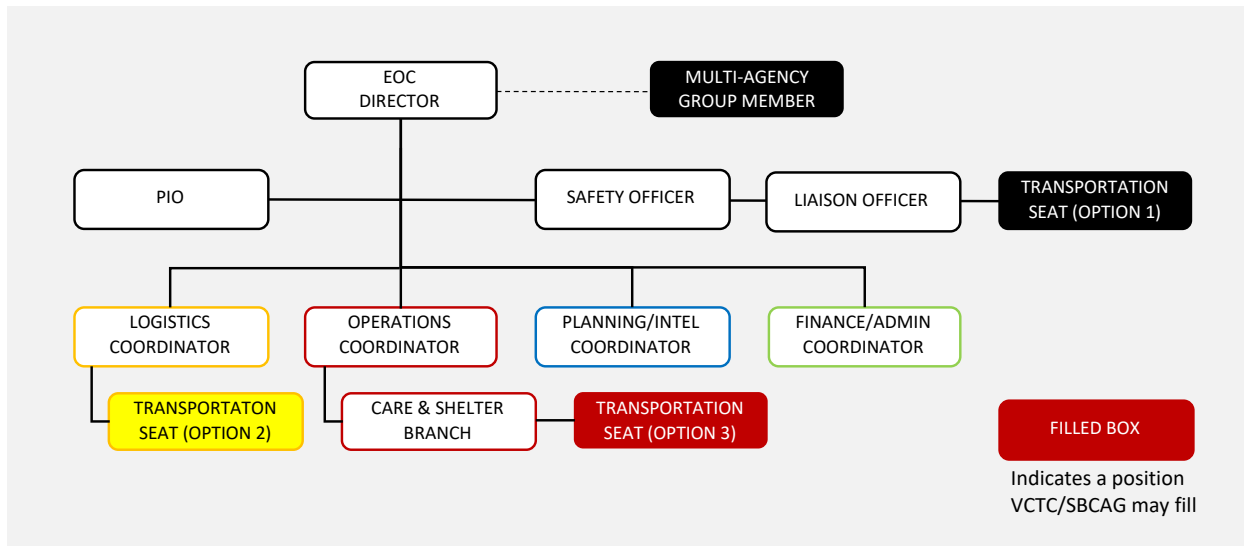
4.7 VCTC/SBCAG Roles during County/OA EOC Activations

In a County/OA EOC activation, SBCAG and VCTC may be asked to fill several positions. **Table 4-1** and **Figure 4-2** identify the possible positions and general responsibilities VCTC/SBCAG may need to fulfill in a County/OA EOC. Detailed position checklists are in Section 7.

Table 4-1 VCTC/SBCAG TOC Roles

Position	Role	Responsibilities
County Operational Area EOC		
Multi-Agency (MAC) Group Member	A MAC Group may be activated on an “as needed” basis to act as policy-level bodies during an emergency or disaster, supporting resource prioritization and allocation, and enabling decision making among elected and appointed officials and those responsible for managing the emergency or disaster.	<ul style="list-style-type: none"> • Participate as a member of the MAC Group providing policy level direction and support to the County/OA EOC Director. • Determine VCTC/SBCAG specific resource requirements and resource availability. • Collectively allocate scarce, limited resources to incidents based on priorities.
Transportation Seat	Serves as the hub of coordination and communication between the County/OA EOC and VCTC/SBCAG transit providers.	<ul style="list-style-type: none"> • Coordinate and support County/OA EOC activities by being the central hub for transportation operations. • Provide VCTC/SBCAG and transit provider information to the County/OA EOC and County/OA EOC information to the transit providers. • Facilitate transportation requests from the County/OA EOC and transit providers. • Provide VCTC/SBCAG status and response activities information (including transit providers). • Evaluate the need for transit service coordination, request interagency coordination, as appropriate, and provide transit recommendations to County/OA EOC.

Figure 4-2 Positions VCTC/SBCAG may fill in a County/OA EOC



If VCTC/SBCAG decides to activate its TOC, **Table 4-2** describes the VCTC/SBCAG positions that may be filled. Detailed position checklists are in Section 7.

Table 4-2 VCTC/SBCAG TOC Roles

Position	Role	Responsibilities
VCTC/SBCAG TOC		
EOC Director	Has the overall responsibility for the VCTC/SBCAG TOC.	<ul style="list-style-type: none"> Establish the appropriate level of organization to support VCTC/SBCAG issues. Support the Transportation Seat in the County/OA EOC, if activated. Set VCTC/SBCAG priorities for response efforts to align and support the County/OA EOC's priorities and objectives and ensure that all VCTC/SBCAG actions are accomplished within the priorities established.
PIO	Serves as the dissemination point for all VCTC/SBCAG media releases and ensures that VCTC/SBCAG ridership and the community receive complete, accurate, timely, and consistent information about transit services.	<ul style="list-style-type: none"> Review and coordinate all transit related information releases, including dissemination of emergency information to VCTC/SBCAG staff and customers. Maintain a relationship with media representatives and hold periodic press conferences as required. Participate in a Joint Information Center (JIC) if established at the County/OA EOC.
Liaison Officer	Serves as the point of contact for Agency Representatives from assisting organizations and	<ul style="list-style-type: none"> Coordinate with Agency Representatives assigned to the VCTC/SBCAG TOC and handle

SECTION FOUR: ROLES AND RESPONSIBILITIES

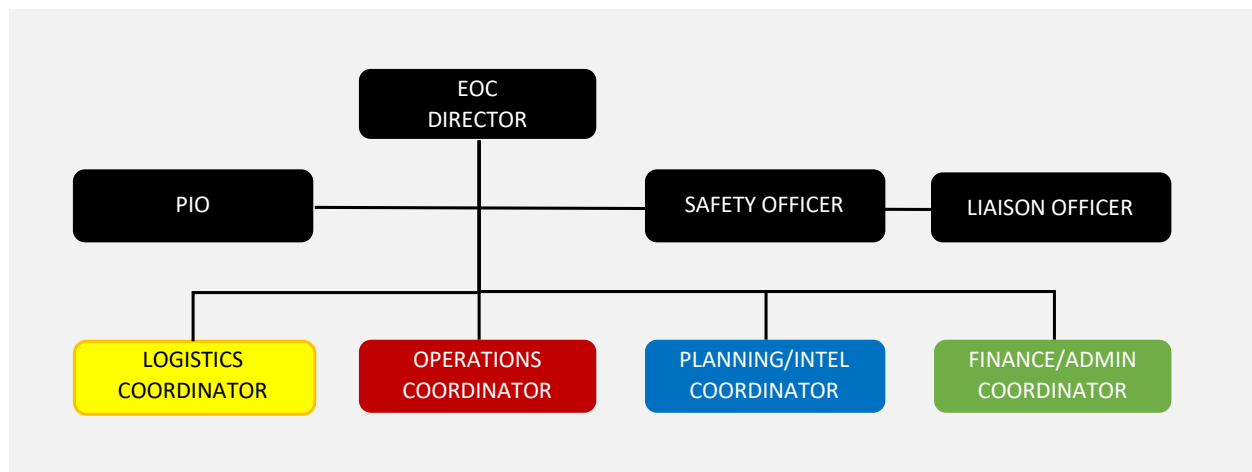
Position	Role	Responsibilities
	agencies outside the VCTC/SBCAG structure.	<p>requests from other agencies for sending liaison personnel to other EOCs.</p> <ul style="list-style-type: none"> • Ensure that all developed guidelines, directives, action plans and appropriate situation information is disseminated to Agency Representatives. • Provide outside agency information and guidance to the EOC Director. • Maintain contact with the County/OA EOC Liaison Officer, if Transportation Seat is not activated in the County/OA EOC.
Safety/Security Officer	Ensures that all facilities used in support of VCTC/SBCAG TOC operations have safe and secure operating conditions.	<ul style="list-style-type: none"> • Ensure safety and security of all VCTC/SBCAG facilities, vehicles and personnel access. • Monitor all VCTC/SBCAG TOC and related facility activities to ensure that they are being conducted in as safe a manner as possible under the circumstances that exist.
Operations Section Coordinator	Responsible for coordinating VCTC/SBCAG operations in support of the emergency response through implementation of an EOC Action Plan.	<ul style="list-style-type: none"> • Ensure that all VCTC/SBCAG transit operations are carried out. • Establish and maintain mobilization/demobilization areas for incoming transit mutual aid resources. • Develop and ensure that the EOC Action Plan's operational objectives are carried out. • Exercise overall responsibility for the coordination of activities within the Section. • Report to the EOC Director on all matters pertaining to Section activities.
Planning Section Coordinator	Responsible for collecting, evaluating and disseminating information; developing the EOC Action Plan and After-Action/Corrective Action Report in coordination with other functions; and maintaining documentation	<ul style="list-style-type: none"> • Collect, analyze and display situation information. • Prepare periodic situation reports. • Initiate and document VCTC/SBCAG's Action Plan and After-Action/Corrective Action Report. • Tracking VCTC/SBCAG transit resources. • Provide Geographic Information Services and other technical support services to the various organizational elements within the EOC.
Logistics Section Coordinator	Responsible for providing facilities, services, personnel, equipment and materials	<ul style="list-style-type: none"> • Manage all radio, data, telephone, personnel and facility needs of the VCTC/SBCAG TOC. • Obtain materials, equipment and supplies to support VCTC/SBCAG emergency operations. • Oversee the acquisition, transportation and mobilization of transit resources.



Position	Role	Responsibilities
Finance Section Coordinator	Responsible for financial activities and other administrative aspects	<ul style="list-style-type: none"> Supervise the financial support, response and recovery for the disaster/emergency, and activate the Disaster Accounting System. Maintain financial records of the emergency. Providing administrative support to the EOC.

Figure 4-3 illustrates the positions that VCTC/SBCAG may fill if their TOC is activated.

Figure 4-3 VCTC/SBCAG TOC Positions

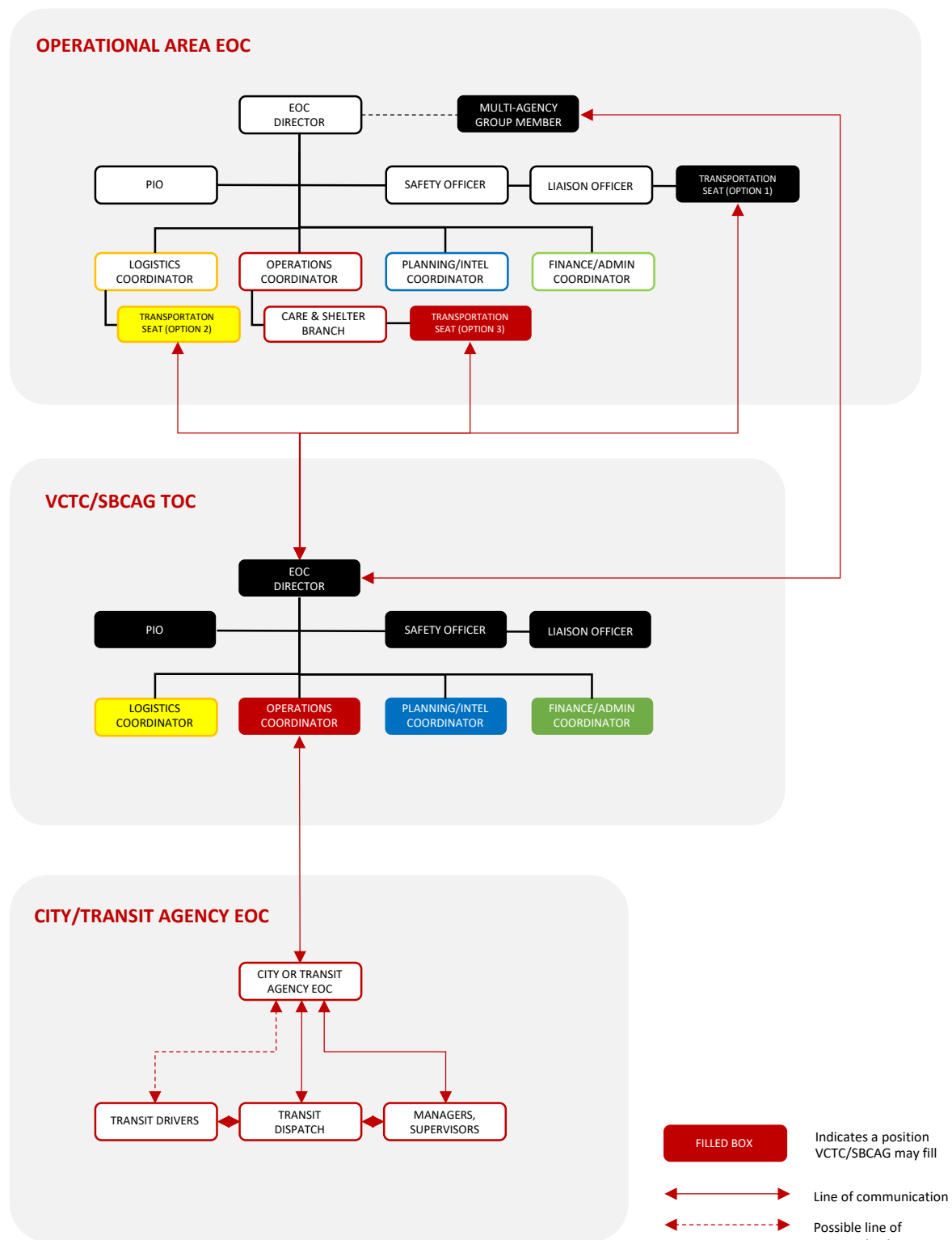


If an emergency requires a County/OA EOC, VCTC/SBCAG TOC, and a transit agency to be activated in the response, positions in each area may be required to communicate and coordinate.

Figure 4-4 illustrates the communication and coordination links between positions in the County/OA EOC, VCTC/SBCAG TOC and a transit agency.

SECTION FOUR: ROLES AND RESPONSIBILITIES

Figure 4-4 VCTC/SBCAG Multi-Level Coordination



This page intentionally left blank.

SECTION FIVE

RESPONSE OPERATIONS

5

This page intentionally left blank.

SECTION FIVE: RESPONSE OPERATIONS

5.0 SECTION FIVE: RESPONSE OPERATIONS

5.1 VCTC/SBCAG Response Operations

When the County/OA EOC has been activated, VCTC/SBCAG have specific tasks associated with each of the activation levels previously discussed. **Table 5-1** describes some of the tasks to be accomplished during each activation level. The information serves as a guide and is not inclusive of all activities. See Section 7 – EOC Positional Checklists for more detailed information on specific positional tasks during a County/OA EOC Activation.

When the County/OA EOC is not activated, but there is a localized incident impacting a city, VCTC/SBCAG may coordinate directly with city transit or city staff. If the impacted city has activated their EOC, according to SEMS regulations, the County/OA EOC will need to be activated to support the city EOC. If the County/OA EOC is activated to a Level 3 or higher, VCTC/SBCAG support the impacted city through the County/OA EOC Transportation Seat. If the County OA/EOC is activated only to a Level 4, VCTC/SBCAG may directly support the impacted city but will keep the County/OA EOC informed of the situation.

Table 5-1 County/OA EOC Activation Levels and VCTC/SBCAG Tasks¹

County/OA EOC Activation Level	VCTC/SBCAG Tasks
Level 4 Monitoring Level	<ul style="list-style-type: none"> • Provide single point of contact for County OEM/OES • Inform key VCTC/SBCAG staff of the Monitoring Level situation • Participate in County OEM/OES briefings, as needed • Gather status and capability information from transit providers, if needed • Provide transit information to County OEM/OES • Inform transit providers of the situation and provide a single point of contact for them to call if they have questions • Consider readying the VCTC/SBCAG TOC, in case the situation grows • Review appropriate checklists in Section 7 of this plan
Level 3 (Enhanced Activation)	<ul style="list-style-type: none"> • All of the tasks listed above in addition to the ones listed below • Confirm the mode of communication with County OEM/OES (phone, cell phone, radio, email, etc.) • Determine with County OEM/OES if they will be reaching out to transit providers directly or will have VCTC/SBCAG fulfill that role • Assess whether additional staff is needed to support VCTC/SBCAG's role with County OEM/OES • Notify VCTC/SBCAG TOC support personnel of possible VCTC/SBCAG TOC activation to support the Transportation Seat in the County/OA EOC
Level 2 (Partial Activation)	<ul style="list-style-type: none"> • All of the tasks listed above in addition to the ones listed below • Confirm the location and to whom the VCTC/SBCAG representative will report • Determine with County OEM/OES which components of transportation they want the Transportation Seat to coordinate: Road, Fixed Route, Paratransit, Private Transit, Rail Transport, Sea Transport and Air Transport • Coordinate any resource requests from the County OEM/OES and transit providers • Assess whether VCTC/SBCAG's TOC should activate to support the Transportation Seat representative in the County/OA EOC • Maintain communications with VCTC/SBCAG offices



County/OA EOC Activation Level	VCTC/SBCAG Tasks
Level 3 (Full Activation)	<ul style="list-style-type: none"> • All of the tasks listed above in addition to the ones listed below • Participate in County OEM/OES Multiagency Coordination Group, if activated
Bi-County Activation	<ul style="list-style-type: none"> • All of the tasks listed above in addition to the ones listed below • Maintain communications with VCTC/SBCAG home offices and between SBCAG and VCTC

1. This table is included in Appendix O: County/OA EOC Activation Levels and VCTC/SBCAG Tasks as a pullout sheet for easier access.

5.2 Bi-County Response Operations

Response operations may be necessary when both Santa Barbara and Ventura counties have activated their respective County/OA EOCs in response to an emergency/disaster and the Transportation Seat is activated to assist with the coordination of transportation services. Each of the Transportation Seats in the County/OA EOCs will coordinate, collaborate, and communicate regularly with each other to ensure transportation activities across both counties complement and support each other. The Transportation Seats in each County/OA EOC will work with their respective OEM/OES staff to address any contradictions having to do with the delivery of transportation services in both counties.

Figure 5-1 Key Functions in an Emergency



Bi-county coordination may also be necessary for incidents that directly affects one county but impacts the transportation between both counties.

If necessary, the County/OA EOCs may also activate a MAC Group to address issues that impact both counties. If transportation services are impacted, the Transportation Seat needs to either attend or arrange for a VCTC/SBCAG representative (or designee) to attend a MAC Group meeting. These meetings can occur virtually or at a physical location.

5.3 Activation (Level 1, 2, and 3)

Regardless of the activation level at the County/OA EOC, bi-county response between SBCAG and VCTC may be necessary when:

- Bi-county transportation resources between Santa Barbara and Ventura are limited, and the use of these resources must be optimized to respond effectively
- Transportation response activities must be consistent and/or coordinated across the two Operational Areas
- Transportation response action taken by one Operational Area may adversely affect another Operational Area

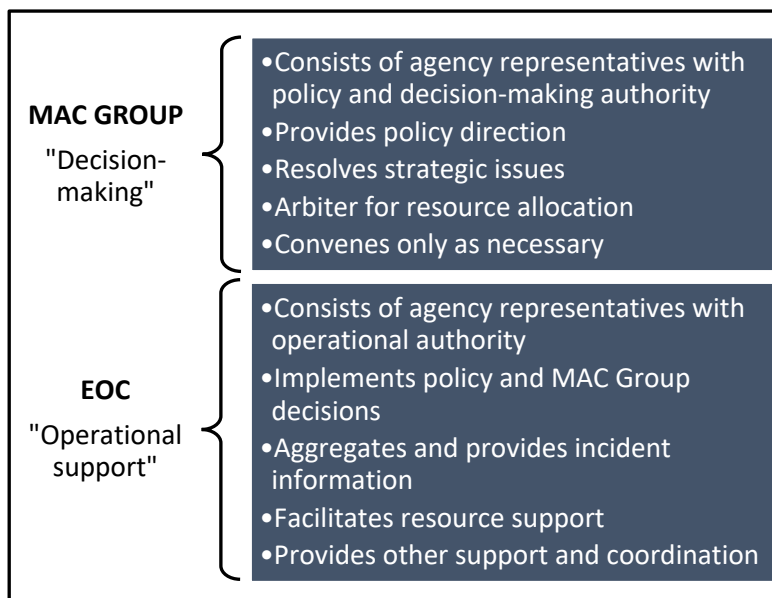
SECTION FIVE: RESPONSE OPERATIONS

5.4 Bi-County Decision-Making

Each County/OA EOC will be responsible for making decisions for their Operational Area. When bi-county decision-making is necessary to coordinate the response between the two County/OA EOCs, County OEM/OES may activate a MAC Group as described in Section 4. The MAC Group, if established, does not perform incident command functions, nor does it replace the primary functions of the County/OA EOCs.

The role of the VCTC/SBCAG in the MAC Group, if established, or

between the two Transportation Seats in both counties are to provide a structure and process for the inter-organizational decision-making in the following areas:



- Incident management policies and priorities as they relate to transportation
- Transportation logistics support and critical resource tracking
- Transportation resource allocation among multiple incidents
- Coordinating incident-related transportation information
- Coordinating interagency and intergovernmental issues regarding incident management policies, priorities, and strategies as they relate to transportation

5.4.1 Fixed Route and Paratransit

Local transit providers in both Santa Barbara and Ventura counties provide fixed-route bus and paratransit services. Many disasters and emergencies do not affect these fixed-route or paratransit services and do not require any alteration or augmentation of the services provided to meet the community needs. However, there are some disasters and emergencies that may adversely affect transportation corridors, transit routes, transit vehicles, facilities, and/or transit operators and staff. If transit providers are adversely affected by a disaster or emergency, these transit providers should reach out to either SBCAG or VCTC depending on the area they serve to coordinate or request assistance.

During a disaster or emergency, if the TEPP is activated, VCTC/SBCAG may be reaching out to transit providers to:

- Establish point of contact with transit provider.
- Gather situation status information on the impacts to passengers, staff, facilities, equipment and operations.
- Determine the condition and operability of transit provider resources and capability to provide service within and outside their service area.

- Disseminate warnings, emergency public information, and instructions among affected Operational Areas and other transportation agencies.
- Respond to requests for mutual assistance from other transportation agencies in the respective county and coordinate responses with the respective County/OA EOC.
- Coordinate responses to requests from the Operational Area and other transportation agencies for transportation resources.
- Respond, as needed, to requests for resources to provide basic transportation services to affected areas (requests may originate with a County/OA EOC or other transit operators).
- Maintain regular communication as necessary and provide periodic status reports.
- Establish with the County/OA EOC the need for transportation resources to accomplish evacuation orders.
- Facilitate transportation mutual aid assistance.

VCTC/SBCAG does not have the authority over any of the transit agencies, but rather will serve as a hub of coordination and communication between the transportation community and the County/OA EOC. Transit agencies are NOT required to provide resources if requested by VCTC/SBCAG, however, any provided transit resources for County/OA EOC directed activities will be reimbursed by the requesting entity or pursuant to any mutual aid/assistance agreements that may be in existence at the time.

During emergencies and disasters, transit providers may need to coordinate with their operators to gather pertinent situation status information that can be forwarded to the VCTC/SBCAG representative in the County/OA EOC.

Transit agencies may need to perform the following tasks in an emergency:

- Assess situation and identify any possible threats to life and safety.
- Make note of critical information such as damage to facilities and equipment, casualties, location of stranded transit vehicles, number of stranded passengers, status of roadways and rail tracks, geographic areas of concentrated damage, and status of service.
- Report time-sensitive life safety information.
- Report non-life safety information.
- Evaluate workforce readiness and prepare plan for temporary loss of staff.
- In the case of an impending emergency, plans should be made to protect life and assets, as well as preparing to provide emergency assistance.

5.5 Requesting Bi-County Transportation Resources

5.5.1 Transportation Agencies Needing Transportation Resources

During disasters or non-disaster events, transportation agencies may request transportation resources and services from other transportation agencies by either contacting the providing transportation agency directly (if there is an existing mutual assistance agreement in place with that agency) or by requesting the needed resource(s) via VCTC/SBCAG. The potential providing agency is not obligated to provide the resource. If the potential providing agency decides to provide the requested resource(s), the requesting transportation agency will be responsible for reimbursing the providing agency for the fully burdened costs of any personnel, equipment, material and supply resources provided to the requesting agency.

SECTION FIVE: RESPONSE OPERATIONS

5.5.2 County/Operational Area EOC Needing Transportation Resources

During TEPP and County/OA EOC activation, the County/OA EOC may make requests for transportation resources directly with the transit providers or via VCTC/SBCAG to provide transportation services in response to and recovery from a disaster. The potential providing agency is not obligated to provide the resource. The County/OA EOC will be responsible for reimbursing the providers of transportation resources initiated and directed by the County/OA EOC. If the County/OA EOC makes the transportation resource request through VCTC/SBCAG, a Transportation Resource Request Form will be filled out and submitted to VCTC/SBCAG. See **Appendix N: Resource Request Form** for a copy of this form.

5.6 Mutual Aid

Mutual aid agreements establish the terms under which one party provides resources—personnel, teams, facilities, equipment, and supplies—to another party. Because most entities do not maintain sufficient resource levels to handle extreme events independently, mutual aid agreements provide a means for entities to augment their resources when needed for high-demand incidents.

Mutual aid agreements establish the terms under which assistance is provided between two or more entities. These agreements facilitate access to potentially needed resources, both prior to and following incidents or planned events.

To streamline the provision of voluntary mutual assistance among transit operators to help assure that public transportation services continue to the maximum practical extent in the event of emergencies, it is recommended that the transit operators within both Santa Barbara and Ventura counties enter into a mutual aid agreement. Any mutual aid assistance will generally be in the form of resources, such as equipment, supplies, and personnel. Assistance will be given only when the lender determines that its own emergency and basic transportation needs can be met before releasing its resources.

Local mutual aid agreements between organizations involve a formal request for assistance. Under these agreements, local resources may be used to assist other entities in fulfilling their missions under special circumstances, and vice versa. Incorporating private sector, NGO, and community-/faith-based organizations into the mutual aid network provides parties with access to significant additional resources.

For more detailed information on mutual aid, please refer to Section 6 – Mutual Aid/Mutual Assistance and Memorandums of Agreement.

5.7 Bi-County Response Communications

In an emergency impacting critical transportation, communications will be essential for successful emergency operations. Communications will be needed between transit operators and the transit agency, between transportation providers/agencies and VCTC/SBCAG, between VCTC/SBCAG and the County/OA EOCs, and to the public.

Ideally, VCTC/SBCAG will serve as the communications hub between transportation providers and the County/OA EOCs. Communications within the County/OA EOC will be supported by regular briefings and planning meetings.

5.7.1 Public Information Messages/Alerts/Warnings

During a TEPP and County/OA EOC activation, disaster related information, alerts and warnings may originate from various response agencies and the County/OA EOC. VCTC/SBCAG may be asked to



provide transportation-related information to augment the disaster information or alerts. The agencies should always consider posting transportation-related emergency information on their respective websites, social media platforms, apps and any other appropriate public facing information sources. Information that should be coordinated includes:

- Emergency routes or changes to services
- Alternative transportation options
- Route closures and controls
- Hazards of which to be aware
- Channels of continuing public information

For targeted evacuations specific to an individual Operational Area, public information may be disseminated directly and only by first responders within the affected area via door-to-door visits, public address announcements from vehicles, or other localized channels. The Incident Commander should notify the affected County/OA EOC, that these notifications are being made. Information disseminated by VCTC/SBCAG and transit agencies should be specific to transportation and not seek to provide information that is handled by the EOC, other than providing a link to their website.

5.8 County/Operational Area EOCs Incident and Transportation Priorities

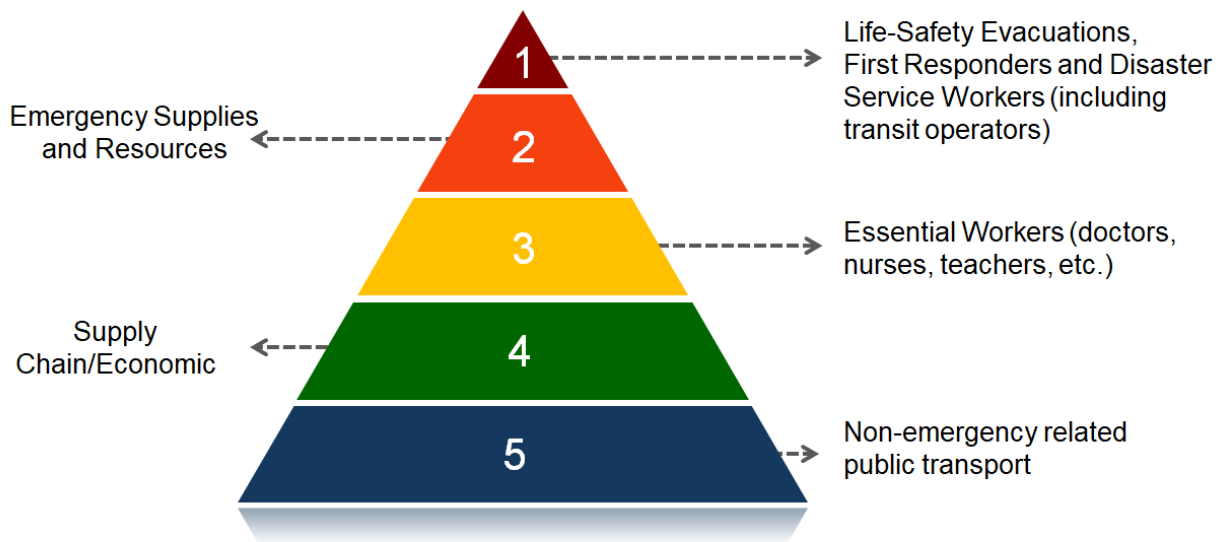
During disasters when the County/OA EOCs are activated, incident priorities are established to ensure that resources are acquired efficiently and allocated accordingly. During an emergency, scarce resource allocations may be prioritized to ensure sensitive and critical operations are conducted without interruption. Although each County/OA EOC will establish their own priorities according to the type and scope of the disaster, typical SEMS/NIMS priorities include:

1. Health and life safety – protect and save lives
2. Incident stabilization – those measures required to gain control over the incident
3. Protection of public property and the environment – tasks associated with protecting public facilities and the surrounding environment

For transportation resources, the following priorities have been established to ensure that these critical resources are deployed to the tasks with the highest priorities before filling transportation resource requests lower on the priority list. These priorities can be adjusted to meet the needs of the Operational Area. The **Figure 5-2** depicts a starting point for establishing transportation priorities. County/OA EOC staff need to understand that the transit providers may also have their own established priorities that may not be alignment with the County/OA EOC priorities. The Transportation Seat in the County/OA EOC will need to work with the County/OA EOC staff to refine the priorities from both entities to complement each other.

SECTION FIVE: RESPONSE OPERATIONS

Figure 5-2 Transportation Priorities in an Emergency



5.8.1 Life safety actions and first responders and Disaster Service Workers (DSW)

The preservation and sustainment of life is the top priority of emergency managers and first responders and takes precedence over all other considerations. Evacuations or sheltering from severe weather or other conditions are typical actions that save lives. In addition to life safety actions, the transportation of first responders (Fire, Law, EMS, Public Works, transit operators, etc.) also share the highest transportation priority. During a response, it is important for first responders and disaster service workers to report to their place of duty.

5.8.2 Emergency supplies and resources

Transportation of emergency supplies and resources include food, water, medical supplies, and fuel that are needed for people to survive. Emergency supplies and resources also include special supplies and resources needed by first responders such as specialized equipment. Ordinarily, first responders provide their own equipment and supplies, but if the transportation corridors are impacted it may be difficult to bring these supplies in through traditional modes.

5.8.3 Essential workers (doctors, nurses, teachers, etc.)

First responders are considered essential workers, however past disasters have emphasized that other workers in other sectors may be considered essential workers as well. Essential workers are the personnel needed to maintain essential services. Typically, this includes personnel from local government (mayors, city managers, department directors, etc.), healthcare, sanitation, communications, transportation, and banking. However, the definition of which occupations are considered to be essential may change depending on the incident. For example, the COVID-19 pandemic resulted in grocery store workers, delivery persons, and restaurant workers being deemed “essential”. By contrast, during the January 9, 2018 Debris Flow incident, teachers were considered essential workers.

5.8.4 Supply chain/economic

Individuals and families routinely receive critical goods and services such as water, food, pharmaceuticals, medical goods, power, and fuel from healthy, functioning supply chains. In times of disaster, supply chains can experience significant disruption, generating acute life-safety challenges and quickly turning a disaster into a catastrophe. The private sector operates and maintains most of supply

chains. During a disaster, emergency managers need to work with key supply chain players and transportation providers to ensure critical supplies are available. Disruptions that significantly impede or stop the capability or capacity for a good or service can have a significant impact on communities, particularly in times of disaster.

5.8.5 Non-emergency related public transportation

All other types of public transportation that are not related to any of the above categories would fit into the “non-emergency related public transportation” category. This category includes public transportation on roadways, railways, airways, and waterways. Ideally, public transportation will continue operation but during times of disaster, the provision of public transportation may need to be altered or temporarily halted to protect lives. Once the disaster is stabilized, public transportation can once again continue.

5.9 Evacuations

This section of the plan discusses the provision of transportation services for evacuations ordered by local, county, or state government authorities or incident commands.

Different types of emergencies may require evacuation, including fires, release of hazardous materials, and other incidents. Due to the geography and vulnerabilities of the Santa Barbara and Ventura county areas previously discussed, evacuation can be complicated. Particularly in the aftermath of an earthquake, key transportation facilities may be inoperable. In the event of an emergency that damages transportation corridors, some communities may be geographically isolated.

Evacuation is a multidisciplinary emergency response, involving communications, law enforcement, mass care, and other response elements. At the lowest level, the decision to evacuate a community or communities is made by the local jurisdiction’s law enforcement agency or, in certain situations, the field Incident Commander. Logistical support is likely to be provided by local first responder agencies and may include transportation resources. Logistical needs in the field will likely be supported by the appropriate EOC. Coordination among these elements at a bi-county level, if required, may be provided by the County/OA EOC Operations Section. In the event of an evacuation requiring bi-county coordination, the County/OA EOC is tasked with the following responsibilities related to transportation, many of which need to happen concurrently:

- **Assess capacity of transportation systems** through information provided by Caltrans, CHP, transit providers, and other sources. This includes roadway/waterway, traffic management systems and personnel, transit vehicles and equipment (such as for persons with disabilities) for use to transport citizens, and law enforcement for oversight of evacuation routes.
- **Assemble data on the population(s) that will need evacuation**, including information on special needs populations (such as the elderly, infirmed, disabled, transients, prisoners, and hospital patients) and persons who normally use public transit or alternative transportation to get to their destinations. Maintain communication with VCTC/SBCAG regarding emergency transportation capabilities and needs, including moving emergency resources into the affected portions of each county, moving people who are injured or in danger out of the affected area, and meeting the requirements of special-needs populations.
- **Coordinate the transportation of special needs populations.** County/OA EOCs may evaluate and prioritize requests for assistance to special-needs populations and may task paratransit

SECTION FIVE: RESPONSE OPERATIONS

providers or public transit operators for transport either directly or via the Transportation Seat, if activated. The County/OA EOCs may ensure that transportation modes are matched with the mobility needs of evacuees, such as wheelchair-accessible elements.

- **Activate the Joint Information Center** to include representation from the appropriate local public information officers, cities, and VCTC/SBCAG and activate channels to inform the public of evacuation procedures and provide prompt instructions and/or advice, such as:
 - Reason for evacuation
 - Modes and routes
 - Identification of pickup points for persons without transportation means
 - Relocation destinations
 - Fuel requirements and provision along evacuation routes
 - Supplies or possessions to bring
 - Provisions for pets
 - Contacts for additional information
- **Monitor and coordinate troubleshooting with the mass public notification provider** throughout the evacuation process.
- **Continue to oversee the movement of first responders and emergency workers**, if necessary, into affected areas in coordination with Caltrans, CHP, and VCTC/SBCAG or the Transportation Seat, if activated.

5.9.1 Evacuation Decisions

Decisions to initiate the evacuation of a given community will be made by the law enforcement agencies within Santa Barbara and Ventura counties or from the on-scene Incident Commander. The County/OA EOCs will be advised of decisions to evacuate and of any plans for evacuation. The County/OA EOCs may identify locations of populations with special needs (e.g., hospitals, convalescent homes, schools, correctional facilities, etc.) within the areas to be evacuated.

Caltrans, CHP, and VCTC/SBCAG (via the Transportation Seat, if active) may advise Incident Command or the County/OA EOC of any cautions or details applicable to the incident's evacuation plan and recommend alternatives, as appropriate.

5.9.2 Evacuation and Re-Entry Support

Should the affected Operational Area(s) require additional support for evacuation or re-entry after an evacuation, the Operations Section Coordinator in the County/OA EOC may request the support via the Transportation Seat, if activated, or directly with VCTC/SBCAG, if the Transportation Seat is not activated. The Operations Section Coordinator may also request transit assets to accomplish an evacuation or re-entry.

5.9.3 Lead agencies and coordinating agencies

In addition to the roles and responsibilities of local, state and federal agencies outlined in Section 4, **Table 5-2** presents the agencies that have specific evacuation roles and responsibilities.



Table 5-2 Lead Agencies and Coordinating Agencies for Operational Area Evacuations

Lead Agencies and Coordinating Agencies for Operational Area Evacuations		
Agency	Roles and Responsibilities	Primary Agency or Supporting Agency
County/OA EOC	<ul style="list-style-type: none"> Coordinates prioritization of Operational Area emergency transportation resource requirements Transmits requests for Operational Area emergency transportation directly to local transportation providers or via VCTC/SBCAG or the Transportation Seat, if activated Provides Operational Area information to the media (radio, television, internet and social media) regarding evacuations, routes and shelter locations 	Primary
Santa Barbara County OEM and Ventura County Sheriff's OES	<ul style="list-style-type: none"> Coordinates prioritization of county emergency transportation resource requirements for the unincorporated areas of the county Transmits county department and unincorporated area requests for emergency transportation directly to local transportation providers or via VCTC/SBCAG or the County/OA EOC Transportation Seat, if activated Provides county information to the media (radio, television, internet and social media) regarding evacuations, routes, and shelter locations 	Primary
Law Enforcement (County Sheriff and City police agencies)	<ul style="list-style-type: none"> Issues evacuation warnings and implements evacuations 	Primary
Animal Services	<ul style="list-style-type: none"> Supports community evacuations and coordinates with law enforcement to coordinate animal evacuations, as needed 	Primary
Emergency Medical Services agencies	<ul style="list-style-type: none"> Oversees evacuations involving hospitals, long-term care and skilled nursing facilities and other licensed care and residential facilities Identifies and coordinates medical transportation assistance as needed and available 	Primary
Public Health agencies	<ul style="list-style-type: none"> Assesses impact on public health and safety and offers recommendations on protective actions related to evacuations 	Supporting
Health and Human Service agencies	<ul style="list-style-type: none"> Reaches out to individuals using various county services (many of these individuals may have special needs as a result of a disability or access and functional need) May assist with coordinating the provision of Dial-a-Ride resources 	Supporting

SECTION FIVE: RESPONSE OPERATIONS

Lead Agencies and Coordinating Agencies for Operational Area Evacuations		
Agency	Roles and Responsibilities	Primary Agency or Supporting Agency
	<ul style="list-style-type: none"> Coordinates with Interface Children and Family Services and 2-1-1 to support the provision of health and human services 	
Fire agencies	<ul style="list-style-type: none"> Supports community evacuations Supports evacuation warnings and assists law enforcement with implementing evacuations 	Supporting
VCTC/SBCAG	<ul style="list-style-type: none"> Supports the provision for transportation resources Monitors and reports on status of transportation resources (facilities and vehicles) Serves as a communications hub between the County/OA EOC and transit providers Facilitates transit resource requests from the County/OA EOC to transportation providers Staffs the Transportation Seat in the County/OA EOC if requested Provides support to the Transportation Seat if required including activation of the VCTC/SBCAG TOC 	Supporting
Transit Providers	<ul style="list-style-type: none"> Supports community and bi-county evacuations Responds to requests from the County/OA EOC or VCTC/SBCAG for emergency transportation services Assists the County/OA EOC and VCTC/SBCAG in securing emergency transportation resources for people with special needs (such as elderly, individuals with disabilities or access and functional needs, and the carless) Provides information status updates from field staff to the County/OA EOC through VCTC/SBCAG 	Supporting
VOADs	<ul style="list-style-type: none"> Reaches out to volunteer, faith-based, not-for-profit organizations, public institutions and private entities Facilitates cooperation, communication, coordination, and collaboration among the entities listed above Coordinates with 2-1-1 and to assist with coordination of dial-a-ride services 	Supporting
CHP	<ul style="list-style-type: none"> Supports community evacuations Has responsibility for traffic control and law enforcement on evacuation routes Supports evacuations when necessary by designating evacuation routes and strategies for traffic flow, ramp closures, metering, route patrolling, traffic incident response, and other functions necessary to effect safe evacuation 	Supporting

Lead Agencies and Coordinating Agencies for Operational Area Evacuations		
Agency	Roles and Responsibilities	Primary Agency or Supporting Agency
	<ul style="list-style-type: none"> Establishes alternate routes in coordination with Caltrans on state highways 	
Caltrans	<ul style="list-style-type: none"> Supports community evacuations Provides information on the condition of evacuation routes (e.g., determine if roads are clear of debris, evaluate safety and stability of bridges and other transportation infrastructure) Establishes alternate routes in coordination with CHP on state highways 	Supporting

5.9.4 People

General Population

The safety of individuals is the highest life safety transportation priority. The decision to evacuate or shelter-in-place must be carefully considered with the timing and nature of the incident. This decision is made by first responders in the field at the Incident Command Post, generally with input from both fire and law enforcement personnel. An evacuation effort involves an organized and supervised effort to relocate people from an area of danger to a safe location.

An evacuation of any area requires significant coordination among numerous public, private, and community/non-profit organizations. The event may or may not allow time for responders to conduct evacuation notification in advance of immediate threat to life safety. Incidents may occur with little or no notice. Every attempt will be made to assist residents with safe evacuation. Residents are encouraged to help their neighbors, friends, and family to evacuate if doing so will not cause danger to themselves or others.

Evacuation of Individuals with disabilities and others with access and functional needs

Santa Barbara and Ventura counties recognize the importance of identifying and coordinating transportation resources that can be used in the evacuation of people with disabilities and others with access and functional needs during an emergency. Transportation that can accommodate wheelchairs, scooters, or other mobility aids will typically be needed in a large-scale evacuation. Lift-equipped buses or vans may be an option. Transportation resources and agencies have been identified (refer to the Appendices for the Bi-county Transportation Resources [Inventory List] for a full listing of those agencies that have specialized equipment to accommodate individuals that are disabled or have access and functional needs.) In addition to the general transit vehicles, paratransit and dial-a-ride services are available for those needing more personalized assistance.

5.9.5 Animals (pets and livestock)

Any emergency resulting in the evacuation and sheltering of people may result in impacts to livestock and animals within the impacted area. Animal Services in both counties have plans in place to transport and shelter pets and livestock in a disaster. Animal Control Officers, Humane Societies, and private animal care shelters will assist in the rescue, transport, and sheltering of small and large animals. Only non-emergency resources and personnel, such as public and private animal services agencies, will be used to rescue and transport animals during an evacuation effort. VCTC and SBCAG will coordinate with Animal Services when encountering any animal issues as a result of assisting the public to evacuate.

SECTION FIVE: RESPONSE OPERATIONS

5.10 Alternatives to Traditional Modes of Transportation when not Available

Some past disasters have affected the transportation infrastructure between Santa Barbara and Ventura counties limiting the normal flow of not only goods and services but also the flow of thousands of commuters traveling to and from work, medical appointments, family, and other important events in both counties. When traditional modes of transportation are not available, the counties may consider alternate modes of transportation such as charter boats and planes. These modes of transportation have capacity limitations but can assist with providing transport to those high priority target groups (evacuations of people, first responders, disaster service workers, essential workers, emergency supplies and resources). If alternative modes of transportation are needed, the County/OA EOC will coordinate with the Transportation Seat, if activated, or with VCTC/SBCAG if the Transportation Seat is not activated to assist with contacting ports, harbors, airports, private charters and commercial air and water transport to identify and coordinate the provision of alternate emergency transportation between the two counties.



This page intentionally left blank.

SECTION SIX

MUTUAL AID AND MUTUAL ASSISTANCE

6

This page intentionally left blank.

SECTION SIX: MUTUAL AID AND MUTUAL ASSISTANCE

6.0 SECTION SIX: MUTUAL AID/MUTUAL ASSISTANCE/MEMORANDUMS OF UNDERSTANDING

Mutual aid/mutual assistance agreements and memorandums of understanding (MOU) establish the terms under which assistance is provided between two or more jurisdictions within a state, between states, and between government agencies, private sector entities, NGOs, and other whole community partners. These agreements facilitate access to potentially needed resources, both prior to and following incidents or planned events. Assistance will generally be in the form of equipment, supplies, and personnel.

In California, the basis for the mutual aid system is the *California Disaster and Civil Defense Master Mutual Aid Agreement* (MMAA) enacted in 1950. Signatories to this agreement agree to provide aid, if they are able, to each other during an emergency without expectation of reimbursement. Throughout the years of using mutual aid to respond to thousands of disasters, more parameters have been placed on specific mutual aid agreements to ensure that agencies that are frequently providing mutual aid rather than receiving it are not solely carrying the cost to respond. Some of these agreements outline timeframes to provide no-cost mutual aid, while others detail reimbursement procedures for costs incurred as a result of providing the resource.

The distinction between mutual aid and mutual assistance is normally considered to be whether the provider of support anticipates payment for the provision of assistance. A mutual assistance agreement will address provisions for compensation from the recipient of support to the provider of the support under the agreement.

This plan promotes the establishment of emergency assistance agreements between public and private sector agencies. Assistance will be given only when the transit agency determines that its own needs can be met before releasing resources to support mutual aid.

Examples of transportation-related mutual aid/assistance include:

- Assisting emergency responders with evacuations
- Providing bus bridge support to other transportation agencies
- Furnishing vehicle maintenance support service

The benefits of having a written mutual aid/assistance agreement not only allows participating agencies to access additional resources and to expedite the process to acquire these resources, it also serves as essential backup documentation for seeking reimbursement from federal and state agency grant programs should financial assistance become available. Additionally, mutual aid agreements between multiple parties helps to spread the financial burden across multiple agencies.

Currently, VCTC/SBCAG does not participate in any mutual aid agreements, however, some transit providers within Santa Barbara County have entered specific MOUs to augment their capabilities in limited circumstances. During the research phase for this plan, the following areas were noted as needing improvement with the existing MOUs:

- Existing MOUs are fragmented and have gaps.



- Some transportation agencies have multiple MOUs with various agencies which can lead to the agency being pulled in two directions and leaves the decision on how to respond in an emergency on the transportation agency.
- Transit agency contractual agreements with private contractors with respect to emergencies are ambiguous or undefined.
- Mutual aid agreements between transit operators do not exist.

VCTC/SBCAG should develop a more cohesive mutual aid approach by forming a bi-county planning committee to decide on protocols for large-scale emergencies. Using a cohesive approach, the existing MOUs/MOAs should be reviewed to see if they can be streamlined or incorporated into one agreement. VCTC/SBCAG and the transit operators in both counties should consider entering into a specific mutual assistance agreement with all of the operators in both counties and/or signing the TransMAC agreement that already exists in the State of California for transportation agencies.

6.1 Local Mutual Aid/Mutual Assistance

Local Mutual Aid/Assistance are agreements between neighboring jurisdictions or organizations that involve a formal request for assistance.

6.1.1 Components of Local Mutual Aid/Mutual Assistance Agreements

Agreements should be in written and approved by each entity's approval body. The agreement should include:

- Definitions of key terms used in the agreement
- Roles and responsibilities of individual parties
- Procedures for requesting and providing assistance
- Procedures, authorities, and rules for payment, reimbursement, and allocation of costs
- Notification procedures
- Protocols for interoperable communications
- Relationships with other agreements among entities
- Workers' compensation
- Treatment of liability and immunity
- Recognition of qualifications, licensure, and certifications
- Sharing agreements, as required
- Termination clause

6.2 Memorandums of Understanding/Memorandums of Agreement (MOA)

MOUs and MOAs are used to coordinate a partnership's activities with another entity. The importance of MOUs/MOAs stems from determining in advance the method and means by which separate agencies will work together during a certain set of circumstances. MOUs and MOAs provide a more formal alternative than a simple "handshake" agreement, document the common interests and direction of the signatory parties and help to keep partnerships accountable to each other. Typically, MOUs and MOAs

SECTION SIX: MUTUAL AID AND MUTUAL ASSISTANCE

are used in situations where there are no legal or, in most cases, a financial commitment (MOUs but not necessarily MOAs). MOUs/MOAs outline what each entity has to offer to the partnership, as well as what each has at stake. These “agreements to agree” or umbrella agreements are often used interchangeably in conversation, but they can be different.

Typically, a MOU is used when:

- No transfer of funds for services is anticipated
- Nothing of value is transferred between parties
- Common goals need to be stated
- An outline of the operation of a program is needed
- A handshake agreement needs to be formalized

A MOA is a “conditional agreement” where one party agrees to perform services if the other party provides the funds. MOAs do not obligate any funds themselves, but they can establish the terms for future service and may cite appropriate authorities to do so.



This page intentionally left blank.

SECTION SEVEN

EOC POSITION CHECKLISTS

7

This page intentionally left blank.

SECTION SEVEN: EOC POSITION CHECKLISTS

7.0 SECTION SEVEN: EOC POSITION CHECKLISTS

7.1 Common EOC Responsibilities

COMMON EOC RESPONSIBILITIES

(The following is a checklist applicable to all County/OA EOC positions).

ACTIVATION

- ☐ Check-in upon arrival at the EOC. (There will be a Check-in Form near the entrance).
- ☐ Report to your EOC organizational supervisor. (For the Transportation Seat in the County/OA EOC, refer to the EOC Organization Charts in Section 3 to see what position your organizational supervisor will be. It will be either the Liaison Officer, Care and Shelter Branch Director or the Logistics Section Coordinator, depending on how the County/OA EOC will incorporate the Transportation Seat).
- ☐ Use provided identification to properly identify yourself as EOC staff. Print your name on the EOC organization chart next to your assignment.
- ☐ Obtain a briefing on the situation from your EOC organizational supervisor.
- ☐ Determine your personal operating location and set up as necessary.
- ☐ Review your position responsibilities.
- ☐ Clarify any issues regarding your authority and assignment and what others in the organization do.
- ☐ If your Section is not appropriately staffed, talk to your organizational supervisor about your concerns.
- ☐ Based on the situation as known or forecast, determine likely future needs.

GENERAL OPERATIONAL DUTIES

- ☐ Establish operating procedure with the Logistics Section for use of telephone, radio, computer and data systems. Make any priorities or special requests known.
- ☐ Anticipate potential situation changes, such as severe aftershocks, in all planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- ☐ Determine and **anticipate** support requirements and forward to your EOC organizational supervisor.
- ☐ Monitor your position activities and adjust staffing and organization to meet current needs.
- ☐ Use face-to-face communication in the EOC whenever possible and document decisions and policy by using the Activity Log (ICS 214 form). See **Appendix J: Activity Log (ICS 214) Form**.

MEETINGS/BRIEFINGS

- ☐ Attend all relevant meetings. If you are unsure if you should be in a meeting, ask your supervisor or the meeting organizer.

DOCUMENTATION AND REPORTS

- ☐ Open and maintain a position Activity Log (ICS 214 Form). Make sure you note your check-in and check-out time on the Activity Log. See **Appendix J: Activity Log (ICS 214) Form**.
- ☐ Maintain all required records and documentation to support the After-Action/Corrective Action Report and the history of the emergency/disaster. Document:
 - Messages received
 - Action taken
 - Decision justification and documentation



- Requests filled
- EOC personnel, time on duty and assignments

Precise information is essential to meet requirements for possible reimbursement by Cal OES and FEMA.

- ☐ Review situation reports as they are received. Verify information where questions exist.
- ☐ Ensure that your personnel and equipment time are recorded and a record of expendable materials used are provided to your EOC organizational supervisor at the end of each operational period.
- ☐ Do **NOT** throw any paperwork (notes, memos, messages, etc.) away. This documentation can be used to support FEMA/Cal OES reimbursement.
- ☐ Keep your EOC organizational supervisor advised of your status and activity and on any problem areas that now need or may require solutions.
- ☐ Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

RESOURCES

- ☐ Determine 24-hour staffing requirements and request additional support as required.
- ☐ Keep up to date on the situation and resources associated with your position.
- ☐ Request additional resources through the appropriate Logistics Section Unit.

SHIFT CHANGE

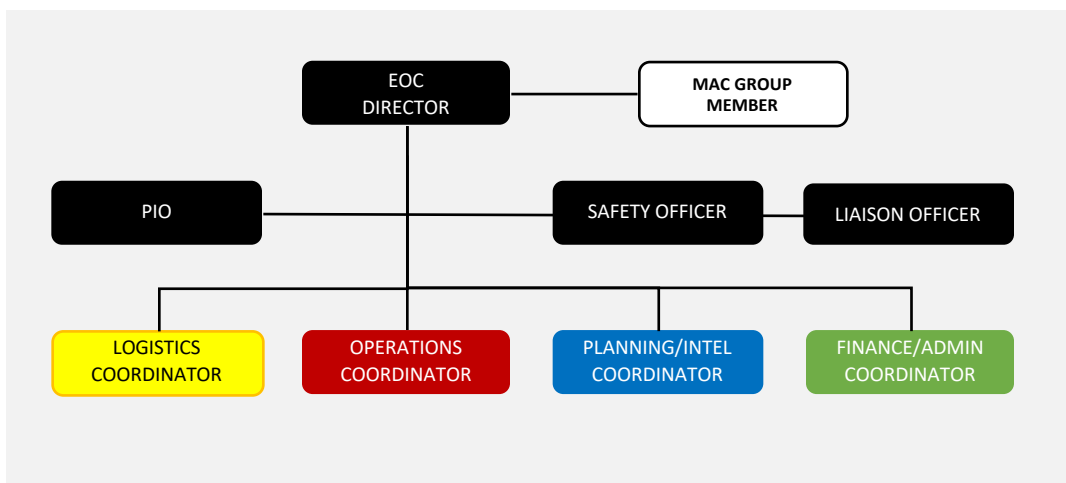
- ☐ Brief incoming personnel and identify in-progress activities that need follow-up.
- ☐ Provide incoming personnel the next EOC Action Plan.
- ☐ Submit completed logs, timecards, etc. to your EOC organizational supervisor before you leave.
- ☐ Determine when you should return for your next work shift.
- ☐ Leave contact information where you can be reached.

DEACTIVATION

- ☐ Ensure that all required forms or reports are completed and submitted to your EOC organizational supervisor prior to your release and departure.
- ☐ Be prepared to provide input to the EOC After-Action/Corrective Action Report. (This will usually occur long after the EOC has been deactivated).
- ☐ Determine what follow-up to your assignment might be required before you leave.
- ☐ Deactivate your position and close out logs when authorized by your EOC organizational supervisor.
- ☐ Leave contact information where you can be reached.
- ☐ Maintain current status reports and displays.
- ☐ Sign out with your supervisor and on the primary EOC organization/sign-in sheet.

SECTION SEVEN: EOC POSITION CHECKLISTS

7.2 MAC Group Member



VCTC/SBCAG AS PART OF THE COUNTY/OPERATIONAL AREA EOC MULTIAGENCY COORDINATION (MAC) GROUP

The MAC Group is comprised of top management personnel from responsible agencies and jurisdictions, the organizations heavily supporting the effort and/or those that are significantly impacted by use of local resources. If VCTC/SBCAG is asked to be part of the MAC Group, the VCTC/SBCAG MAC Group representative must be fully authorized to represent VCTC/SBCAG. If VCTC/SBCAG staffing resources are limited, the MAC Group position and Transportation Seat position may be filled by one person.

Note: *Activated only if needed and may be activated at various time periods.*

SUPERVISOR: EOC Director

PRIMARY RESPONSIBILITIES:

- Participate as a member of the MAC Group providing support to the EOC Director.
- Provide policy level direction to the EOC Director from the VCTC/SBCAG perspective.
- Assist in prioritizing incidents by an agreed set of criteria.
- Determine VCTC/SBCAG specific resource requests and resource availability.
- Collectively allocate resources to incidents based on priorities.
- Anticipate and identify future resource needs. VCTC/SBCAG should be prepared to work with the transit operators to provide specific transportation needs.

**READ ENTIRE CHECKLIST AT START-UP AND
AT BEGINNING OF EACH SHIFT**

☐ See Common EOC responsibilities in addition to this checklist.

ASSIGNMENTS/STAFFING

- ☐ Upon arrival, identify yourself as a member of the MAC Group and report to the EOC Director.
- ☐ Clarify issues regarding your authority and assignment.



NOTIFICATIONS

- ☐ Notify all key VCTC/SBCAG and transit operator personnel of the situation and VCTC/SBCAG's role in the County/OA EOC.

MEETINGS/BRIEFINGS

- ☐ Obtain a briefing or preliminary survey of the impact the disaster has had on VCTC/SBCAG and transit operator operational capabilities.
- ☐ As appropriate, report to the EOC Director for a briefing and provide a VCTC/SBCAG and transit operator status report. (See **Appendix L: SBCAG Transit Summary Status Form** and **Appendix M: VCTC Transit Summary Status Form** for a copy of the Situation Status Report).

ACTION PLANNING

- ☐ Assist the EOC Director in the preparation of the Action Plan, as needed.

DOCUMENTATION

- ☐ See Documentation and Reports in Common EOC Responsibilities Checklist.
- ☐ Provide personnel time records to the EOC Director at the end of each work shift.
- ☐ Ensure all transit costs related to the emergency response are captured (vehicle mileage, fuel, materials, and supplies).

POLICIES

- ☐ Review and coordinate policies, procedures, and agreements and offer input regarding VCTC/SBCAG and transit operator policies, procedures, and agreements, as necessary.
- ☐ Consider legal/fiscal implications to transit operators.

RESOURCES

- ☐ See Resources in Common EOC Responsibilities Checklist.
- ☐ Request additional VCTC/SBCAG or transit agency personnel to maintain a 24-hour operation as required.

EVACUATION SUPPORT

- ☐ Coordinate with the Planning/Intelligence and Operations Section to determine which disaster routes are available for emergency use.
- ☐ Coordinate use of emergency routes with the Operations Section.
- ☐ Coordinate with other sections and branches/groups/units to identify transportation priorities.
- ☐ Coordinate with County/OA EOC staff to develop a transportation plan for movement of:
 - Population in an evacuation area, including persons with disabilities, access and functional needs, as needed. Coordinate with paratransit operators as necessary. Coordinate transportation of animals with the Animal Care Unit in the Operations Section, as required.
 - Coordinate with the Animal Care Unit in the Operations Section to support them with any animal evacuation issues.
 - Personnel, supplies, and equipment to the EOC, field units, shelters and Field Treatment Sites (FTSs).
 - Individuals to medical facilities as requested by Operations Section.

SECTION SEVEN: EOC POSITION CHECKLISTS

- Emergency workers, Disaster Service Workers (DSWs), and volunteers to and from risk area.
- Dependents and families of emergency workers as requested by the Care and Shelter Branch.

☐ Ensure that transit vehicle usage is documented by activity and date and hours in use.

ONGOING ACTIVITIES

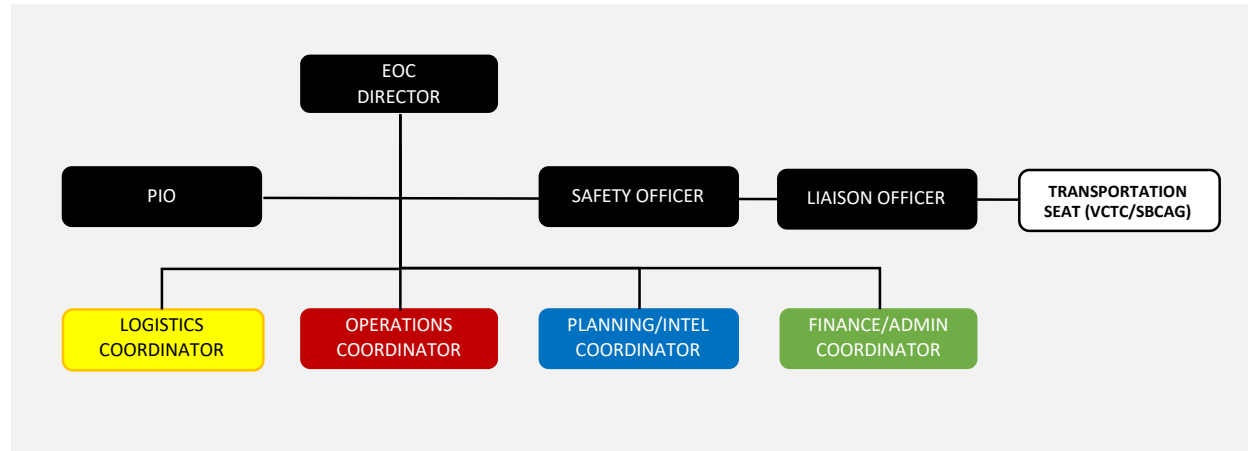
- ☐ Review your position responsibilities.
- ☐ Maintain regular communications with VCTC/SBCAG and transit operator staff.
- ☐ Advise VCTC/SBCAG staff to activate the agency Transportation Operations Center, if appropriate.
- ☐ Determine information needs and advise the EOC Director of those needs.
- ☐ Advise and assist the EOC Director in the release of transportation information to the public and the media, requests for additional resources, requests for release of resources and plans for recovery, reconstruction, and demobilization.
- ☐ Ensure VCTC/SBCAG Continuity of Government and Continuity of Operations and assist the County/OA EOC for transition to a recovery organization to restore the area to pre-disaster conditions as quickly and effectively as possible.



This page intentionally left blank.

SECTION SEVEN: EOC POSITION CHECKLISTS

7.3 Transportation Seat as an Agency Representative



VCTC/SBCAG AS PART OF THE COUNTY/OPERATIONAL AREA EOC AGENCY REPRESENTATIVE

The Agency Representative serves three principal functions:

1. Provide VCTC/SBCAG and transit operator information to the County/OA EOC
2. Provide VCTC/SBCAG and transit operators with County/OA EOC information
3. Is authorized to speak or act for VCTC/SBCAG

SUPERVISOR: Liaison Officer

PRIMARY RESPONSIBILITIES:

- Participate as a member of the Management staff in the County/OA EOC.
- Coordinate and support all transit activities.
- Provide VCTC/SBCAG and transit operator information to the County/OA EOC and County/OA EOC information to the transit operators.
- Facilitate transportation requests from the County/OA EOC and transit providers.
- Provide VCTC/SBCAG and transit operator status and response activities information (including transit providers).
- Evaluate the need for transit service coordination, request interagency coordination, as appropriate, and provide transit recommendations to the County/OA EOC.

**READ ENTIRE CHECKLIST AT START-UP AND
AT BEGINNING OF EACH SHIFT**

- ☐ See Common EOC responsibilities in addition to this checklist.

ASSIGNMENTS/STAFFING

- ☐ Upon arrival, identify yourself as the VCTC/SBCAG Agency Representative (Transportation Seat) and report to the Liaison Officer.
- ☐ Clarify issues regarding your authority and assignment.



NOTIFICATIONS

- ☐ Notify all key VCTC/SBCAG and transit operator personnel of the situation and VCTC/SBCAG's role in the County/OA EOC.

MEETINGS/BRIEFINGS

- ☐ Obtain a briefing from the Liaison Officer.
- ☐ As appropriate, report to the EOC Director for a briefing and provide a VCTC/SBCAG and transit operator status report. (See **Appendix L: SBCAG Transit Summary Status Form** and **Appendix M: VCTC Transit Summary Status Form** for a copy of the Situation Status Report).
- ☐ Participate in other County/OA EOC meetings and briefings, as appropriate.

ACTION PLANNING

- ☐ Assist Management staff and the Planning/Intelligence Section in the preparation of the Action Plan, as needed.

DOCUMENTATION

- ☐ See Documentation and Reports in Common EOC Responsibilities Checklist.
- ☐ Provide personnel time records to the Liaison Officer at the end of each work shift.
- ☐ Ensure all transit costs related to the emergency response are captured (vehicle mileage, fuel, materials and supplies).

POLICIES

- ☐ Offer input regarding VCTC/SBCAG policies, procedures and agreements, as necessary.
- ☐ Consider legal/fiscal implications to transit operators.

RESOURCES

- ☐ See Resources in Common EOC Responsibilities Checklist.
- ☐ Request additional VCTC/SBCAG or transit operator personnel to maintain a 24-hour operation as required.
- ☐ Serve as a hub of transportation resource requests from the County/OA EOC and transit providers.
- ☐ Coordinate the provision of requested transportation resources from the County/OA EOC and transit providers. (See **Appendix P: Santa Barbara Transportation Contacts** through **Appendix S: Ventura County Transit Vehicles** for agency inventories and contact information).
- ☐ Track transit provider resources and assignments.
- ☐ Maintain inventory of support and transportation vehicles (staff cars, buses, pick-up trucks, light/heavy trucks).
- ☐ Provide transportation resource information to the County/OA EOC and to transit providers.

EVACUATION SUPPORT

- ☐ Coordinate with the Planning/Intelligence and Operations Section to determine which disaster routes are available for emergency use.
- ☐ Coordinate use of emergency routes with the Operations Section.
- ☐ Coordinate with other sections and branches/groups/units to identify transportation priorities.

SECTION SEVEN: EOC POSITION CHECKLISTS

- ☐ Coordinate with County/OA EOC staff to develop a transportation plan for movement of:
 - Population in an evacuation area, including persons with disabilities, access and functional needs, as needed. Coordinate with paratransit operators as necessary. Coordinate transportation of animals with the Animal Care Unit in the Operations Section, as required.
 - Coordinate with the Animal Care Unit in the Operations Section to support them with any animal evacuation issues.
 - Personnel, supplies and equipment to the EOC, field units, shelters and Field Treatment Sites (FTSs).
 - Individuals to medical facilities as requested by Operations Section.
 - Emergency workers, Disaster Service Workers (DSWs) and volunteers to and from risk area.
 - Dependents and families of emergency workers as requested by the Care and Shelter Branch.
- ☐ Ensure that transit vehicle usage is documented by activity and date and hours in use.

ONGOING ACTIVITIES

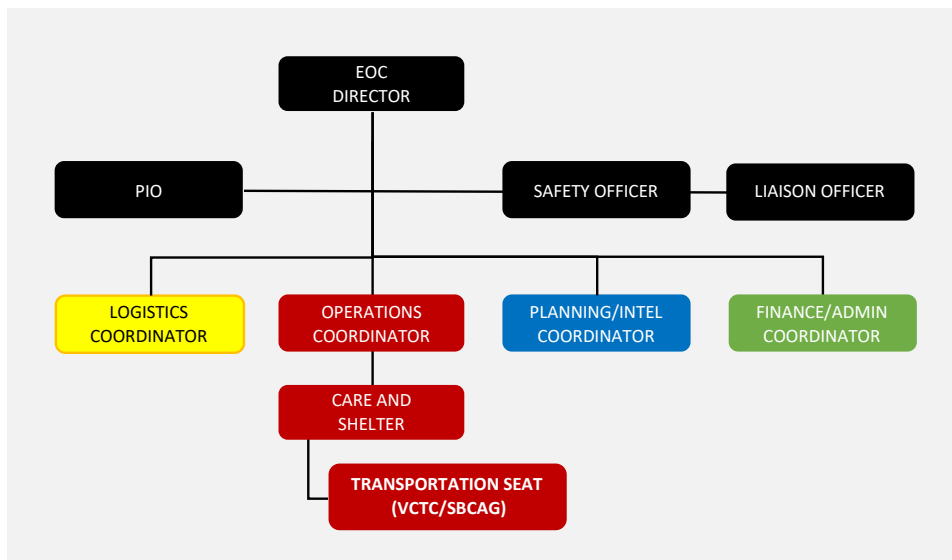
- ☐ Review your position responsibilities.
- ☐ Advise VCTC/SBCAG staff to activate the agency Transportation Operations Center, if additional support for your position in the County/OA EOC is needed.
- ☐ Determine information needs and advise the Liaison Officer of those needs.
- ☐ Provide appropriate transit information to the Planning/Intelligence Section and PIO, as needed.
- ☐ Advise and assist the PIO in the release of transportation information to the public and the media.
- ☐ Ensure VCTC/SBCAG Continuity of Government and Continuity of Operations and assist the County/OA EOC for transition to a recovery organization to restore the area to pre-disaster conditions as quickly and effectively as possible.



This page intentionally left blank.

SECTION SEVEN: EOC POSITION CHECKLISTS

7.4 Transportation Seat under Care and Shelter Branch in the Operations Section



VCTC/SBCAG AS PART OF THE OPERATIONAL AREA EOC CARE AND SHELTER BRANCH IN OPERATIONS SECTION

As part of the Care and Shelter Branch in the Operations Section, the Transportation Seat will support Care and Shelter operations and will formally communicate any resource needs or requests to the Care and Shelter Branch Director.

SUPERVISOR: Care and Shelter Branch Director

PRIMARY RESPONSIBILITIES:

- Participate as a member of the Operations Section staff in the County/OA EOC.
- Coordinate and support transit activities in support of Care and Shelter and evacuation operations.
- Provide VCTC/SBCAG and transit provider information to the County/OA EOC and County/OA EOC information to the transit providers.
- Facilitate transportation requests from the County/OA EOC and transit providers.
- Provide VCTC/SBCAG status and response activities information (including transit providers).
- Evaluate the need for transit service coordination, request interagency coordination, as appropriate, and provide transit recommendations to the County Operational Area EOC.

**READ ENTIRE CHECKLIST AT START-UP AND
AT BEGINNING OF EACH SHIFT**

☐ See Common EOC responsibilities in addition to this checklist.

ASSIGNMENTS/STAFFING

☐ Upon arrival, identify yourself as the VCTC/SBCAG Transportation Seat and report to the Care and Shelter Branch Director.



- ☐ Clarify issues regarding your authority and assignment.

NOTIFICATIONS

- ☐ Notify all key VCTC/SBCAG and transit operator personnel of the situation and VCTC/SBCAG's role in the County/OA EOC.

MEETINGS/BRIEFINGS

- ☐ Obtain a briefing from the Care and Shelter Branch Director.
- ☐ As appropriate, participate in Operations Section staff meetings and provide a VCTC/SBCAG and transit operator status report. **(Refer to the VCTC/SBCAG Situation Status Report in Appendix I and J for a copy of the VCTC/SBCAG Situation Status Report).**
- ☐ Participate in other County/OA EOC meetings and briefings, as appropriate.

ACTION PLANNING

- ☐ Assist Operations Section staff and the Planning/Intelligence Section in the preparation of the Action Plan, as needed.

DOCUMENTATION

- ☐ See Documentation and Reports in Common EOC Responsibilities Checklist.
- ☐ Provide personnel time records to the Care and Shelter Branch Director at the end of each work shift.
- ☐ Ensure all transit costs related to the emergency response are captured (vehicle mileage, fuel, materials and supplies).

POLICIES

- ☐ Offer input regarding VCTC/SBCAG policies, procedures and agreements, as necessary.
- ☐ Consider legal/fiscal implications to transit operations.

RESOURCES

- ☐ See Resources in Common EOC Responsibilities Checklist.
- ☐ Request additional VCTC/SBCAG or transit agency personnel to maintain a 24-hour operation as required.
- ☐ Serve as a hub of transportation resource requests from the County/OA EOC and transit providers.
- ☐ Coordinate the provision of requested transportation resources from the County/OA EOC and transit providers. **(See Appendix P: Santa Barbara Transportation Contacts through Appendix S: Ventura County Transit Vehicles for agency inventories and contact information).**
- ☐ Track transit provider resources and assignments.
- ☐ Maintain inventory of support and transportation vehicles (staff cars, buses, pick-up trucks, light/heavy trucks).
- ☐ Provide transportation resource information to the County/OA EOC and to transit providers.

EVACUATION SUPPORT

- ☐ Coordinate with the Planning/Intelligence and Operations Section to determine which disaster routes are available for emergency use.
- ☐ Coordinate use of emergency routes with the Operations Section.

SECTION SEVEN: EOC POSITION CHECKLISTS

- ☐ Coordinate with other sections and branches/groups/units to identify transportation priorities.
- ☐ Coordinate with County/OA EOC staff to develop a transportation plan for movement of:
 - Population in an evacuation area, including persons with disabilities, access and functional needs, as needed. Coordinate with paratransit operators as necessary. Coordinate transportation of animals with the Animal Care Unit in the Operations Section, as required.
 - Coordinate with the Animal Care Unit in the Operations Section to support them with any animal evacuation issues.
 - Personnel, supplies and equipment to the EOC, field units, shelters and Field Treatment Sites (FTSs).
 - Individuals to medical facilities as requested by Operations Section.
 - Emergency workers, Disaster Service Workers (DSWs) and volunteers to and from risk area.
 - Dependents and families of emergency workers as requested by the Care and Shelter Branch.
- ☐ Ensure that transit vehicle usage is documented by activity and date and hours in use.

ONGOING ACTIVITIES

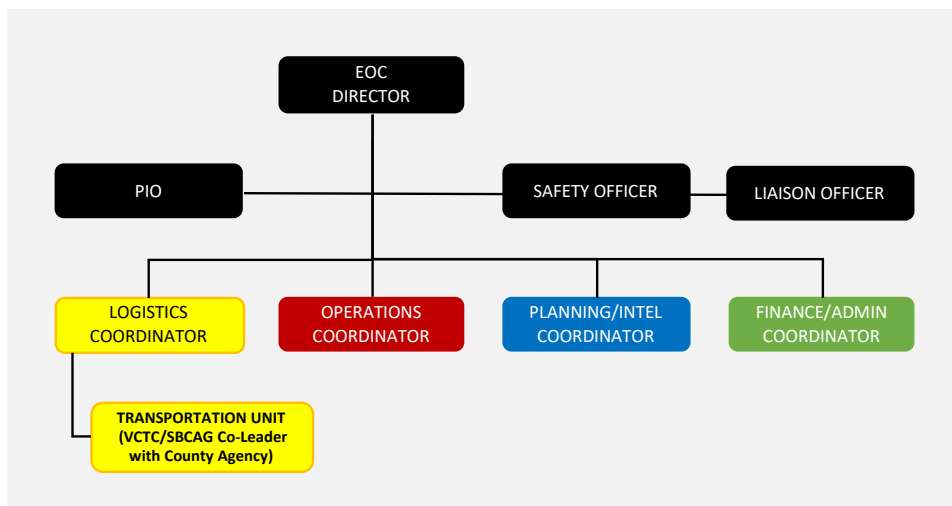
- ☐ Review your position responsibilities.
- ☐ Advise VCTC/SBCAG staff to activate the agency Transportation Operations Center, if additional support for your position in the County/OA EOC is needed.
- ☐ Determine information needs and advise the Liaison Officer of those needs.
- ☐ Provide appropriate transit information to the Planning/Intelligence Section and PIO, as needed.
- ☐ Advise and assist the PIO in the release of transportation information to the public and the media.
- ☐ Ensure VCTC/SBCAG Continuity of Government and Continuity of Operations and assist the County/OA EOC for transition to a recovery organization to restore the area to pre-disaster conditions as quickly and effectively as possible.



This page intentionally left blank.

SECTION SEVEN: EOC POSITION CHECKLISTS

7.5 Transportation Seat as Co-Lead of Transportation Unit in the Logistics



VCTC/SBCAG AS PART OF THE COUNTY/OPERATIONAL AREA EOC TRANSPORTATION UNIT IN LOGISTICS SECTION

As part of the Transportation Unit in the Logistics Section, the Transportation Seat will co-lead the Transportation Unit with an Operational Area Logistics' representative. The Transportation Unit is responsible for transportation of emergency personnel, equipment, and supplies in addition to providing transportation support for evacuations.

SUPERVISOR: Logistics Section Coordinator

PRIMARY RESPONSIBILITIES:

- Participate as a member of the Logistics Section staff in the County/OA EOC.
- Coordinate and support transit activities.
- Provide VCTC/SBCAG and transit provider information to the County/OA EOC and County/OA EOC information to the transit providers.
- Facilitate transportation requests from the County/OA EOC and transit providers.
- Provide VCTC/SBCAG status and response activities information (including transit providers).
- Evaluate the need for transit service coordination, request interagency coordination, as appropriate, and provide transit recommendations to the County/OA EOC.

**READ ENTIRE CHECKLIST AT START-UP AND
AT BEGINNING OF EACH SHIFT**

- ☐ See Common EOC responsibilities in addition to this checklist.

ASSIGNMENTS/STAFFING

- ☐ Upon arrival, identify yourself as the VCTC/SBCAG Transportation Seat and report to the Logistics Section Coordinator.
- ☐ Clarify issues regarding your authority and assignment.



NOTIFICATIONS

- ☐ Notify all key VCTC/SBCAG and transit operator personnel of the situation and VCTC/SBCAG's role in the County/OA EOC.

MEETINGS/BRIEFINGS

- ☐ Obtain a briefing from the Logistics Section Coordinator.
- ☐ As appropriate, report to the EOC Director for a briefing and provide a VCTC/SBCAG and transit operator status report. (See **Appendix L: SBCAG Transit Summary Status Form** and **Appendix M: VCTC Transit Summary Status Form** for a copy of the Situation Status Report).
- ☐ Participate in other County/OA EOC meetings and briefings, as appropriate.

ACTION PLANNING

- ☐ Assist Logistics Section staff and the Planning/Intelligence Section in the preparation of the Action Plan, as needed.

DOCUMENTATION

- ☐ See Documentation and Reports in Common EOC Responsibilities Checklist.
- ☐ Provide personnel time records to the Logistics Section Coordinator at the end of each work shift.
- ☐ Ensure all transit costs related to the emergency response are captured (vehicle mileage, fuel, materials, and supplies).

POLICIES

- ☐ Offer input regarding VCTC/SBCAG policies, procedures, and agreements, as necessary.
- ☐ Consider legal/fiscal implications to transit operations.

RESOURCES

- ☐ See Resources in Common EOC Responsibilities Checklist.
- ☐ Request additional VCTC/SBCAG or transit agency personnel to maintain a 24-hour operation as required.
- ☐ Serve as a hub of transportation resource requests from the County/OA EOC and transit providers.
- ☐ Coordinate the provision of requested transportation resources from the County/OA EOC and transit providers. (See **Appendix P: Santa Barbara Transportation Contacts** through **Appendix S: Ventura County Transit Vehicles** for agency inventories and contact information).
- ☐ Track transit provider resources and assignments.
- ☐ Maintain inventory of support and transportation vehicles (staff cars, buses, pick-up trucks, light/heavy trucks).
- ☐ Provide transportation resource information to the County/OA EOC and to transit providers.

EVACUATION SUPPORT

- ☐ Coordinate with the Planning/Intelligence and Operations Section to determine which disaster routes are available for emergency use.
- ☐ Coordinate use of disaster routes with the Operations Section.
- ☐ Coordinate with emergency sections and branches/groups/units to identify transportation priorities.
- ☐ Ensure that transit vehicle usage is documented by activity and date and hours in use.

SECTION SEVEN: EOC POSITION CHECKLISTS

- ☐ Coordinate with County/OA EOC staff to develop a transportation plan for movement of:
 - Population in an evacuation area, including persons with disabilities, access and functional needs, as needed. Coordinate with paratransit operators as necessary. Coordinate transportation of animals with the Animal Care Unit in the Operations Section, as required.
 - Coordinate with the Animal Care Unit in the Operations Section to support them with any animal evacuation issues.
 - Personnel, supplies and equipment to the EOC, field units, shelters and Field Treatment Sites (FTSs).
 - Individuals to medical facilities as requested by Operations Section.
 - Emergency workers, Disaster Service Workers (DSWs) and volunteers to and from risk area.
 - Dependents and families of emergency workers as requested by the Care and Shelter Branch.

ONGOING ACTIVITIES

- ☐ Review your position responsibilities.
- ☐ Advise VCTC/SBCAG staff to activate the agency Transportation Operations Center, if additional support for your position in the County/OA EOC is needed.
- ☐ Provide appropriate transit information to the Planning/Intelligence Section and PIO, as needed.
- ☐ Advise and assist the PIO in the release of transportation information to the public and the media.
- ☐ Ensure VCTC/SBCAG Continuity of Government and Continuity of Operations and assist the County/OA EOC for transition to a recovery organization to restore the area to pre-disaster conditions as quickly and effectively as possible.



This page intentionally left blank.

SECTION SEVEN: EOC POSITION CHECKLISTS

7.6 TOC Director in VCTC/SBCAG TOC

VCTC/SBCAG TOC DIRECTOR

SUPERVISOR: VCTC/SBCAG Policy Board or Commissioners

PRIMARY RESPONSIBILITIES:

- Responsible for the overall management of VCTC/SBCAG TOC.
- Establish the appropriate level of organization to support VCTC/SBCAG issues, continuously monitor the effectiveness of the organization, and make changes as required.
- Support the Transportation Seat in the County/OA EOC, if activated.
- Set VCTC/SBCAG priorities for response efforts to align and support the County/OA EOC's priorities and objectives, and ensure that all VCTC/SBCAG actions are accomplished within the priorities established.
- Ensure security of all VCTC/SBCAG facilities, vehicles, and personnel access.

**READ ENTIRE CHECKLIST AT START-UP AND
AT BEGINNING OF EACH SHIFT**

- ☐ See Common EOC responsibilities in addition to this checklist.

ACTIVATION

- ☐ Determine the operational status and appropriate level of activation based on situation as known.
- ☐ As appropriate, respond to the TOC.
- ☐ Mobilize appropriate personnel for initial activation of the TOC.
- ☐ Activate an alternate TOC as required. When there is damage to the primary TOC sufficient to render it unusable, report to the alternate TOC.
- ☐ Ensure the TOC is properly set up and ready for operations.

START-UP

- ☐ Review your position responsibilities.
- ☐ Confirm level of TOC activation.
- ☐ Ensure the TOC is properly set up and ready for operations.
- ☐ Establish TOC priorities, brief staff and make staff assignments.

ASSIGNMENTS/STAFFING

- ☐ Assign staff to initiate check-in procedures.
- ☐ Appoint, as appropriate, and ensure that TOC Section Coordinators (General Staff) are in place as soon as possible and are staffing their respective sections. Only activate the Sections that are needed.
 - Operations Section Coordinator
 - Planning and Intelligence Section Coordinator
 - Logistics Section Coordinator



- Finance and Administration Section Coordinator
- ☐ Ensure that the Transportation Seat in the County/OA EOC is staffed, if activated.
- ☐ Ensure that the VCTC/SBCAG TOC organization and staffing chart is posted and that arriving team members are assigned by name.
- ☐ Assign staff to initiate VCTC/SBCAG TOC check-in procedures. (See **Appendix I: EOC Check-In Form** for a copy of this form).

NOTIFICATIONS

- ☐ If Transportation Seat is activated in the County/OA EOC, establish communications with the person staffing that position.
- ☐ Ensure that telephone, radio, and data communications are established and tested.

MEETINGS/BRIEFINGS

- ☐ Brief incoming TOC Section personnel prior to their assuming their duties. Briefings should include:
 - Current situation assessment
 - Identification of specific job responsibilities
 - Identification of co-workers within the job function
 - Availability of communications
 - Location of work area
 - Identification of eating and sleeping arrangements as appropriate
 - Procedural instructions for obtaining additional supplies, services and personnel
 - Identification of operational period work shifts
 - Prepare work objectives for Section staff
- ☐ Ensure that all TOC management team meetings, General Staff meetings, and policy decisions are documented by a scribe.
- ☐ Establish the frequency of briefing sessions.
- ☐ Conduct periodic briefings for your Section. Ensure that all organizational elements are aware of priorities.

ACTION PLANNING

- ☐ Schedule the first planning meeting.
- ☐ Set TOC planning meeting and briefing schedule with a VCTC/SBCAG TOC Section Coordinators to keep current on the situation status.
- ☐ Set priorities for restoration of VCTC/SBCAG services to align and support the County/OA EOC priorities and objectives. Ensure that all VCTC/SBCAG actions are accomplished within the priorities established.
- ☐ Hold action planning meeting with section and branch coordinators, and key staff to ensure the development of the Action Plan. The activities to be covered in an action planning meeting are:
 - Provide briefings on current and forecasted VCTC/SBCAG situation and major reportable incidents.
 - Obtain any additional information from other sources on the current situation assessment.
 - Review availability and status of VCTC/SBCAG resources ordered, enroute or staged.
 - Working with the TOC, establish with staff the next Operational Period for which the Action Plan should be developed. Define priority actions to be accomplished within the next

SECTION SEVEN: EOC POSITION CHECKLISTS

Operational Period considering the known and forecasted situation and status of available resources.

- Establish assignments for available and incoming resources based on current and forecast situation and established priorities.
 - Determine need for additional resources. Establish specific responsibilities for ordering.
 - Discuss and resolve any internal coordination issues.
 - Ensure that staff is clear on the Action Plan. Have pertinent elements documented for distribution as necessary.
 - Establish time for next action planning meeting.
- ☐ Approve and authorize the implementation of the TOC Action Plan developed and prepared by the Planning/Intelligence Section and TOC management team.

DOCUMENTATION

- ☐ See Documentation and Reports in Common EOC Responsibilities.
- ☐ Ensure that all your Section personnel and equipment time records and a record of expendable materials used are provided to the Finance/Administration Section at the end of each operational period.

POLICIES

- ☐ Confirm the delegation of authority. Obtain any guidance or direction as necessary.
- ☐ Determine appropriate delegation of purchasing authority to the Logistics Section.

ONGOING ACTIVITIES

- ☐ Direct the implementation of VCTC/SBCAG activities.
- ☐ Ensure that telephone, radio and data communications with other facilities are established and tested.
- ☐ Account for all VCTC/SBCAG personnel and work assignments.
- ☐ Carry out responsibilities of all other TOC Sections not currently staffed.
- ☐ In conjunction with the VCTC/SBCAG PIO, coordinate and conduct news conferences and review media releases as required. Establish procedure for information releases affecting inter-agency coordination.
- ☐ Authorize PIO to release information to the media.
- ☐ Ensure that the Liaison Officer is providing for and maintaining positive and effective inter-agency coordination.
- ☐ Establish and maintain contacts with transit agencies, the Transportation Seat (if activated in the County/OA EOC), and with other organizational levels as appropriate.
- ☐ Keep the Policy Board/Commissioners, transit providers and the Transportation Seat (if activated in the County/OA EOC) informed of all problems and decisions.
- ☐ Monitor performance of TOC personnel for signs of stress or under-performance; provide Psychological First Aid as appropriate in coordination with the Logistics Section.

RESOURCES

- ☐ See Resources in Common EOC Responsibilities.
- ☐ Request additional personnel to maintain a 24-hour operation as required.



- ☐ Determine if mutual aid support is needed from other transit agencies and from the County Operational Area. Logistics Section will implement all Mutual Aid requests.

DEACTIVATION

- ☐ Authorize deactivation of sections, branches or units when they are no longer required. Approve the Demobilization Plan (drafted by Planning).
- ☐ Notify the County/OA EOC of intent to deactivate a VCTC/SBCAG TOC. Provide details including the date/time of deactivation.
- ☐ Ensure that the Liaison Officer notifies the County/OA EOC of planned time for deactivation.
- ☐ Ensure that any open actions not yet completed will be taken care of after deactivation.
- ☐ Ensure that all required forms or reports are completed prior to deactivation.
- ☐ Ensure that the Planning Section Coordinator schedules a debriefing and critique of the disaster operations to incorporate into the After-Action/Corrective Action Report.

SECTION SEVEN: EOC POSITION CHECKLISTS

7.7 PIO in VCTC/SBCAG TOC

VCTC/SBCAG TOC PIO

SUPERVISOR: TOC Director

PRIMARY RESPONSIBILITIES:

- Serve as the dissemination point for all VCTC/SBCAG media releases.
- Review and coordinate all transit related information releases, including dissemination of emergency information to VCTC/SBCAG staff and customers.
- Maintain a relationship with media representatives and hold press conferences as required.
- If multiple agencies and/or jurisdictions are affected and response operations are expected over 24 hours, a Joint Information Center (JIC) may be activated. The JIC is a component of the County/OA EOC and is designed to validate and disseminate approved public information through collaboration with the PIOs of impacted agencies. The JIC could also expand to include county, state and federal agencies. If a County JIC is established, the PIO shall coordinate with the County and send a representative to the JIC, if needed.
- Arrange for input/responses from other agencies and the public. If notified of errors or need to clarify, disseminate the revised information and/or convey to appropriate positions.

**READ ENTIRE CHECKLIST AT START-UP AND
AT BEGINNING OF EACH SHIFT**

- ☐ See Common EOC responsibilities in addition to this checklist.

ASSIGNMENTS/STAFFING

- ☐ Clarify any issues regarding your authority and assignment.
- ☐ Determine need for additional PIO personnel and request approval from the TOC Director. Forward the request to Logistics Section. (Note: In a large-scale event, providing public information may exceed the capabilities of a single individual. The public information function may grow to a team effort.)
- ☐ Provide sufficient staffing and telephones to handle incoming media and public calls as needed.
- ☐ Consider establishing and staffing a hotline to answer inquiries from the public as needed.
- ☐ Establish staff to monitor a rumor control function to identify false or erroneous information. Develop procedure to be used to correct such information.

NOTIFICATIONS

- ☐ Notify VCTC/SBCAG TOC sections that the PIO function has been established in the TOC.
- ☐ Notify local media of VCTC/SBCAG PIO contact numbers.
- ☐ If the County/OA EOC has been activated, notify the County/OA EOC PIO that the VCTC/SBCAG TOC PIO function has been established and provide VCTC/SBCAG TOC PIO contact numbers.

MEETINGS/BRIEFINGS

- ☐ Attend all Management meetings and briefings.



- ☐ Arrange for meetings between media and VCTC/SBCAG officials for information on specific incidents.
- ☐ Provide periodic briefings and press releases about the disaster situation.
- ☐ Periodically prepare briefings for the VCTC/SBCAG executives, as needed and directed by the TOC Director.

ACTION PLANNING

- ☐ Assist the Management Section in developing Section objectives for the VCTC/SBCAG TOC Action Plan.

DOCUMENTATION

- ☐ See Documentation and Reports in Common EOC Responsibilities.
- ☐ Prepare and provide approved transit information to the media. Post news releases in the TOC.
- ☐ Send digital copies of press releases to the County/OA EOC JIC manager and Planning/Intelligence Section Coordinator.
- ☐ Maintain file copies of all information releases.
- ☐ Prepare and update VCTC/SBCAG transportation information regarding pick-up locations, routes, times and special considerations. Post information to the VCTC/SBCAG website.
- ☐ Ensure file copies are maintained of all information released and posted in the TOC.
- ☐ Provide copies of all releases to the TOC Director.
- ☐ Provide personnel and equipment time records to the TOC Director at the end of each work shift.

POLICIES

- ☐ Obtain approval from the TOC Director for the release of all information.
- ☐ Secure guidance from the TOC Director regarding the release of available information.
- ☐ Be sure that all VCTC/SBCAG staff, transit operators are aware that they must coordinate release of emergency transportation information through the VCTC/SBCAG TOC PIO and that **all press releases** must be cleared with the TOC Director before releasing information to the media.
- ☐ Coordinate PIO activities with the County/OA EOC, if established. If information published by VCTC/SBCAG has incident information, coordinate with the County/OA EOC JIC so that they can confirm the accuracy of the data.

ONGOING ACTIVITIES

- ☐ Coordinate all media events with the TOC Director.
- ☐ Respond to information requests from the TOC Director and TOC management team.
- ☐ Keep the TOC Director advised of all unusual requests for information and of all major, critical or unfavorable media comments.
- ☐ Coordinate with an activated County/OA EOC to:
 - Ensure coordination of local, state and federal and the private sector public information activities.
 - Obtain technical information (health risks, weather, etc.).
 - Consider sending a VCTC/SBCAG PIO representative to the County Operational Area JIC, if established.
- ☐ Establish a Media Information Center, if needed.

SECTION SEVEN: EOC POSITION CHECKLISTS

- ☐ Schedule and post times and locations of news briefings in the TOC, Media Information Center and other appropriate areas.
- ☐ Develop an information release program and schedule.
- ☐ Obtain, process, and summarize information in a form usable in presentations.
- ☐ Develop and/or obtain maps, fact sheets, pictures, status sheets and related visual aids for media.
- ☐ Determine which radio and TV stations are operational.
- ☐ Ensure you make a digital recording of all interviews that you give.
- ☐ Interact with other branches/groups/units to provide and obtain information relative to public information operations.
- ☐ Maintain an up-to-date picture of the situation for presentation to media.
- ☐ Monitor broadcast media to:
 - Get general information
 - Identify and correct inaccurate information
 - Identify and address any rumors
- ☐ Ensure that announcements, information and materials are translated and prepared for special populations (non-English speaking; non-readers; elderly; the hearing, sight and mobility impaired; etc.).
- ☐ Prepare final news releases and advise media representatives of points-of-contact for follow-up stories.
- ☐ Prepare final news releases and advise media representatives of points-of-contact for follow-up stories.

RESOURCES

- ☐ See Resources in Common EOC Responsibilities.
- ☐ Request additional personnel to maintain a 24-hour operation as required.



This page intentionally left blank.

SECTION SEVEN: EOC POSITION CHECKLISTS

7.8 Liaison Officer in VCTC/SBCAG TOC

VCTC/SBCAG TOC LIAISON OFFICER

SUPERVISOR: TOC Director

PRIMARY RESPONSIBILITIES:

- Coordinate with Agency Representatives assigned to the VCTC/SBCAG TOC and handle requests from other agencies for sending liaison personnel to other EOCs.
- Function as a central location for incoming Agency Representatives, provide workspace, and arrange for support as necessary and provide an orientation briefing, as appropriate.
- Assist the TOC Director in providing orientations for VIPs and other visitors to the VCTC/SBCAG TOC.
- Ensure that all developed guidelines, directives, action plans, and appropriate situation information is disseminated to Agency Representatives.
- Provide outside agency information and guidance to the TOC Director.
- Maintain contact with the County/OA EOC Liaison Officer, if Transportation Seat is not activated in the County/OA EOC.

**READ ENTIRE CHECKLIST AT START-UP AND
AT BEGINNING OF EACH SHIFT**

- ☐ See Common EOC responsibilities in addition to this checklist.

ASSIGNMENTS/STAFFING

- ☐ Contact all on-site Agency Representatives. Make sure:
- They have signed into the VCTC/SBCAG TOC.
 - They understand their assigned function.
 - They know their work location.
 - They understand TOC organization and floor plan (provide both).
 - They have a copy of the VCTC/SBCAG TOC Action Plan once available.
- ☐ Determine if outside liaison is required with County OEM/OES.
- ☐ Know the working location for any Agency Representative assigned directly to a branch/group/unit.

NOTIFICATIONS

- ☐ Notify pre-identified outside agency reps that the VCTC/SBCAG TOC has been activated. Request an Agency Representative, as appropriate.
- ☐ Determine if there are communication problems in contacting outside agencies. Provide information to the Logistics Section.

MEETINGS/BRIEFINGS

- ☐ Attend and participate in Management Section meetings and briefings.
- ☐ Brief Agency Representatives on current situation, priorities and TOC Action Plan.
- ☐ Provide periodic update briefings to Agency Representatives as necessary.



ACTION PLANNING

- ☐ Assist the Management Section in developing Section objectives for the VCTC/SBCAG TOC Action Plan.

DOCUMENTATION

- ☐ See Documentation and Reports in Common EOC Responsibilities.
- ☐ Compile list of Agency Representatives (agency, name, TOC phone) and make available to all Section and Branch/Group/Unit Coordinators.
- ☐ Provide personnel and equipment time records to the TOC Director at the end of work shift.

ONGOING ACTIVITIES

- ☐ Provide TOC organization chart, floor plan, and contact information to all Agency Representatives.
- ☐ Maintain ongoing contact with all agency liaisons involved with the incident response and provide information to the Planning/Intelligence Section. If agency liaisons are not assigned to be on-site at the VCTC/SBCAG TOC, establish plan of communication with each appropriate liaison.
- ☐ Request Agency Representatives contact their agency, determine level of activation of agency facilities, and obtain any intelligence or situation information that may be useful to the VCTC/SBCAG TOC.
- ☐ Act as liaison with county, state, or federal emergency response officials.
- ☐ Respond to requests from sections and branches/groups/units for Agency information. Direct requesters to appropriate Agency Representatives.
- ☐ With the approval of the VCTC/SBCAG TOC Director, provide agency representatives from the VCTC/SBCAG TOC to other EOCs as requested, if available.

RESOURCES

- ☐ See Resources in Common EOC Responsibilities.
- ☐ Request additional personnel to maintain a 24-hour operation as required.

SECTION SEVEN: EOC POSITION CHECKLISTS

7.9 Safety/Security Officer in VCTC/SBCAG TOC

VCTC/SBCAG TOC SAFETY/SECURITY OFFICER

SUPERVISOR: TOC Director

PRIMARY RESPONSIBILITIES:

- Ensure that all facilities used in support of VCTC/SBCAG TOC operations have safe operating conditions.
- Monitor all VCTC/SBCAG TOC and related facility activities to ensure that they are being conducted in as safe a manner as possible under the circumstances that exist.
- Stop or modify all unsafe operations.
- Provide twenty-four hour a day security for TOC facilities, as appropriate.
- Control personnel access to facilities in accordance with policies established by the TOC Director.

**READ ENTIRE CHECKLIST AT START-UP AND
AT BEGINNING OF EACH SHIFT**

- ☐ See Common EOC responsibilities in addition to this checklist.

ASSIGNMENTS/STAFFING

- ☐ Report to the TOC Director.
- ☐ Clarify issues regarding your authority and assignment.
- ☐ Determine current security requirements and establish staffing as needed.

NOTIFICATIONS

- ☐ Complete a radio or communications check with all on-duty security personnel as appropriate.

MEETINGS/BRIEFINGS

- ☐ Attend and participate in Management Section meetings and briefings.

ACTION PLANNING

- ☐ Assist the Management Section in developing Section objectives for the VCTC/SBCAG TOC Action Plan. Ensure to include safety information in the Action Plan under “Safety Issues”.

DOCUMENTATION

- ☐ See Documentation and Reports in Common EOC Responsibilities.
- ☐ Provide personnel and equipment time records to the TOC Director at the end of work shift.

ONGOING ACTIVITIES

- ☐ Tour the entire facility area and determine the scope of on-going operations.
- ☐ Monitor weather for unsafe or operationally impacting conditions.
- ☐ Evaluate conditions and advise the TOC Director of any conditions and actions which might result in liability—e.g. oversights, improper response actions, etc.



- ☐ Provide executive security as appropriate or required.
- ☐ As requested, provide security for any VCTC/SBCAG TOC critical facilities, supplies or materials.
- ☐ Establish or relocate security positions as dictated by the situation.
- ☐ Determine needs for special access facilities.
- ☐ Study the facility to learn the location of all fire extinguishers, fire hoses, and emergency pull stations.
- ☐ Be familiar with particularly hazardous conditions in the facility.
- ☐ Ensure that the TOC location is free from environmental threats (i.e., radiation exposure, air purity, water quality, etc.)
- ☐ If the event that caused activation is an earthquake, provide guidance regarding actions to be taken in preparation for aftershocks.
- ☐ Assist in any VCTC/SBCAG TOC evacuation.
- ☐ Assist in sealing off any dangerous areas. Provide access control as required.
- ☐ Keep the TOC Director advised of safety and security conditions.
- ☐ Coordinate any personnel injury claims or records preparation with appropriate risk management VCTC/SBCAG personnel for proper case evaluation and closure.
- ☐ Evaluate the need for psychological first aid (crisis counseling) for all affected personnel and arrange for counseling services/debriefings, as needed.

RESOURCES

- ☐ See Resources in Common EOC Responsibilities.
- ☐ Request additional personnel to maintain a 24-hour operation as required.

SECTION SEVEN: EOC POSITION CHECKLISTS

7.10 Operations Section Coordinator VCTC/SBCAG TOC

VCTC/SBCAG TOC OPERATIONS SECTION COORDINATOR

SUPERVISOR: TOC Director

PRIMARY RESPONSIBILITIES:

- Ensure that all VCTC/SBCAG transit operations are carried out.
- Establish and maintain mobilization/demobilization areas for incoming transit mutual aid resources.
- Develop and ensure that the TOC Action Plan's operational objectives are carried out.
- Exercise overall responsibility for the coordination of activities within the Section.
- Report to the TOC Director on all matters pertaining to Section activities.

**READ ENTIRE CHECKLIST AT START-UP AND
AT BEGINNING OF EACH SHIFT**

- ☐ See Common EOC responsibilities in addition to this checklist.

ACTIVATION

- ☐ Determine the operational status and appropriate level of activation based on situation as known.
- ☐ As appropriate, respond to the VCTC/SBCAG TOC.

ASSIGNMENTS/STAFFING

- ☐ Clarify any issues regarding your authority and assignment.
- ☐ Confirm that all key Operations Section personnel or alternates are in the TOC or have been notified.
Recall the required staff members necessary for the emergency.
- ☐ Request additional personnel for the Section to maintain a 24-hour operation as required.

NOTIFICATIONS

- ☐ Notify TOC Director when the Operations Section is fully operational.
- ☐ Establish field communications with VCTC/SBCAG transit providers, as needed.

MEETINGS/BRIEFINGS

- ☐ Brief new or relief personnel in the Operations Section. Briefings should include:
- Current situation assessment
 - Identification of specific job responsibilities
 - Identification of co-workers within the job function and/or geographical assignment
 - Availability of communications
 - Location of work area
 - Identification of eating and sleeping arrangements as appropriate
 - Procedural instructions for obtaining additional supplies, services, and personnel
 - Identification of operational period work shifts
- ☐ Meet with other activated Section Coordinators, as needed.
- ☐ Attend periodic briefing sessions conducted by the TOC Director.



- ☐ Brief the VCTC/SBCAG TOC Director on major problem areas that need or may require solutions.
- ☐ Conduct periodic Operations Section briefings and work to reach consensus for forthcoming operational needs.

ACTION PLANNING

- ☐ Participate in the VCTC/SBCAG TOC Director's action planning meetings.
- ☐ Work closely with the VCTC/SBCAG Planning/Intelligence Section Coordinator in the development of the VCTC/SBCAG TOC Action Plan. Ensure the development of Operations Section objectives (**See Appendix K: EOC Action Plan Form (TOC for VCTC/SBCAG)** for a copy the Action Planning form).
- ☐ Ensure Operations Section objectives as defined in the current TOC Action Plan are addressed.
- ☐ Work closely with Logistics Section in the development of a Communications Plan, if needed.

DOCUMENTATION

- ☐ See Documentation and Reports in Common EOC Responsibilities.
- ☐ Open and maintain an Activity Log (**See Appendix J: Activity Log (ICS 214) Form**).
- ☐ Provide personnel and equipment time records to the Finance Section at the end of each work shift.
- ☐ Provide copies of the any reports to the Planning/Intelligence Section at end of each operational period.

ONGOING ACTIVITIES

- ☐ Receive, evaluate, and disseminate information relative to the Operations Section.
- ☐ Evaluate the field conditions associated with the disaster and provide relevant emergency status information to the Planning/Intelligence Section.
- ☐ From the Planning/Intelligence Section, obtain and review major incident reports and additional field operational information that may pertain to or affect your Section operations.
- ☐ Support transit field activities, i.e. evacuation support, transportation services supporting the emergency response.
- ☐ Coordinate with the Planning Section to ensure primary and alternate evacuation routes are displayed on situation maps for reference.
- ☐ Coordinate any display or mapping needs with the Planning/Intelligence Section.
- ☐ Provide all relevant VCTC/SBCAG emergency information to the VCTC/SBCAG PIO.
- ☐ Ensure that intelligence information is made available to the Planning/Intelligence Section.
- ☐ Ensure that all fiscal and administrative requirements are coordinated through the Finance/Administration Section, i.e., notification of any emergency expenditures.

RESOURCES

- ☐ See Resources in Common EOC Responsibilities.
- ☐ Provide resources to accomplish VCTC/SBCAG emergency response priorities.
- ☐ Determine resources committed and resource needs.
- ☐ Identify, establish, and maintain mobilization areas for transit-related equipment and personnel that come through Mutual Aid, as needed. Authorize release of equipment and personnel to field assignments.
- ☐ Review suggested list of resources to be released and initiate recommendations for their release. Notify the Planning/Intelligence Section that is tracking what resources are deployed to the incident.

SECTION SEVEN: EOC POSITION CHECKLISTS

7.11 Planning/Intelligence Section Coordinator VCTC/SBCAG TOC

VCTC/SBCAG TOC PLANNING/INTELLIGENCE SECTION COORDINATOR

SUPERVISOR: TOC Director

PRIMARY RESPONSIBILITIES:

- Collect, analyze and display situation information
- Prepare periodic situation reports
- Initiate and document VCTC/SBCAG's Action Plan and After-Action/Corrective Action Report
- Tracking VCTC/SBCAG transit resources
- Advance planning
- Provide Geographic Information Services and other technical support services to the various organizational elements within the TOC

**READ ENTIRE CHECKLIST AT START-UP AND
AT BEGINNING OF EACH SHIFT**

- ☐ See Common EOC responsibilities in addition to this checklist.

ACTIVATION

- ☐ Determine the operational status and appropriate level of activation based on situation as known.
- ☐ As appropriate, respond to the VCTC/SBCAG TOC.

ASSIGNMENTS/STAFFING

- ☐ Clarify any issues regarding your authority and assignment.
- ☐ Request additional personnel for the Section to maintain a 24-hour operation as required.

NOTIFICATIONS

- ☐ Notify TOC Director when the Planning/Intelligence Section is fully operational.

MEETINGS/BRIEFINGS

- ☐ Brief new or relief personnel in the Planning/Intelligence Section. Briefings should include:
- Current situation assessment
 - Identification of specific job responsibilities
 - Identification of co-workers within the job function and/or geographical assignment
 - Availability of communications
 - Location of work area
 - Identification of eating and sleeping arrangements as appropriate
 - Procedural instructions for obtaining additional supplies, services, and personnel
 - Identification of operational period work shifts
- ☐ Meet with other activated Section Coordinators, as needed.
- ☐ Attend periodic briefing sessions conducted by the TOC Director.
- ☐ Brief the VCTC/SBCAG TOC Director on major problem areas that need or may require solutions.



- ☐ Conduct periodic Planning/Intelligence Section briefings and work to reach consensus for forthcoming operational needs.

ACTION PLANNING

- ☐ Work with the TOC Director and TOC staff in the development of VCTC/SBCAG TOC Action Plan.
- ☐ Participate in the TOC Director's action planning meetings and coordinate with the TOC Director to confirm the lead for the action planning meetings.
- ☐ Ensure the development of the Planning Section objectives (See **Appendix K: EOC Action Plan Form (TOC for VCTC/SBCAG)**).
- ☐ Work closely with Logistics Section with the development of a Communications Plan, as needed.
- ☐ Develop, finalize, disseminate, and file a new Action Plan for each operational period.

DOCUMENTATION

- ☐ See Documentation and Reports in Common EOC Responsibilities.
- ☐ Open and maintain an Activity Log (See **Appendix J: Activity Log (ICS 214) Form**).
- ☐ Provide personnel and equipment time records to the Finance Section at the end of each work shift.
- ☐ Review incident reports and information from transit operators.
- ☐ Review and approve VCTC/SBCAG status and safety/damage assessment reports for transmission to the Santa Barbara/Ventura County Operational Area.
- ☐ Ensure that your Section logs and files are maintained and archive copies of the reports at end of each operational period.
- ☐ With Section Coordinators, develop a plan for initial recovery operations.

ONGOING ACTIVITIES

- ☐ Review responsibilities of your Section. Develop plan for carrying out all responsibilities.
- ☐ Direct the collection and display of significant disaster events and safety/damage assessment information from within the VCTC/SBCAG TOC and outside agencies.
- ☐ Determine the status of the transportation system into and within the affected area. Find out present priorities and estimated times for restoration of the disaster route system. (Coordinate with the Transportation Seat in the County/OA EOC).
- ☐ Make a list of key issues currently facing your Section to be accomplished within the next operational period.
- ☐ Ensure that pertinent disaster information is disseminated through appropriate channels to response personnel, VCTC/SBCAG TOC staff, and the Santa Barbara County/Ventura County/OA EOC. Also ensure that the public is kept informed of transit information through the VCTC/SBCAG PIO.
- ☐ Ensure status and display boards are current and update information with other sections as appropriate.
- ☐ Refer all contacts with the media to the VCTC/SBCAG Public Information Officer (PIO).
- ☐ Begin planning for recovery.

RESOURCES

- ☐ See Resources in Common EOC Responsibilities.
- ☐ Keep up to date on situation and resources associated with your Section.
- ☐ Identify the need for use of special resources.

SECTION SEVEN: EOC POSITION CHECKLISTS

7.12 Logistics Section Coordinator VCTC/SBCAG TOC

VCTC/SBCAG TOC LOGISTICS SECTION COORDINATOR

SUPERVISOR: TOC Director

PRIMARY RESPONSIBILITIES:

- Manage all radio, data, telephone, personnel and facility needs of the VCTC/SBCAG TOC.
- Obtain materials, equipment and supplies to support VCTC/SBCAG emergency operations.
- Oversee the acquisition, transportation and mobilization of transit resources.
- Report to the TOC Director on all matters pertaining to Section activities.
- Ensure any contacts with the media are directed to the Public Information Officer.

**READ ENTIRE CHECKLIST AT START-UP AND
AT BEGINNING OF EACH SHIFT**

- ☐ See Common EOC responsibilities in addition to this checklist.

ACTIVATION

- ☐ Determine the operational status and appropriate level of activation based on situation as known.
- ☐ As appropriate, respond to the VCTC/SBCAG TOC.

ASSIGNMENTS/STAFFING

- ☐ Clarify any issues regarding your authority and assignment.
- ☐ Confirm that key Logistics Section personnel or alternates are in the TOC or have been notified.
Recall the required staff members necessary for the emergency.
- ☐ Request additional personnel for the Section to maintain a 24-hour operation as required.

NOTIFICATIONS

- ☐ Notify TOC Director when your Section is fully operational.

MEETINGS/BRIEFINGS

- ☐ Brief new or relief personnel in the Logistics Section. Briefings should include:
- Current situation assessment
 - Identification of specific job responsibilities
 - Identification of co-workers within the job function and/or geographical assignment
 - Availability of communications
 - Location of work area
 - Identification of eating and sleeping arrangements as appropriate
 - Procedural instructions for obtaining additional supplies, services, and personnel
 - Identification of operational period work shifts
- ☐ Brief TOC staff on operating procedures for use of telephone, data and radio systems.
- ☐ Meet with other activated Section Coordinators to identify service/support requirements for planned and expected operations.



- ☐ Attend periodic briefing sessions conducted by the VCTC/SBCAG TOC Director.
- ☐ Brief the TOC Director on major problem areas that need or may require solutions.
- ☐ Conduct Logistics Section briefings and work to reach consensus for forthcoming operational needs.

ACTION PLANNING

- ☐ Participate in the VCTC/SBCAG TOC Director's action planning meetings.
- ☐ Prepare work objectives for the Logistics Section staff.
- ☐ Ensure a Communications Plan is developed for the TOC Action Plan, if needed.
- ☐ Following Action Planning meetings, ensure that orders for additional resources have been placed and are being coordinated within the VCTC/SBCAG TOC and field units.

DOCUMENTATION

- ☐ See Documentation and Reports in Common EOC Responsibilities.
- ☐ Open and maintain an Activity Log. (See **Appendix J: Activity Log (ICS 214) Form**).
- ☐ Provide personnel and equipment time records for the entire Section to the Finance Section at the end of each work shift.
- ☐ Develop a backup plan for all plans and procedures requiring off-site communications.

ONGOING ACTIVITIES

- ☐ Make a list of issues currently facing your Section to be accomplished within the next operational period.
- ☐ From Planning/Intelligence Section Coordinator, obtain and review incident reports and additional field operational information that may pertain to or affect Section operations.
- ☐ Meet with Finance/Administration Section Coordinator and review financial and administration support needs and procedures. Determine level of purchasing authority to be delegated to Logistics Section.
- ☐ Evaluate the need for psychological first aid (crisis counseling) for all affected personnel and arrange for counseling services/debriefings, as needed.
- ☐ Update status information with other sections as appropriate.
- ☐ Make sure that all contacts with the media are fully coordinated first with the Public Information Officer (PIO).

RESOURCES

- ☐ See Resources in Common EOC Responsibilities.
- ☐ Keep up to date on situation and resources.
- ☐ Identify the need for use of special resources.
- ☐ Identify service/support requirements for planned and expected operations.
- ☐ Oversee the allocation of personnel, equipment, services and facilities required to support emergency management activities.
- ☐ Resolve problems associated with requests for supplies, facilities, transportation, communications and food.
- ☐ Keep the County/ OA EOC, Logistics Coordinator, apprised of overall situation and status of resource requests.

SECTION SEVEN: EOC POSITION CHECKLISTS

7.13 Finance/Administration Section Coordinator VCTC/SBCAG TOC

VCTC/SBCAG TOC FINANCE/ADMINISTRATION SECTION COORDINATOR

SUPERVISOR: TOC Director

PRIMARY RESPONSIBILITIES:

- Supervise the financial support, response and recovery for the disaster/emergency; and activate the Disaster Accounting System. (See Disaster Accounting System in the Supporting Documentation).
- Pay and/or route invoices that are received.
- Maintain financial records of the emergency.
- Track and record all VCTC/SBCAG staff time.
- Process worker's compensation claims received at the TOC.
- Handle travel and expense claims.
- Providing administrative support to the TOC.
- Keep the TOC Director updated on all significant financial developments.
- Coordinate recovery data with the County/OA EOC.

**READ ENTIRE CHECKLIST AT START-UP AND
AT BEGINNING OF EACH SHIFT**

- ☐ See Common EOC responsibilities in addition to this checklist.

ACTIVATION

- ☐ Determine the operational status and appropriate level of activation based on situation as known.
- ☐ As appropriate, respond to the VCTC/SBCAG TOC.

ASSIGNMENTS/STAFFING

- ☐ Clarify any issues regarding your authority and assignment.
- ☐ Confirm that key Finance/Administration Section personnel or alternates are in the TOC or have been notified. Recall the required staff members necessary for the emergency.
- ☐ Request additional personnel for the Section to maintain a 24-hour operation as required.

NOTIFICATIONS

- ☐ Notify TOC Director when your Section is fully operational.

MEETINGS/BRIEFINGS

- ☐ Brief new or relief personnel in the Finance/Administration Section. Briefings should include:
 - Current situation assessment
 - Identification of specific job responsibilities
 - Identification of co-workers within the job function and/or geographical assignment
 - Availability of communications
 - Location of work area
 - Identification of eating and sleeping arrangements as appropriate



SECTION SEVEN: POSITION CHECKLISTS

- Procedural instructions for obtaining additional supplies, services, and personnel
 - Identification of operational period work shifts
- ☐ Meet with other activated Section Coordinators.
 - ☐ Attend periodic briefing sessions conducted by the TOC Director.
 - ☐ Meet with assisting and partner agency representatives as required. (Agencies that provide essential goods and services that VCTC/SBCAG may depend on during a disaster).

ACTION PLANNING

- ☐ Participate in the VCTC/SBCAG TOC Director's action planning meetings.
- ☐ Prepare work objectives for the Finance/Administration Section staff.
- ☐ Provide input in all planning sessions on finance and cost analysis matters.

DOCUMENTATION

- ☐ See Documentation and Reports in Common EOC Responsibilities.
- ☐ Open and maintain an Activity Log (See **Appendix J: Activity Log (ICS 214) Form**).
- ☐ Provide copies of the any reports to the Planning/Intelligence Section at end of each operational period.
- ☐ Ensure that all obligation documents initiated during the emergency/disaster are properly prepared and completed.
- ☐ Keep the General Staff apprised of overall financial situation.

ONGOING ACTIVITIES

- ☐ Make a list of key issues currently facing your Section to be accomplished within the next operational period.
- ☐ Organize, manage, coordinate, and channel any donations of money received during and following the emergency.
- ☐ Make recommendations for cost savings to the VCTC/SBCAG TOC Director and TOC staff.
- ☐ Interpret contracts/agreements and resolve claims or disputes within delegated authority.

RESOURCES

- ☐ See Resources in Common EOC Responsibilities.

APPENDICES

This page intentionally left blank.

APPENDICES

APPENDICES

Appendix A: SBCAG TEPP Assignments

POSITION	PRIMARY (Name and Position)	ALTERNATE (Name and Position)
SANTA BARBARA COUNTY/OPERATIONAL AREA EOC		
Transportation Seat Representative		
SBCAG TRANSPORTATION OPERATIONS CENTER (TOC)		
TOC Director		
PIO		
Liaison Officer		
Safety/Security Officer		
OPERATIONS		
Operations Section Coordinator		
PLANNING		
Planning/Intelligence Section Coordinator		
LOGISTICS		
Logistics Section Coordinator		
FINANCE		
Finance & Administration Section Coordinator		

This page intentionally left blank.

APPENDICES

Appendix B: VCTC TEPP Assignments

POSITION	PRIMARY (Name and Position)	ALTERNATE (Name and Position)
VENTURA COUNTY/OPERATIONAL AREA EOC		
Transportation Seat Representative		
VCTC TRANSPORTATION OPERATIONS CENTER (TOC)		
TOC Director		
PIO		
Liaison Officer		
Safety/Security Officer		
OPERATIONS		
Operations Section Coordinator		
PLANNING		
Planning/Intelligence Section Coordinator		
LOGISTICS		
Logistics Section Coordinator		
FINANCE		
Finance & Administration Section Coordinator		



This page intentionally left blank.

APPENDICES

Appendix C: Transit Operators Checklist

TRANSIT OPERATOR CHECKLIST		
PHASE	SUB-PHASE	ACTION
Prepare	Ready	<ul style="list-style-type: none"> Notified of an emergency or imminent emergency.
	Notify and Monitor	<ul style="list-style-type: none"> An emergency occurs potentially affecting transit operator's operations and facilities. Protect yourself and follow any safety procedures. Assess the situation and check for hazards. When safe, call 9-1-1 if emergency assistance is needed. Report any injuries or noticeable damage in your immediate area. Check on availability of communication channels (i.e. cell phone, radio, internet, satellite, text, email).
		<ul style="list-style-type: none"> Call 9-1-1 if assistance is needed and if not done so already.
		<ul style="list-style-type: none"> Establish communications with staff and with VCTC/SBCAG through available channels.
		<ul style="list-style-type: none"> Monitor and report on external sources of information including news reports, social media, first responder agencies and the city and/or County/OA EOC.
	Assess	<ul style="list-style-type: none"> Account for transit staff, visitors and contractors onsite, and staff offsite and determine if there are any injuries or fatalities. Assess transit facilities, vehicles, and infrastructure. <ul style="list-style-type: none"> Check for obvious structural damage. Gather reports of any visible damage to vehicles, facilities, or infrastructure.
	TEPP Activation	<ul style="list-style-type: none"> Based on assessment, make decision to activate TEPP. If TEPP is activated by transit operator or VCTC/SBCAG, notify transit operators and staff of the TEPP activation. Consider activation of transit operator's EOC. If transit is part of city operations, notify the city's Emergency Manager or designee of the situation. Consider requesting activation of the city's EOC if necessary. Notify other stakeholders of TEPP activation, as appropriate.
Respond	Manage Communicate Coordinate Plan	<ul style="list-style-type: none"> Determine status of communications systems and utilize any available systems. Inform all stakeholders of current situation. Account for number and locations of injuries and fatalities. Determine safety of personnel. Identify locations and extent of secondary events (fire, landslide, liquefaction, power outage, communication disruption, or dam failure). Assess transit facilities, vehicles, and infrastructure. <ul style="list-style-type: none"> Check for obvious structural damage.



PHASE	SUB-PHASE	ACTION
		<ul style="list-style-type: none"> – Gather reports of any visible damage to vehicles or facilities. – Identify and document damages. – Identify and document locations and estimated number of people injured: staff, drivers and riders. – Evacuate damaged facilities. • Determine status of roads, bridges and major surface streets affecting transit routes. • Determine impact to transit operations. <ul style="list-style-type: none"> – Evaluate need to change, augment or pause transit services. – Develop safety operations plan to ensure staff safety during emergency. • Determine resource needs and make any transit resource requests through VCTC/SBCAG. • Provide transit agency situation status information to VCTC/SBCAG. If transit operates within city government, provide situation status information and coordinate with the city emergency manager or designee or city EOC if activated. • Submit resource requests through established processes: <ul style="list-style-type: none"> – Non-city-affiliated transit operators may submit requests directly to VCTC/SBCAG. – City transit operator may submit requests to OEM/OES or to County/OA EOC if activated. • Coordinate with VCTC/SBCAG transit operations when they are serving as a transit communications hub for an incident either through their offices or via the Transportation Seat in the County/OA EOC if activated. • Maintain communications with VCTC/SBCAG to provide transit agency status information and to receive information from VCTC/SBCAG. • Ensure any transit services in support of emergency operations are properly documented: <ul style="list-style-type: none"> – Description of service provided – Vehicles involved with the emergency transit service – Fuel and supplies used – Dates and times emergency transit service operated – Transit operators working on the emergency – Personnel time records – Person and agency requesting the emergency transit service
Recover	Short-Term	<ul style="list-style-type: none"> • Ensure detailed damage assessments are conducted of transit facilities and vehicles. • Record and quantify damaged vehicles and facilities. • Submit for disaster reimbursement if appropriate. • Prioritize short-term and long-term recovery tasks for repairs/replacements. • Ensure the repair or replacement of damaged vehicles and equipment.
	Long-Term	<ul style="list-style-type: none"> • Develop a long-term recovery plan to return to normal operations. • Implement and complete long-term recovery projects.

APPENDICES

PHASE	SUB-PHASE	ACTION
Prevent/ Mitigate	Debrief/Hot Wash AAR/Lessons Learned	<ul style="list-style-type: none"> • Participate in VCTC/SBCAG debriefing (Hot Wash). If transit is part of the city government, you may also be asked to participate in the city's debrief/Hot Wash.
	Mitigation/ Prevention	<ul style="list-style-type: none"> • Check fuel supply. • Maintain and check backup generators. • Maintain contingency vehicles if available. • Consider implementing backup communication systems such as radios and satellite phones. • Regularly conduct drills, training, and exercises with transit staff. • Participate in emergency training with VCTC/SBCAG and OES/OEM when requested. • Maintain relationships with key contacts to ensure they have the most current contact information. • Update contact information as required.



This page intentionally left blank.

APPENDICES

Appendix D: Public Information Officer Support Documents

THE PUBLIC INFORMATION OFFICER (PIO) SUPPORT DOCUMENTS

VCTC/SBCAG and the transit operators have a responsibility for providing the public with accurate, timely, and consistent transit information in an emergency. Informing the public is a special priority during emergency incidents, and the public expects timely information about the emergency.

The objectives of the Emergency Public Information Officer are to:

- Provide the media and the public with accurate, timely transit information and its impact on transit services.
- Ensure incident-specific transit information released to the public is verified through the JIC, if activated.

To meet these objectives, public information officers (PIOs) at all levels must work together and with media representatives. PIO collaboration and coordination is best accomplished through operating in the County/OA EOC's JIC. The PIO team should:

- Provide a PIO planning/work area in or near VCTC/SBCAG TOC.
- Establish a Media Information Center for briefing the news media.
- Establish a rumor control function to respond to public and media inquiries.

Any public information materials are to be developed with inclusionary messaging, meaning that the documents should be provided in accessible formats and integrate the needs of persons with disabilities.

PIO team should use multiple delivery methods to ensure maximum coverage to all population groups, such as social media (Facebook, Twitter, Nixle, NextDoor).

The **primary role** of the VCTC/SBCAG PIO is to disseminate critical transit information through the media to the public.

A **secondary function** is to provide the public (through the media) with accurate and complete information regarding potential short or long-term impacts to transit services, if known. For large incidents or incidents involving numerous response agencies, PIOs from all responding agencies should combine to form a public information team under the direction of the County PIO or JIC Manager.

EMERGENCY PHASE

During this phase the public information system is mobilized to provide public information of a pending hazard or to respond to media and public inquiries. VCTC/SBCAG TOC PIO should focus on how transit services may be impacted by the hazard.

Rumor Control

VCTC/SBCAG PIO should monitor all forms of media to correct incorrect information related to transit services and to respond to direct public and media inquiry.



MEDIA INFORMATION

Joint Information Center or Media Center

Media accommodation begins with access to the scene through a Joint Information Center or Media Center. It is important to remember that the media is an important element of emergency response as they can provide critical information to the Incident Commander/EOC Director and staff as well as the public.

VCTC/SBCAG TOC PIO should be prepared to participate in a JIC or Media Center and to provide information on:

- Transit response activities and the impact to transit services.
- On the status of the transit system and procedures to follow while using transit services and information on accessing paratransit services.

A Joint Information Center should be established when multiple jurisdictions, agencies and level of government are involved in the response. The PIOs at the Joint Information Center will employ the Joint Information System to share and coordinate public information, whether formally or informally, to ensure delivery of accurate and timely information the public needs and wants.

Media Identification

Provisions for press passes should be determined before an incident occurs. Generally, the law enforcement agency issues press passes to representatives from legitimate news gathering agencies. Provisions for a system of temporary press passes should be addressed to cover the occasion when legitimate journalists arrive on the scene of a major incident.

As a general guideline, any person employed by a news gathering agency, be it newspaper, wire service, television or radio station, or as a freelance journalist or photojournalist, is authorized access to disaster areas under Penal Code section 409.5 (d) or PC 409.6(d). Generally, media representatives should not be admitted to National Defense Areas such as the crash site of a military aircraft (66 Ops. Cal. Atty. Gen. 497(1983).

Other means of identification are Media Vehicle Placards and Press Photographer license plates (California vehicle Code Section 5008). The Department of Motor Vehicles, Special Plate Section states in part:

"Any person who is regularly employed or engaged as a bona fide newspaper, newsreel, or television photographer or cameraman may apply for press photographer's plates. No more than one set of the special plates will be issued to a press photographer. Photojournalists must derive more than 50% of their personal income as a press photographer from a bona-fide news organization."

These plates can be identified by the letters PP inside a triangle shaped shield, followed by a number. These vehicle identification plates serve only to identify the vehicle as the property of a media representative and all persons inside the vehicle should be properly identified.

News Conferences and Briefings

The Media Information Center should be able to accommodate all media representatives during news conference briefings. State policy allows all media representatives equal access to information

APPENDICES

developed for release. Physical access to the media center and site could be controlled or restricted. If access is controlled or restricted, public safety personnel at perimeter/barriers must be instructed in these procedures. For access within police and fire lines, media representatives must have valid "authorized" media identification issued by public safety agency or authorization on company letterhead (67 Ops.Cal.Atty.Gen.535 (1984)).

Media briefings and press conferences should be conducted on a regular or "as needed" basis. In preparing for briefings and press conferences, PIOs should:

- Arrange for an official spokesperson.
- Announce briefings times to all media.
- Arrange media tours, if such action will not hinder response efforts. (Coordinate with the Liaison officer.)
- Conduct tours for media pool representatives as needed.

PIOs should ensure that all information available for release is clear, concise, confirmed, and approved by appropriate authority before released to the media or public. PIOs should not release unconfirmed information or speculate. Information, which is not confidential, would not hamper an investigation or jeopardize the rights and safety of an individual can and should be released.

Media Pools

The media should be allowed reasonable access. If restrictions or limitations are unavoidable, a "pool" system may be used to avoid congestion. Journalists on the scene should be permitted to select representatives from each medium (radio, television, newspaper, wire service, magazine, video, and still photographers). They should also consider selecting representatives from each level of coverage (local, regional, national, and international). These are then escorted into the area. These representatives will then share all information, photographs and video/audio tape with other accredited journalists. Only journalists present when the pool is activated should be allowed access to pool material. A sign-up sheet may be used to record participants.

When access by the media must be denied or severely restricted, a valid explanation must be provided. The media pool is seen as a restriction placed on the media and coverage of the news. Media pools should be considered only as a last resort. Media representatives must be reasonably accommodated at disaster scenes.

Journalists selected as pool members must be willing and able to meet deadlines and share video, audio or still coverage, in a timely manner to all entitled to material generated by the media pool. Journalists not assigned to the media pool must obey lawful orders of public safety officers. Once the media pool is formed, only authorized pool members may have access to the immediate scene while access is limited.

Media Access Photo Sites (MAPS)

Media Access Photo Sites (MAPS) should be established for photojournalists to provide visual access. MAPS are specific locations designated for use by still and video media to provide visual access to emergency, crime, and hazardous materials scenes. The MAPS should be identified and established as a priority by the PIO or knowledgeable representative of the Incident Commander.

Criteria considered in identifying locations for Media Access Photo Sites:



- The site should be as close as possible to the incident yet not interfere with the operation of public safety officers or compromise the safety of media representative.
- The location should be chosen to give the best visual access to all areas of interest associated with the incident.
- The need to locate video trucks and support equipment as close as possible for technical reasons should be considered.

Journalists will have access to the media photo site; however, all media briefings and interviews should be conducted at the Media Information Center near the Command Post or VCTC/SBCAG TOC.

If incident falls under the jurisdiction of the National Transportation Safety Board (NTSB), the media photo site should be activated immediately by the PIO Function. The law enforcement agency will act as the investigator's agent when restricting access. They will decide on access. Officers are urged to treat the area as a crime scene, even though the incident may not have been the result of an obvious criminal act. Media photo sites should be placed outside the immediate crime scene area(s).

POST-EMERGENCY PHASE

Recovery

Information will continue to be released after termination of the emergency. This will include information on clean-up, possible health effects, traffic reports, restoration of essential services, extent of damage, and available assistance programs available. It is the responsibility of the PIO to:

- Advise the public of transit recovery efforts
- Provide for public meetings to address public concerns, as needed.
- Continue monitoring public attitudes and revise public information strategies accordingly.
- Reduce tension by issuing news releases on a regular basis.
- Record and evaluate transit actions taken during incident for after action report.
- Consider contacting the media for their input into the After-Action report.
- Ensure that the PIO has business cards with phone numbers to give to media.

EMERGENCY STATUS INFORMATION

- ☐ Before release, clear all information with the VCTC/SBCAG TOC Director.
- ☐ Verify all information before release with the JIC, if activated.
- ☐ Provide all hotline numbers, if any.
- ☐ Description of VCTC/SBCAG response efforts (evacuation assistance and availability of transit services and paratransit services).

APPENDICES

MEDIA RELATIONS DOS AND DON'TS

DO...	DON'T...
<ul style="list-style-type: none"> • Prepare a fact sheet/FAQs • Assume you're being recorded • Respect reporters' and publications' deadlines • Let reporters know how to reach you • Set – and stick to – expectations for updates (on the hour, every two hours, etc.) • Speak officially; facts only • Remember your tone and project confidence • Give the whole story • Treat all reporters equally • Highlight your priorities (safety of community, family reunification, donations, volunteers, etc.) • Say "I don't know," if you do not have information readily available; then set time frame for follow up when you do know • Be accessible to reporters; return calls promptly • Prepare and/or suggest positive story ideas related to the response, i.e. how VCTC/SBCAG just participated in an exercise, drill or training with this exact same scenario • Offer tours or support information • Think and speak in "soundbites" or quotes • Listen to the question; clarify to make sure you are answering what is asked • Practice your talking points; if necessary, issue written talking points in advance of your briefing • Anticipate questions • Correct misinformation and mistakes ASAP (reporters and your own) • Remember you are the expert • Know the law regarding media 	<ul style="list-style-type: none"> • Lie. Ever. • Fake it, speculate, assume or guess • Go "off the record" • Say "no comment" • Use industry slang or terminology • Make flippant remarks • Offer personal opinions or comment on hypothetical situations • Tell one news agency what another is doing • Wear sunglasses on camera • Fill the "pregnant pause" • Put down your detractors • Argue with the press • Try to say everything at once • Answer hypotheticals • Say "Ah" or "Um" • Respond to emotional appeals with emotion • Send a news release unless it's newsworthy • Break the connection

Speak only for VCTC/SBCAG.

- Arrange for meetings between the media and incident (field) personnel.
- Make sure telephones, coffee, etc., are available for media representatives if possible.
- Try to stay with your prepared statement.
- Stay cool; don't let questions unnerve you.
- Be direct and **only** comment on what you know - **DO NOT SPECULATE!**
- Have information release policy pre-set with EOC Director.
- Try to make the media your friend-they can either help or hinder your operation.



This page intentionally left blank.

APPENDICES

Appendix E: Access and Functional Needs Considerations Support Documents

ACCESS AND FUNCTIONAL NEEDS CONSIDERATIONS

The following information is provided to assist the VCTC/SBCAG to better meet the needs of persons who have limitations in the areas of seeing, hearing, speaking, moving, breathing, understanding, and learning.

For the purposes of emergency preparedness and response, “needs” are organized into 5 categories: **C**-Communication, **M** - Medical, **I**-Independence, **S**-Supervision and **T**-Transportation (C-MIST).

Communication: This category includes people who have limited or no ability to speak, see, hear, or understand. During an emergency, people with communication needs may not be able to hear announcements, see signs, understand messages, or verbalize their concerns.

Medical: People in this group require assistance in managing activities of daily living such as eating, dressing, grooming, transferring, and going to the toilet. It includes managing chronic, terminal or contagious health conditions (such as ongoing treatment and administration of medications, IV therapy, catheters, tube feeding, dialysis, oxygen, and operating life-sustaining equipment). During an emergency, people may be separated from family and friends. Early identification of these needs and intervention can avoid deterioration of health.

Independence: This includes people who can function independently if they have their assistive devices and/or equipment. Items consist of mobility aids (such as wheelchairs, walkers, canes, crutches); communication aids; medical equipment (such as catheters, oxygen, syringes, medications); and service animals. Individuals may become separated from their assistive equipment and/or animals in an emergency. Those at risk whose needs are recognized and restored early are can maintain their independence and manage in mass shelters. Effectively meeting their functional needs prevents secondary complications.

Supervision: People with supervision needs may include those who have psychiatric conditions (such as dementia, Alzheimer, Schizophrenia, depression, or severe mental illness); addiction problems; brain injury or become anxious due to transfer trauma. During an emergency, some people with mental illness may be able to function well while others require a more protected and supervised setting.

Transportation: Emergency response requires mobility and this category includes people who are unable to drive because of disability, age, temporary injury, poverty, addiction, legal restriction, or have no access to a vehicle. Wheelchair accessible transportation may be necessary. Pre-planning evacuation needs helps prevent chaos during an emergency and many people can function independently once evacuated to safety.



FUNCTIONAL PLANNING AREAS TO CONSIDER³⁶

COMMUNICATIONS

Any emergency hotline or information service created for an emergency or disaster should include TTY/TDD (text telephone, also known as telecommunication device for the deaf) numbers, when available, or the instruction “TTY callers use relay.” Make sure the same information is provided by the official spokesperson and is used on television and radio.

Frequently repeat the most essential emergency information in a simple message format that those with cognitive disabilities can follow.

Provide information in alternate formats (e.g. Braille, audio recording, large font, text messages, e-mails, etc.) whenever possible ahead of time based on the needs of the population.

Ensure that web-based information is accessible. Web accessibility is based on the principle that no potential website visitors, including those with varied disabilities, should be precluded from accessing content or services the site provides. This is especially important when it comes to helping the public take self-preserving actions based on emergency management information.

When designing the website, be certain it meets accessibility standards so that the information will be available to all visitors, including people with disabilities. The following are recommendations for compliance:

1. Avoid hidden texts/sections
2. Avoid pop-ups
3. Tags on images must be used
4. Use large print since small print is not in compliance (18 point is recommended)
5. Avoid Flash media

WARNING AND NOTIFICATION

Many traditional emergency notification methods are not accessible to or usable by people with disabilities. People who are deaf or hard of hearing cannot hear radio, television, sirens, or other audible alerts. Those who are blind or who have low vision may not be aware of visual cues, such as flashing lights. Often, using a combination of methods will be more effective than relying on one method alone. For instance, combining visual and audible alerts will reach a greater audience than either method would by itself. Use telephone calls, auto-dialed TTY (teletypewriter) messages, text messaging, E-mails, and even direct door-to-door contact with pre-registered individuals.

Local TV stations and cable TV providers should also use open captioning for emergency communications.

EVACUATION

Individuals with disabilities will face a variety of challenges in evacuating, depending on the nature of the emergency. People with a mobility disability may need assistance leaving a building without a

³⁶ American with Disabilities Act, *An ADA Guide for Local Governments – Making Community Emergency Preparedness and Response Programs Accessible to People with Disabilities*, <https://www.ada.gov/emergencyprepguide.htm>, June 10, 2019

APPENDICES

working elevator. Individuals who are blind or who have limited vision may no longer be able to independently use traditional orientation and navigation methods. An individual who is deaf may be trapped somewhere unable to communicate with anyone because the only communication device relies on voice. Procedures should be in place to ensure that people with disabilities can evacuate the physical area in a variety of conditions and with or without assistance. Special evacuation considerations include:

Durable Medical Equipment (DME)

In the past, people with disabilities were sometimes forced to leave expensive DME (augmentative communication devices, wheelchairs, walkers, respirators, etc.) at airports, bus loading areas, shelters, etc. Individuals should not be separated from their DME.

1. Tag all DME not easily replaced or that must be left behind with the owner's name.
2. Attempt to return a DME to an owner as soon as possible. Use systems similar to posting missing children's photos on specific web sites.

Service Animals

Service animals are not household pets and a person with a disability accompanied by a service animal may not be segregated in any public accommodation. While you cannot unnecessarily segregate persons who use service animals from others, you may consider the potential presence of persons who, for safety or health reasons, should not be with certain types of animals.

Many people with disabilities are utilizing service animals to maintain their independence in the community. The Americans with Disabilities Act provides protection and guidelines in the use of service animals in public places and workplaces. Like DME, service animals must remain with their owners. In addition, the jurisdiction needs to be prepared to provide food, water, and relief areas for service animals.

Here is a partial listing of service dog types:

1. Guide Dog or Dog Guide - assist people with visual impairments.
2. Mobility Dog - retrieve items, open doors, push buttons, also assisting people with disabilities with walking, balance, and transferring from place to place.
3. Hearing Alert - assist people with a hearing impairment to sounds.
4. Seizure Alert/Seizure Response also known as Medical Alert – alerts to oncoming seizures and is trained to respond to seizures such as get help or stay with the person.
5. Medical Alert/Medical Response - alerts to oncoming medical conditions, such as: heart attack, stroke, diabetes, epilepsy, panic attack, anxiety attack, or post-traumatic stress disorder.

Note: Not all people accompanied by a service animal have visible disabilities. Examples are: hearing, epilepsy, visual, heart disease, and physiological/emotional conditions. Lack of a visible disability cannot be used as justification for turning away a service animal.

Some, but not all, service animals wear special collars and harnesses. Some, but not all, are licensed or certified and have identification papers. If you are not certain that an animal is a service animal, you *may* ask the person who has the animal: "Is this a service animal required because of a disability?" However, you *may not* ask if it is a service animal for any particular disability.



An individual may not be carrying documentation of his or her medical condition or disability. Therefore, such documentation cannot be required as a condition for providing service to an individual accompanied by a service animal. You may not insist on proof or certification before permitting the service animal to accompany the person with a disability.

You may exclude any animal, including a service animal, from your facility when that animal's behavior poses a direct threat to the health or safety of others. For example, any service animal that displays vicious behavior towards other guests or customers may be excluded.

Although a public accommodation may exclude any service animal that is out of control, it should give the individual with a disability who uses the service animal the option of continuing to enjoy its goods and services without having the service animal on the premises.

APPENDICES

Appendix F: TOC Action Planning Support Documents

TOC ACTION PLANNING

ACTION PLANNING

The Action Planning process is an essential VCTC/SBCAG TOC tool, particularly in managing sustained emergency operations.

It is important that VCTC/SBCAG organizational goals are maintained and pursued as determined by Management. For the Management Section to draft appropriate goals, it must have a good understanding of the current situation and some idea of where the situation is going. They need to know not only what has happened in the last shift (operational period), but also what is likely to occur in the next and future shift. **The overall Action Plan should be developed by the Planning/Intelligence Section and approved by the TOC Director.**

Once the Action Plan has been approved, the Management Section shall determine the strategic goals for the next operational period. These may or may not be different from the operational goals from the last period. This short list of organizational goals must be verifiable and measurable.

Once the VCTC/SBCAG goals are set, they should be communicated to the other TOC sections.

SUMMARY OF ACTIVITIES BY SECTION

MANAGEMENT	<ul style="list-style-type: none">• Sets goals and priorities.• Approves Action Plan
PLANNING/INTELLIGENCE	<ul style="list-style-type: none">• Presents the verbal Action Plan or the situation status report.• Prepares Action Plan (document).• Collects, analyzes, and displays information in the VCTC/SBCAG TOC.• Compiles Action Plan.
OPERATIONS	<ul style="list-style-type: none">• Determines and executes tactics to achieve goals.
LOGISTICS	<ul style="list-style-type: none">• Determines how it will support operations.
FINANCE/ADMINISTRATION	<ul style="list-style-type: none">• Determines how it will support operations.

ACTION PLANNING

Action planning is based around the use of an operational period. Typically, entities use 12-hour shifts. An operational period may equate to a 12-hour shift or there may be multiple shifts incorporated into one operational period.

Operational periods should not be confused with staffing patterns or shift change periods. They may be the same but need not be.

The initial Action Plan may be a verbal plan put together in the first hour after TOC activation. It is usually done by the TOC Director in concert with the general staff. Once the TOC is fully activated, Action Plans should be written.



Action Plans should not be complex or create a time-consuming process. The format may vary somewhat within TOC levels, but the Action Plan should generally cover the following elements:

- Listing of objectives to be accomplished (should be measurable)
- Statement of current priorities related to objectives
- Statement of strategy to achieve the objectives (identify if there is more than one way to accomplish the objective, and which way is preferred)
- Assignments and actions necessary to implement the strategy
- Operational period designation: the time frame necessary to accomplish the actions
- Organizational elements to be activated to support the assignments (also, later Action Plans may list organizational elements that will be activated during or at the end of the period.)
- Logistical or other technical support required
- GIS data, including incident maps
- Rosters and assigned positions
- Meeting schedule
- Safety message
- Short-term weather forecasts

FOCUS OF THE ACTION PLAN

The primary focus of the TOC Action Plan should be on VCTC/SBCAG and transit issues. The plan sets overall objectives for the VCTC/SBCAG and establishes VCTC/SBCAG priorities as determined by the TOC Director. It can also include mission assignments, provide policy and cost constraints, and include inter-agency considerations, etc.

THE PLANNING “P” TOOL (Found at the end of this appendix)

The Planning “P” is a guide to the process and steps involved in planning for an incident.

The Start of Each Planning Cycle

Phase 1: Understand the Situation

- **Initial Assessment:** Planning begins with a thorough size-up that provides information needed to make initial management decisions. The Action Plan provides Management staff with information about the incident situation and the resources allocated to the incident.
- **Incident Briefing:** The TOC Director and/or the Planning/Intelligence Section Coordinator briefs TOC staff on the information that is currently known about the event.

Phase 2: Establish Objectives

- **Setting Incident Priorities:** The TOC Director with input from the General Staff establishes incident priorities and General Objectives for the incident.
- **Section Meetings:** Each Section Coordinator will meet with their staff and develop Section-specific objectives to accomplish the TOC priorities and General Objectives for the Operational Period. Each Section will fill out the appropriate page in the Action Plan for their specific Section. Objectives should be Specific, Measurable, Attainable, Realistic and Time Oriented (SMART).

APPENDICES

Phase 3: Develop the Plan

- **Prepare for the Planning Meeting:** The Planning/Intelligence Section will compile all of the Section Objectives submitted by each Section Coordinator and have it ready for the Planning Meeting.

Phase 4: Prepare and Disseminate the Plan

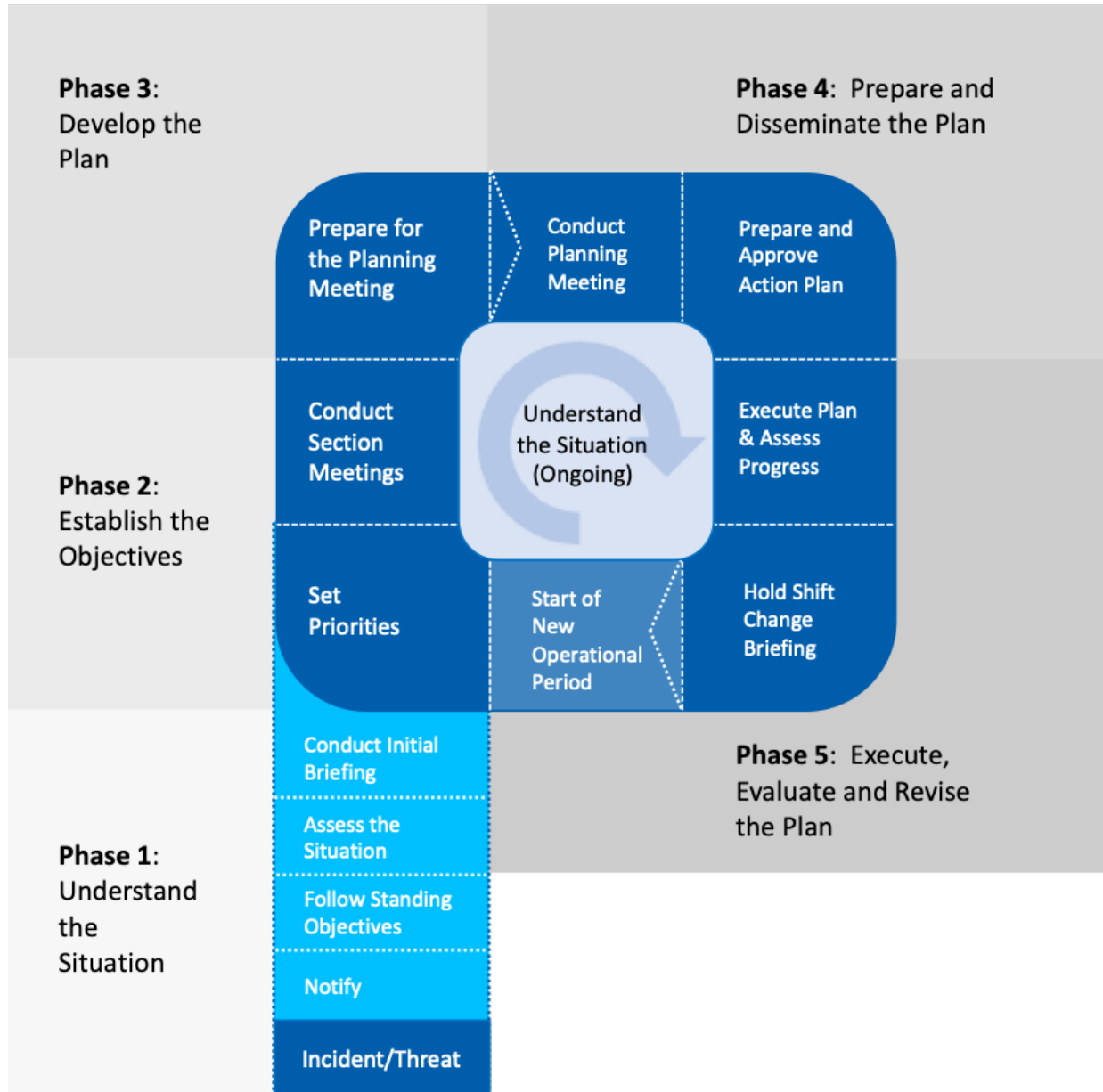
- **Planning Meeting:** Management and General Staff attend the Planning Meeting to review and validate the Action Plan. The Planning/Intelligence Section Coordinator facilitates this meeting. The Agenda for the Planning Meeting is:
 - Give situation and resource briefing; conduct planning meeting – Planning Intelligence Coordinator
 - Provide priorities and policy issues – TOC Director
 - Provide Section Objectives – Management and General Staff
 - Provide a status on resources – Logistics Section Coordinator
 - Provide a Safety & Security Briefing – Safety/Security Officer
- **Finalize, approve and implement the EOC Action Plan** – Planning/Intelligence Section Coordinator finalizes the Action Plan, TOC Director approves the Action Plan, Management and General Staff implement the Action Plan.

Phase 5: Execute, Evaluate and Revise the Plan

- **Shift Change Briefing:** The Shift Change Briefing is conducted at the beginning of each Operational Period.
- **New Operational Period Begins:** After the Shift Change Briefing a new Operational Period begins and the Action Plan process starts all over.



PLANNING “P” TOOL



APPENDICES

Appendix G: Emergency Accounting Support Documentation

EMERGENCY ACCOUNTING RECORDS

(For more detailed information, please refer to the Disaster Reimbursement document in the Annexes of this Plan).

When an emergency impacts VCTC/SBCAG, employees who are assigned to the emergency or incident are to use the appropriate disaster codes established by the Finance Section to differentiate regular work from tasks associated with the disaster response. The use of these numbers will enable VCTC/SBCAG to collect, sort, and document costs associated with the disaster/emergency.

The purpose of separate accounting for these costs is to obtain sufficient backup data in the event the VCTC/SBCAG qualifies for federal and/or state assistance.

Obtaining federal and state assistance requires VCTC/SBCAG to collect and retain a broad range of original documents that clearly demonstrate they were used for the disaster including:

- Employee timecards showing hours (regular and overtime) worked and which indicate the type and location of work.
- Use of VCTC/SBCAG-owned equipment supported by equipment identification, dates and number of hours used each day, location, and purpose of equipment use.
- Use of VCTC/SBCAG-owned supplies supported by a reasonable basis for determining costs, why material was necessary, and location of where the material was used.
- Purchases of material supported by invoices showing quantity, description, unit cost, where, when, and how material was used.
- Rental of equipment supported by invoices identifying the type and description of equipment, rate per hour indicating with or without operator, dates, and hours used each day, where, and why equipment was used.
- Invoices for work performed by contract must provide detailed breakdown of cost, where, when, and why the work was performed.

The above records and documentation must be retained for **AT LEAST THREE YEARS** from the date of final settlement of claim.



DISASTER ACCOUNTING DO'S AND DON'TS

DO:

- Record all regular and overtime hours **WORKED**.
- Write on time record location and description of work performed.
- Charge vehicles and equipment used, when and where they were used.
- Charge equipment rentals and outside contracts to the appropriate charge points.
- Document how contracts were awarded.
- Place limits on contracts with, "Amount not to exceed."
- Use terms such as "Assess risk to public Health and Safety" instead of "Survey damage."
- Use terms such as "Direct", "Control", "Assign", and "Dispatch" instead of "Administer."
- Report all damage to Finance Section.
- Keep all records and unit logs accurately and up to date.
- Ask questions of the Finance Section for clarifications.

DO NOT:

- Order **everyone** to charge **all** time to the incident. Only charge those people and hours **WORKED**.
- Charge stand-by time to the disaster only if was incurred in preparation for and directly related to actions necessary to save lives and protect public health and safety.
- Charge manager overtime to the disaster unless VCTC/SBCAG has a Management Overtime policy in place before the disaster. If VCTC/SBCAG/transit operator does compensate manager overtime, **DO** record this time.
- Use terms such as "Damage Survey," do use "Assess for risk to health and safety."
- Use the term "Administer" in place of "Direct," "Control," "Assign," or "Dispatch."
- Assume damage to a VCTC/SBCAG/transit operator facility is not recoverable. It may be but let the assistance agencies make that decision.
- Throw away records.
- Forget to ask questions.

NOTE:

Although current FEMA regulations do not allow recovery of straight time for emergency response activities (Categories A and B), **record it anyway**. (Participating in the Public Assistance Alternate Procedures program will allow for Category A, Debris Removal, straight time). Allocation for straight time shall be charged to your home function (program) covering categories A and B. VCTC/SBCAG can recover straight time for other categories and in some cases where we assist other agencies, therefore charge all **Force Account Labor** to the disaster function (program).

APPENDICES

Appendix H: EOC Change of Shift Briefing Form

EOC CHANGE OF SHIFT BRIEFING WORKSHEET		
Section:		Position: Section Coordinator
Operational period	Date:	<input type="checkbox"/> Initial <input type="checkbox"/> Update <input type="checkbox"/> Final
For shift from	AM to PM	or from PM to AM
Off-going employee:		Relief Employee:
Disaster name:		
EOC Director:		
Section Coordinator:		
Description of problem:		
Cause:		
Area involved:		
Injuries (unofficial)		
Deaths (unofficial):		
Est. \$ public damage:		
Est. \$ private damage:		
Current threat:		
Status of incident(s):		
Other jurisdiction(s) involved:		
Staging location:		
Weather situation:		
Your assigned task:		
Your EOC phone #:		
Equipment assigned to you:		
Equipment available at:		
Meals available at:		
Medical care available at:		
Lodging available at:		
Supplies available at:		
Fuel available at:		
Autos available from:		
Other information:		



This page intentionally left blank.

APPENDICES

Appendix I: EOC Check-In Form

EOC CHECK-IN LIST

[illegible]

This page intentionally left blank.

APPENDICES

Appendix J: Activity Log (ICS 214) Form

[illegible]

ACTIVITY LOG



[illegible]

APPENDICES

Appendix K: EOC Action Plan Form (TOC for VCTC/SBCAG)

EOC ACTION PLAN			
Disaster/Event Name:		Date	Time Prepared:
Plan Prepared by:			
Plan Reviewed by: (Plans/Intel Coordinator)			
Plan Approved by: (EOC Director)			
Operational Period:	From:	To:	Page 1 of ____
VCTC/SBCAG Priorities: 1. 2. 3. 4.			
Current Situation Summary:			
•			
•			
•			
•			
•			
•			
Major Events/Incidents:			
•			
•			
•			
•			
•			
•			
Safety Issues:			
Resources Needed:			
•			
•			
•			
•			
•			



[illegible]

APPENDICES

EOC ACTION PLAN – SECTION OBJECTIVES

Page 3 of __

Section Objectives for Period # __

(Date and Time) _____

#	Objective	Branch/Unit/ Position	Est Completed Date/Time
Management			
1			
2			
3			
Operations Section			
1			
2			
3			
4			
5			
Planning & Intelligence Section			
1			
2			
3			
Logistics Section			
1			
2			
3			
Finance Administration			
1			
2			
3			

Attachments:

- ☐ Organization Chart ☐ Incident Map ☐ Safety Plan ☐ Maps
☐ Medical Plan ☐ Operating Facilities Plan ☐ Communication Plan ☐ Other _____
☐ Telephone Numbers ☐ Weather Forecast ☐ Transportation Plan ☐ Other _____

Based on situation and resources available, develop an Action Plan for each Operational Period.



EOC ACTION PLAN – ORGANIZATION ASSIGNMENT LIST

Page 4 of __

1. Incident Name	2. Operational Period (Date/Time)		
	From:	To:	
3. Management Section	4. Name	5. Operations Section	6. Name
EOC Director		Ops Section Coordinator:	
Public Info. Officer:			
Liaison Officer:			
Safety/Security Officer:			
7. Planning Section	8. Name	9. Logistics Section	10. Name
Plans Section Coord.		Logistics Section Coord.	
11. Finance Section	12. Name	12. Agency Representatives	13. Name
Finance Section Coord.			
14. Prepared By: (Resources Unit)		Date/Time	

APPENDICES

EOC RADIO COMMUNICATIONS PLAN

Page 5 of __

Incident Name:	Date Prepared:	Time Prepared:
Operational Period Date: From: To:	Operational Period Time: From: To:	

Basic Radio Channel Utilization

Assignment	Function	System	Channel/ Frequency	Designated Check-in Time	Remarks
Prepared By:		Title:		EOC Position:	
Approved By:		Title:		EOC Position: Logistics Sections Coordinator	
COMMUNICATIONS PLAN					



This page intentionally left blank.

APPENDICES

Appendix L: SBCAG Transit Summary Status Form



Status ☐ Normal ☐ Under Control ☐ Help Needed

Prognosis ☐ Improving ☐ Stable ☐ Worsening

Event
Name/Type: _____

Last
Update: _____

TRANSIT AGENCY	CHK-IN <input checked="" type="checkbox"/>	STATUS		DETAILS, COMMENTS	AS OF (Date/Time)
		PAST 24 HOURS	OPEN/ CLOSED		
BREEZE (SMAT)		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Open Closed		
CLEAN AIR EXPRESS		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Open Closed		
COLT		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Open Closed		
CO. OF SANTA BARBARA TRANSIT- CUYAMA TRANSIT		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Open Closed		
EASY LIFT		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Open Closed		
GUADALUPE TRANSIT		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Open Closed		
LOSSAN RAIL CORRIDOR		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Open Closed		
GREYHOUND		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Open Closed		
METROPOLITAN TRANSIT DISTRICT		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Open Closed		
SLORTA – ROUTE 10		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Open Closed		
SMOOTH		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Open Closed		
SANTA YNEZ VALLEY TRANSIT		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Open Closed		
		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Open Closed		
		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Open Closed		



This page intentionally left blank.

APPENDICES

Appendix M: VCTC Transit Summary Status Form



Status ☐ Normal ☐ Under Control ☐ Help Needed



















Prognosis ☐ Improving ☐ Stable ☐ Worsening

Event Name/Type: _____

Last Update: _____

TRANSIT AGENCY	CHK-IN <input checked="" type="checkbox"/>	STATUS		DETAILS, COMMENTS	AS OF (Date/Time)
		PAST 24 HOURS	OPEN/ CLOSED		
CAMARILLO AREA TRANSIT		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Open Closed		
DIAL-A-RIDE		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Open Closed		
GOLD COAST TRANSIT		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Open Closed		
GO ACCESS		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Open Closed		
HELP OF OJAI		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Open Closed		
KANAN SHUTTLE		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Open Closed		
MOORPARK TRANSIT		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Open Closed		
PARATRANSIT & SENIOR DIAL-A-RIDE		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Open Closed		
OJAI TROLLEY		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Open Closed		
SIMIT VALLEY TRANSIT		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Open Closed		
DIAL-A-RIDE		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Open Closed		
THOUSAND OAKS TRANSIT		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Open Closed		
DIAL-A-RIDE		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Open Closed		
VALLEY EXPRESS		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Open Closed		
DIAL-A-RIDE		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Open Closed		



VCTC INTER-CITY TRANSIT			Open Closed		
CONNECT CITY-TO-CITY			Open Closed		
METROLINK			Open Closed		
AMTRAK			Open Closed		
GREYHOUND			Open Closed		
			Open Closed		
			Open Closed		
			Open Closed		
			Open Closed		
			Open Closed		
			Open Closed		
			Open Closed		
			Open Closed		
			Open Closed		
			Open Closed		
			Open Closed		
			Open Closed		
			Open Closed		

APPENDICES

Appendix N: Resource Request Form

RESOURCE REQUEST FORM				
Priority:	<input type="checkbox"/> Critical/Life Safety	<input type="checkbox"/> Urgent	<input type="checkbox"/> Routine	
STEP ONE: Section below to be filled out by the requesting agency/dept.				
Resource Requested:				
Resource Requested by:		Agency/Dept:		
Phone of Requestor:				
Duration Needed:				
Staging/Delivery Location:		Delivery Contact:		
Latest Acceptable Delivery: (Date / Time)				
Purpose / Use:				
Suggested Source(s):				
Form Prepared By:		EOC Position:		
Approval by Section Coordinator:	Signature:			
Filled By Operations?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Send to Logistics?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
STEP TWO: Section below to be filled out by supplying agency/dept. or Logistics				
Resource Ordered From:				
Vendor/Agency Address:				
Vendor/Agency Contact Person:		Phone:		
Date Ordered:		Time Ordered:		
Estimated Date/Time of Arrival:		Inv/Resource Order #:		
Comments:				
Initialed By Operations:		Logistics:		Finance:



This page left intentionally blank.

APPENDICES

Appendix O: County/OA EOC Activation Levels and VCTC/SBCAG Tasks

County/OA EOC Activation Level	VCTC/SBCAG Tasks
Level 4 Monitoring Level	<ul style="list-style-type: none"> • Provide single point of contact for County OEM/OES • Inform key VCTC/SBCAG staff of the Monitoring Level situation • Participate in County OEM/OES briefings, as needed • Gather status and capability information from transit providers, if needed • Provide transit information to County OEM/OES • Inform transit providers of the situation and provide a single point of contact for them to call if they have questions • Consider readying the VCTC/SBCAG TOC, in case the situation grows • Review appropriate checklists in Section 7 of this plan
Level 3 (Enhanced Activation)	<ul style="list-style-type: none"> • All of the tasks listed above in addition to the ones listed below • Confirm the mode of communication with County OEM/OES (phone, cell phone, radio, email, etc.) • Determine with County OEM/OES if they will be reaching out to transit providers directly or will VCTC/SBCAG fulfill that role • Assess whether additional staff is needed to support VCTC/SBCAG's role with County OEM/OES • Notify VCTC/SBCAG TOC support personnel of possible VCTC/SBCAG TOC activation to support the Transportation Seat in the County/OA EOC
Level 2 (Partial Activation)	<ul style="list-style-type: none"> • All of the tasks listed above in addition to the ones listed below • Confirm the location and to whom the VCTC/SBCAG representative will report • Determine with County OEM/OES which components of transportation they want the Transportation Seat to coordinate: Road, Fixed Route, Paratransit, Private Transit, Rail Transport, Sea Transport and Air Transport • Coordinate any resource requests from the County OEM/OES and transit providers • Assess whether VCTC/SBCAG's TOC should activate to support the Transportation Seat representative in the County/OA EOC • Maintain communications with VCTC/SBCAG offices
Level 3 (Full Activation)	<ul style="list-style-type: none"> • All of the tasks listed above in addition to the ones listed below • Participate in County OEM/OES Multiagency Coordination Group, if activated
Bi-County Activation	<ul style="list-style-type: none"> • All of the tasks listed above in addition to the ones listed below • Maintain communications with VCTC/SBCAG home offices and with each other



This page left intentionally blank.

APPENDICES

Appendix U: List of Acronyms and Abbreviations

ACRONYM	DEFINITION
AAR	After-Action Report
ADA	Americans with Disabilities Act
AF	Acre-feet
AFN	Access and Functional Needs
APTA	American Public Transportation Association
ARC	American Red Cross
C-MIST	Communication, Medical Needs, Independence, Support Services and Transportation
CAHAN	California Health Alert Network
CalOES	California Governor's Office of Emergency Services
Caltrans	California Department of Transportation
CAT	Camarillo Area Transit
CDAA	California Disaster Assistance Act
CESA	California Emergency Services Act
CHP	California Highway Patrol
CODOT	Colorado Department of Transportation
COLT	City of Lompoc Transit
CPG	Comprehensive Preparedness Guide
CSTI	California Specialized Training Institute
CTAF	California Transit Assistance Fund
CTE	Center for Transportation and the Environment
DAFN	Disabilities, Access, and Functional Needs
DAR	Dial-A-Ride
DFO	Disaster Field Office
DHS	Department of Homeland Security
DME	Durable Medical Equipment
DOC	Department Operations Center
DOT	Department of Transportation
DSCA	Defense Support for Civil Authorities
DSW	Disaster Service Worker
EAS	Emergency Alert System
EMAC	Emergency Management Assistance Compact
EMPG	Emergency Management Performance Grant Program
EMS	Emergency Medical Services
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
EQ	Earthquake
FBI	Federal Bureau of Investigation
FE	Functional Exercise
FEMA	Federal Emergency Management Agency
FHWA	Federal Highway Administration
FSE	Full Scale Exercise
FTA	Federal Transit Administration
FTS	Field Treatment Sites
GCTD	Gold Coast Transit District
GIS	Geographic Information System
HSEEP	Homeland Security Exercise and Evaluation Program
HSPD	Homeland Security Presidential Directive



ACRONYM	DEFINITION
IAP	Incident Action Plan
IBSGP	Intercity Bus Security Grant Program
IC	Incident Commander
ICS	Incident Command System
IMT	Incident Management Team
IP	Improvement Plan
IPCR	Intercity Passenger Rail/Commuter Rail Systems
IPPW	Integrated Preparedness Planning Workshops
IS	Independent Study
ISO	International Standards Organization
ISTEA	International Surface Transportation Efficiency Act
JIC	Joint Information Center
JIS	Joint Information System
LAC	Local Assistance Center
LOSSAN	Los Angeles, San Diego, San Luis Obispo Rail Corridor Agency
MACS	Multi-Agency Coordination System
MAPS	Media Access Photo Sites
MCT	Moorpark City Transit
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
MTD	Metropolitan Transit District
MYTEP	Multi-Year Training and Exercise Plan
NBVC	Naval Base Ventura County
NCBRT/ACE	National Center for Biomedical Research and Training/ Academy of Counter-Terrorism Education
NDPTC	National Disaster Preparedness Training Center
NERRTC	National Emergency Response and Recovery Training Center
NGO	Non-Governmental Organization
NIMS	National Incident Management System
NRF	National Response Framework
NWS	National Weather Service
OA	Operational Area
OEM	Office of Emergency Management
OES	Office of Emergency Services
PGA	Peak Ground Acceleration
PIO	Public Information Officer
PNP	Private Nonprofit Organization
PSPS	Public Safety Power Shutoff
REOC	Regional Emergency Operations Center
ROC	Regional Operations Center
ROW	Right-of-Way
RPWT	Regional Public Waterborne Transit
RRCC	Regional Response Coordinating Center
SAFETEALU	The Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users
SBCAG	Santa Barbara County Association of Governments
SCADA	Supervisory Control and Data Acquisition
SEMS	Standardized Emergency Management System
SERTC	Security and Emergency Response Training Center
SFLEO	Senior Federal Law Enforcement Officer

APPENDICES

ACRONYM	DEFINITION
SHSP	State Homeland Security Program
SLORTA	San Luis Obispo Regional Transit Authority
SMART	Specific, Measurable, Attainable, Realistic and Time-Oriented Objectives
SMAT	Santa Maria Area Transit
SMVRR	Santa Maria Valley Rail Road
SOC	State Operations Center
SOP	Standard Operating Procedure
SR	State Route
SVT	Simi Valley Transit
SYVT	Santa Ynez Valley Transit
TDD	Telecommunications Device for the Deaf
TEA-21	Transportation Equity Act for the 21 st Century
TEPP	Transportation Emergency Preparedness Plan
TEPW	Training and Exercise Planning Workshop
THIRA	Threat and Hazard Identification and Risk Assessments
TOC	Transportation Operations Center
TOT	Thousand Oaks Transit
TransMAC	Transit Mutual Assistance Compact
TSA	Transportation Security Administration
TSGP	Transit Security Grant Program
TTX	Tabletop Exercise
TTY	TeleTYpe
UASI	Urban Areas Security Initiative
UP	Union Pacific Railroad
VCTC	Ventura County Transportation Commission
VOAD	Volunteer Organizations Active in Disaster
WUI	Wildland Urban Interface



This page left intentionally blank.

APPENDICES

Appendix V: Glossary of Terms

GLOSSARY OF TERMS

Action Plan: "Action Plan" means the plan prepared in the EOC containing the emergency response objectives of that SEMS level reflecting overall priorities and supporting activities for a designated period. The plan is shared with supporting agencies.

After Action Report: A report covering response actions, application of SEMS and NIMS, modifications to plans and procedures, training needs, and recovery activities.

Agency Representative: An individual assigned to an incident or to an EOC from an assisting or cooperating agency who has delegated authority to make decisions on matters affecting that agency's participation at the incident or at the EOC. Agency Representatives report to the Liaison Officer.

Assessment: The evaluation and interpretation of measurements and other information to provide a basis for decision-making.

Assignments: Tasks given to resources to perform within a given operational period, based upon tactical objectives in the Incident or EOC Action Plan.

Assisting Agency: An agency directly contributing tactical or service resources to another agency.

Available Resources: Incident-based resources which are available for immediate assignment.

Base: The location at an incident at which primary logistics functions for an incident are coordinated and administered. There is only one Base per incident. (Incident name or other designator will be added to the term "Base.") The Incident Command Post may be collocated with the Base.

Branch: The organizational level at the SEMS Field Level having functional or geographic responsibility for major parts of incident operations. The Branch level is organizationally between Section and Division/Group in the Operations Section, and between Section and Units in the Logistics Section. Branches are identified by the use of Roman Numerals or by functional name (e.g., medical, security, etc.). Branches are also used in the same sequences at the SEMS EOC Levels.

Branch Director: The ICS title for individuals responsible for supervision of a Branch at the Field Level. At SEMS EOC levels, the title Branch Coordinator is preferred.

Camp: A geographical site, within the general incident area, separate from the Incident Base, equipped and staffed to provide sleeping, food, water, and sanitary services to the incident personnel.

Care and Shelter: A phase of operations that meets the food, clothing, and shelter needs of people on a mass care basis.

Chain of Command: A series of management positions in order of authority.

Check-in: The process whereby resources first report to an incident or into an EOC/Check-in locations at the SEMS Field level include: Incident Command Post (Resources Unit), Incident Base, Camps, Staging Areas, Helibases, Helispots, and Division Supervisors (for direct line assignments).

Civil Air Patrol: A civilian auxiliary of the United States Air Force which provides personnel, services, and equipment for specified missions in support of state and local emergency operations.



Command: The act of directing, and/or controlling resources at an incident by explicit legal, agency, or delegated authority. May also refer to the Incident Commander.

Command Post: (See Incident Command Post)

Command Staff: The Command Staff at the Field level consists of the Information Officer, Safety Officer, and Liaison Officer. They report directly to the Incident Commander and may have an assistant or assistants, as needed. These functions may also be found at the EOC levels and would be referred to as Management Staff.

Common Operating Picture: A broad view of the overall situation as reflected by situation reports, aerial photography, and other information or intelligence.

Continuity of Government (COG): All measures that may be taken to ensure the continuity of essential functions of governments in the event of emergency conditions, including line-of succession for key decision makers.

Cooperating Agency: An agency supplying assistance other than direct tactical or support functions or resources to the incident control effort (e.g., American Red Cross telephone company, etc.).

Cost Sharing Agreements: Agreements between agencies or jurisdictions to share designated costs related to incidents. Cost sharing agreements are normally written but may also be verbal between authorized agency or jurisdictional representatives at the incident.

Damage Assessment: The process utilized to determine the magnitude of damage and the unmet needs of individuals, businesses, the public sector, and the community caused by a disaster or emergency event.

Demobilization Unit: Functional unit within the Planning Section responsible for assuring orderly, safe and efficient demobilization of incident or EOC assigned resources.

Department Operations Center: A facility used by a distinct discipline, such as fire, medical, hazardous material, or a unit, such as Department of Public Works, Department of Health or local water district. Department operations centers may be used at all SEMS levels above the field response level depending upon the impacts of the emergency.

Direction and Control (Emergency Management): The provision of overall operational control and/or coordination of emergency operations at each level of the Statewide Emergency Organization, whether it be the actual direction of field forces or the coordination of joint efforts of governmental and private agencies in supporting such operations.

Disaster Assistance Program: A program that provides state funding or reimbursement for local government response related personnel costs incurred in response to an incident as defined in Section 2402 (i).

Disaster Service Worker: Includes public employees and any unregistered person impressed into service during a State of War emergency, a State of emergency, or a Local Emergency by a person having authority to command the aid of citizens in the execution of his duties. It does not include anyone registered as an active firefighting member of any regularly organized volunteer fire department, having official recognition, and full or partial support of the county, city, town or district in which such fire department is located.

APPENDICES

Emergency: A condition of disaster or of extreme peril to the safety of persons and property caused by such conditions as air pollution, fire, flood, hazardous material incident, storm, epidemic, riot, drought, sudden and severe energy shortage, plant or animal infestations or disease, the Governor's warning of an earthquake or volcanic prediction, or an earthquake or other conditions, other than conditions resulting from a labor controversy.

Emergency Alert System: A system that enables the President and federal, state, and local governments to communicate through commercial radio and television broadcast stations with the general public in the event of a disaster.

Emergency Operations Center (EOC): A location from which centralized emergency management can be performed. EOC facilities are established by an agency or jurisdiction to coordinate the overall agency or jurisdictional response and support to an emergency.

Emergency Operations Plan: The plan that each jurisdiction has and maintains for responding to appropriate hazards.

EOC Action Plan: The plan developed at SEMS EOC levels which contains objectives, actions to be taken, assignments and supporting information for the next operational period.

Essential Facilities: Facilities that are essential for maintaining the health, safety, and overall well-being of the public following a disaster (e.g., hospitals, law enforcement and fire department buildings, utility facilities, etc.). May also include buildings that have been designated for use as mass care facilities (e.g., schools, churches, etc.).

Evacuation: Organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.

Federal Disaster Assistance: Provides in-kind and monetary assistance to disaster victims, state, or local government by federal agencies under the provision of the Federal Disaster Relief Act and other statutory authorities of federal agencies.

Federal Disaster Relief Act: Public Law 93-288, as amended, that gives the President broad powers to supplement the efforts and available resources of state and local governments in carrying out their responsibilities to alleviate suffering and damage resulting from major (peacetime) disasters.

Federal Emergency Management Agency: This agency was created in 1979 to provide a single point of accountability for all Federal activities related to disaster mitigation and emergency preparedness, response, and recovery.

Field Treatment Site: Temporary sites utilized for emergencies when permanent medical facilities are not available or adequate to meet emergency medical care needs. The FTS is designed to provide triage and medical care for up to 48 hours or until new patients are no longer arriving at the site. The Medical/Health Branch has the authority to activate an FTS and determine the number and location of FTSs.

Finance/Administration Section: One of the five primary functions found at all SEMS levels which is responsible for all costs and financial considerations. At the incident the Section can include the Time Unit, Procurement Unit, Compensation/Claims Unit and Cost Unit.

Function: In ICS, function refers to the five major activities in the ICS, i.e., Command, Operations, Planning, Logistics and Finance/Administration. The same five functions also are found at all SEMS EOC



levels. At the EOC, the term Management replaces Command. The term function is also used when describing the activity involved, e.g., "the planning function."

Functional Element: Refers to a part of the incident, EOC or DOC organization such as section, branch, group or unit.

General Staff: The group of management personnel reporting to the Incident Commander or to the EOC Director. They may each have a deputy, as needed. At the Field SEMS level, the General Staff consists of: Operations Section Chief, Planning/Intelligence Section Chief, Logistics Section Chief and the Finance/Administration Section Chief

Group: Groups are established to divide the incident into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division. (See Division.) Groups are located between Branches (when activated) and Resources in the Operations Section.

Hazard: Any source of danger or element of risk to people or property.

Hazard Mitigation: A cost effective measure that will reduce the potential for damage to a facility from a disaster event.

Hazard Mitigation Assistance Program: Authorized under Section 404 of the Stafford Act. Provided funding for hazard mitigation projects that are cost effective and complement existing post-disaster mitigation programs and activities by providing funding for beneficial mitigation measures that are not funded through other programs.

Hazard Mitigation Plan: The plan resulting from a systematic evaluation of the nature and extent of vulnerability to the effects of natural hazards present in society that includes the actions needed to minimize future vulnerability to hazards.

Incident: An occurrence or event, either human-caused or 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.

Incident Action Plan: The plan developed at the field response level which contains objectives reflecting the overall incident strategy and specific tactical actions and supporting information for the next operational period. The plan may be oral or written.

Incident Base: Location at the incident where the primary logistics functions are coordinated and administered. (Incident name or other designator will be added to the term "Base.") The Incident Command Post may be collocated with the Base. There is only one Base per incident.

Incident Commander: The individual responsible for the command of all functions at the field response level.

Incident Command Post (ICP): The location at which the primary command functions are executed. The ICP may be collocated with the incident base or other incident facilities.

Incident Command System (ICS): The nationally used standardized on-scene emergency management concept specifically designed to allow its user(s) to adopt an integrated organizational structure equal to the complexity and demands of single or multiple incidents without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications

APPENDICES

operating within a common organizational structure, with responsibility for the management of resources to effectively accomplish stated objectives pertinent to an incident.

Incident Objectives: Statements of guidance and direction necessary for the selection of appropriate strategy(s) and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished when all allocated resources have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow for strategic and tactical alternatives.

Joint Information Center (JIC): A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media at the scene of the incident. Public information officials from all participating agencies should collocate at the JIC.

Joint Information System (JIS): Integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, timely information during a crisis or incident operations. The mission of the JIS is to provide a structure and system for developing and delivering coordinated interagency messages; developing, recommending, and executing public information plans and strategies on behalf of the IC; advising the IC concerning public affairs issues that could affect a response effort; and controlling rumors and inaccurate information that could undermine public confidence in the emergency response effort.

Leader: The ICS title for an individual responsible for a functional unit, task forces, or teams.

Liaison Officer: A member of the Command Staff at the Field SEMS level responsible for coordinating with representatives from cooperating and assisting agencies. At SEMS EOC levels, the function may be done by a Coordinator and/or within a Section or Branch reporting directly to the EOC Director.

Life-Safety: Refers to the joint consideration of both the life and physical well-being of individuals.

Local Assistance Center: A facility jointly established by the Federal and State Coordinating Officers within or adjacent to an disaster impacted area to provide disaster victims a "one-stop" service in meeting their emergency representatives of local, state, and federal governmental agencies, private service organizations and certain representatives of the private sector.

Local Emergency: The duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the territorial limits of a county, city and county, or city, caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, or earthquake or other conditions, other than conditions resulting from a labor controversy, which conditions are or are likely to be beyond the control of the services, personnel, equipment, and facilities of that political subdivision and required the combined forces of political subdivisions to combat.

Local Government: Means local agencies defined in Government Code 8680.2 and special districts as defined in California Code of Regulations, Title 19 Division 2, Chapter 5, CDAA, 2900(y).

Logistics Section: One of the five primary functions found at all SEMS levels. The Section responsible for providing facilities, services and materials for the incident or at an EOC.

Major Disaster: Any hurricane, tornado, storm, flood, high-water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, fire, explosions, or other catastrophe in any part of the United States which, in the determination of the President, causes damage of sufficient severity and magnitude to warrant major disaster assistance under the Federal Disaster Relief Act, above and beyond emergency services by the Federal Government, to supplement



the efforts and available resources of States, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

Management by Objectives: In SEMS field and EOC levels, this is a top-down management activity which involves a three-step process to achieve the desired goal. The steps are: establishing the objectives, selection of appropriate strategy(s) to achieve the objectives; and the direction or assignments associated with the selected strategy.

Mass Care Facility: A location where temporary services are provided to disaster victims during an emergency which may include lodging, food, clothing, registration, welfare inquiry, first aid, and essential social services.

Master Mutual Aid Agreement: An agreement entered into by and between the State of California, its various departments and agencies, and the various political subdivision, municipal corporations, and other public agencies of the State of California to assist each other by providing resources during an emergency. Mutual aid occurs when two or more parties agree to furnish resources and facilities and to render services to each other to prevent and combat any type of disaster or emergency.

Mitigation: Pre-event planning and actions which aim to lessen the effects of potential disaster.

Mobilization: The process and procedures used by all organizations federal, state and local for activating, assembling, and transporting all resources that have been requested to respond to or support an incident.

Mobilization Center: An off-incident location at which emergency service personnel and equipment are temporarily located pending assignment to incidents, release, or reassignment.

Multi-Agency Coordination: The participation of agencies and disciplines involved at any level of the SEMS organization working together in a coordinated effort to facilitate decisions for overall emergency response activities, including the sharing of critical resources and the prioritization of incidents.

Multi-Agency Coordination System (MACS): The combination of personnel, facilities, equipment, procedures and communications integrated into a common system. When activated, MACS has the responsibility for coordination of assisting agency resources and support in a multi-agency or multi-jurisdiction environment. A MAC Group functions within the MACS. MACS organizations are used within the California Fire Services.

Mutual Aid Agreement: Written agreement between agencies and/or jurisdictions in which they agree to assist one another upon request, by furnishing personnel and equipment.

Mutual Aid Coordinator: An individual at local government, operational area, region or state level that is responsible to coordinate the process of requesting, obtaining, processing and using mutual aid resources. Mutual Aid Coordinator duties will vary depending upon the mutual aid system.

Mutual Aid Region: A mutual aid region is a subdivision of Cal OES established to assist in the coordination of mutual aid and other emergency operations within a geographical area of the state, consisting of two or more county (operational) areas.

Mutual Aid Staging Area: A temporary facility established by the California Emergency Services Agency (CalOES) within, or adjacent to, affected areas. It may be supported by mobile communications and personnel provided by field or headquarters staff from state agencies, as well as personnel from local jurisdictions throughout the state.

APPENDICES

National Incident Management System (NIMS): A set of principles that provides a systematic, proactive approach guiding government agencies at all levels, nongovernmental organizations, and the private sector to work seamlessly to prevent, protect against, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life or property and harm to the environment.

National Response Framework (NRF): A guide to how the Nation conducts all-hazards response.

National Warning System: The federal portion of the civil defense warning system, used to disseminate warning and other emergency information from the warning centers or regions to warning points in each state.

Operational Area: An intermediate level of the state emergency organization, consisting of a county and all political subdivisions within the county area.

Operational Period: The time scheduled for execution of a given set of operation actions as specified in the Incident or EOC Action Plan. Operational Periods can be of various lengths, although usually not over 24 hours.

Operations Section: One of the five primary functions found at all SEMS levels. The Section responsible for all tactical operations at the incident, or for the coordination of operational activities at an EOC. The Operations Section at the SEMS Field Response Level can include Branches, Divisions and/or Groups, Task Forces, Team, Single Resources and Staging Areas. At the EOC levels, the Operations Section would contain Branches or Divisions as necessary because of span of control considerations.

Planning Meeting: A meeting held as needed throughout the duration of an incident to select specific strategies and tactics for incident control operations and for service and support planning. On larger incidents, the planning meeting is a major element in the development of the Incident Action Plan. Planning meetings are also an essential activity at all SEMS EOC levels.

Planning Section: (Also referred to as Planning/Intelligence). One of the five primary functions found at all SEMS levels. Responsible for the collection, evaluation, and dissemination of information related to the incident or an emergency, and for the preparation and documentation of Incident or EOC Action Plans. The section also maintains information on the current and forecasted situation, and on the status of resources assigned to the incident.

Preparedness: A continuous cycle of planning, organizing, training, equipping, exercising, evaluating, and taking corrective action to ensure effective coordination during incident response. Within the *National Incident Management System*, preparedness focuses on the following elements: planning; procedures and protocols; training and exercises; personnel qualification and certification; and equipment certification.

Prevention: Actions to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity and apprehending potential perpetrators and bringing them to justice.



Public Assistance (PA): Supplementary Federal assistance provided under the Stafford Act to State and local governments or certain private, nonprofit organizations other than assistance for the direct benefit of individuals and families.

Public Information Officer: The individual at field or EOC level that has been delegated the authority to prepare public information releases and to interact with the media. Duties will vary depending upon the agency and SEMS level.

Recovery: Activities traditionally associated with providing Federal supplemental disaster recovery assistance under a Presidential major disaster declaration. These activities usually begin within days after the event and continue after the response activities cease. Recovery includes individual and public assistance programs which provide temporary housing assistance, grants and loans to eligible individuals and government entities to recovery from the effects of a disaster.

Recovery Plan: A plan developed by a State, local, or tribal jurisdiction with assistance from responding Federal agencies to restore the affected area.

Regional Emergency Operations Center (REOC): Facilities found at Cal OES Administrative Regions. REOCs are used to coordinate information and resources among operational areas and between the operational areas and the state level.

Resources: Personnel and equipment available, or potentially available, for assignment to incidents or to EOCs. Resources are described by kind, type, and may be used in tactical support or supervisory capacities at an incident or at EOCs.

Resources Management: Efficient management requires a system for identifying available resources at all jurisdictional levels to enable timely and unimpeded access to resources needed to prepare for, respond to, or recover from an incident. Resource management under the National Incident Management System includes mutual aid agreements; the use of special Federal, State, local, and tribal teams; and resource mobilization protocols.

Response: Activities to address the immediate and short-term effects of an emergency or disaster. Response includes immediate actions to save lives, protect property and meet basic human needs. Based on the requirements of the situation, response assistance will be provided to an affected State under the National Response Framework using a partial activation of selected ESFs or full activation of all ESFs to meet the needs of the situation.

Safety Officer: A member of the Command Staff at the incident or within an EOC responsible for monitoring and assessing safety hazards or unsafe situations, and for developing measures for ensuring personnel safety. The Safety Officer may have assistants.

Section: That organization level with responsibility for a major functional area of the incident or at an EOC, e.g., Operations, Planning, Logistics, Administration/Finance.

Section Chief: The ICS title for individuals responsible for command of functional sections: Operations, Planning/Intelligence, Logistics and Administration/Finance. At the EOC level, the position title will be Section Coordinator.

Service Branch: A Branch within the Logistics Section in the field that is responsible for service activities at the incident and includes the Communications, Medical and Food Units.

Span of Control: The supervisory ratio maintained within an ICS or EOC organization. A span of control of five-positions reporting to one supervisor is considered optimum.

APPENDICES

Special District: A unit of local government (other than a city, county, or city and county) with authority or responsibility to own, operate or maintain a project (as defined in California Code of Regulations 2900(s) for purposes of natural disaster assistance. This may include a joint powers authority established under section 6500 et seq. of the Code.

Stafford Act: Robert T. Stafford disaster Relief and Emergency Assistance Act, PL 100-707, signed into law November 23, 1988; amended the Disaster Relief Act of 1974, PL 93-288.

Staging Areas: Staging Areas are locations set up at an incident where resources can be placed while awaiting a tactical assignment. Staging Areas are managed by the Operations Section.

Standardized Emergency Management System (SEMS): A system required by California Government Code for managing response to multi-agency and multi-jurisdiction emergencies in California. SEMS consists of five organizational levels which are activated as necessary: Field Response, Local Government, Operation Area, Region, State.

State Emergency Organization: The agencies, board, and commissions of the executive branch of state government and affiliated private sector organizations.

State Emergency Plan: The State of California Emergency Plan as approved by the Governor.

State of Emergency: The duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, or earthquake or other conditions, other than conditions, resulting from a labor controversy, or conditions causing a "state of war emergency", which conditions by reason of magnitude, are or are likely to be beyond the control of the services, personnel, equipment, and facilities of any single county, city and county, or city and require the combined forces of a mutual aid region or regions to combat.

State of War Emergency: The condition which exists immediately, with or without a proclamation thereof by the Governor, whenever the state or nation is directly attacked by an enemy of the United States, or upon the receipt by the state of a warning from the federal government that such an enemy attack is probable or imminent.

State Operations Center (SOC): An EOC facility operated by CalEMA at the state level in SEMS.

Subgrantee: An eligible applicant in Federally declared disasters.

Support Resources: Non-tactical resources under the supervision of the Logistics, Planning, Finance/Administration Sections or the Command Staff.

Supporting Materials: Refers to the several attachments that may be included with an Incident Action Plan, e.g., communications plan, map, safety plan, traffic plan, and medical plan.

Technical Assistance: Support provided to State, local, and tribal jurisdictions when they have the resources but lack the complete knowledge and skills needed to perform a required activity (such as mobile-home park design and hazardous material assessments).

Technical Specialists: Personnel with special skills that can be used anywhere within the ICS or EOC organization.



Technological Hazard: Includes a range of hazards emanating from the manufacture, transportation, and use of such substances as radioactive materials, chemicals, explosives, flammables, agricultural pesticides, herbicides and disease agents; oil spills on land, coastal waters or inland water systems; and debris from space.

Type: Refers to resource capability. A Type 1 resource provides a greater overall capability due to power, size, capacity, etc., than would be found in a Type 2 resource. Resource typing provides managers with additional information in selecting the best resource for the task.

Unified Area Command: A Unified Area Command is established when incidents under an Area Command are multi-jurisdictional. (See Area Command and Management.)

Unified Command: In ICS, Unified Command is a unified team effort which allows all agencies with responsibility for the incident, either geographical or functional, to manage an incident by establishing a common set of incident objectives and strategies. This is accomplished without losing or abdicating agency authority, responsibility or accountability.

APPENDICES

Appendix W: Authorities and References

The following provides emergency authorities and references for conducting and/or supporting emergency operations:

Authorities

Federal

- Americans with Disabilities Act of 1990 (ADA)
- Homeland Security Presidential Directive #5, February 28, 2003
- Homeland Security Presidential Directive #8, December 17, 2005
- Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, Public Law 93-288, as amended
- Volunteer Protection Act of 1997, Public Law 105-19 (42 U.S.C. §§ 14501-14505)
- Post-Katrina Emergency Management Reform Act of 2006
- Sandy Recovery Improvement Act of 2013
- Intermodal Surface Transportation Efficiency Act (ISTEA) – Created an enhanced role for local governments
- Transportation Equity Act for the 21st Century (TEA-21) – Established seven broad areas defining the planning process
- The Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) - Expanded planning areas to eight
- Moving Ahead for Progress, Public Law No.: 112-141
- Title 49: Transportation, US Code § 5303 – Metropolitan Transportation Planning
- Title 23: Highways, US Code § 134 – Metropolitan Transportation Planning

State

- Standardized Emergency Management System (SEMS) Regulations (Chapter 1 of Division 2 of Title 19 of the California Code of Regulations) and California Government Code Section 8607(a)
- California Emergency Services Act (Chapter 7 of Division 1 of Title 2 of the California Government Code, §§ 8550-8668)
- California Disaster Assistance Act (Chapter 7.5 of Division 1 of Title 2 of the Government Code, §§ 8680-8692)
- California Disaster Assistance Act (Chapter 6 of Division 2 of Title 19 of the California Code of Regulations, §§ 2900-2990)
- Disaster Recovery Reconstruction Act of 1986 (Chapter 12.4 of Division 1 of Title 2 of the California Government Code, § 8877.1-8877.6)
- Disaster Service Workers, Government Code §§ 3100-3109, 8557, 8657, Labor Code §§ 3211.9-3211.93a, 3352.94, 3600.6, 4350-4355
- Disaster Service Worker Volunteer Program Regulations, Title 19 of the California Code of Regulations, Sections 2570-2573.3
- Public Contracting – Bidding Requirements Waiver (Public Contract §§ 1102, 10101, 20168, 22050)
- Orders and Regulations which may be Selectively Promulgated by the Governor during a State of Emergency
- Orders and Regulations Promulgated by the Governor to Take Effect upon the Existence of a State of War Emergency



References

County

- County of Ventura Resolution No. 236 adopting the Master Mutual Aid Agreement, dated March 11, 1958
- Ventura County Operational Area Organization Agreement adopted November 21, 1995
- Ventura County, Code of Ordinances, Division 5, Chapter 3 - Public Emergency
- County of Santa Barbara Code Chapter 12-Emergency Management
- County of Santa Barbara adoption of the Master Mutual Aid Agreement, dated December 4, 1950
- National Incident Management System (NIMS): U.S. Department of Homeland Security
- National Response Framework: U.S. Department of Homeland Security, 2016
- National Disaster Recovery Framework: U.S. Department of Homeland Security, 2016
- NIMS Emergency Operations Plan (EOP) Compliance Checklist: U.S. Department of Homeland Security
- Local and Tribal NIMS Integration: U.S. Dept. of Homeland Security:
- Developing and Maintaining Emergency Operations Plans, Comprehensive Preparedness Guide (CPG) 101: U.S. Dept. of Homeland Security, 2010
- Disaster Response and Recovery Resource for Transit Agencies: Federal Transit Administration, 2006
- Emergency Relief Manual, Reference Manual for State's & Transit Agencies on Response and Recovery from Declared Disasters and FTA's Emergency Relief Program (49 USC 5324): Federal Transit Administration, 2015
- Santa Barbara Area Operational Area Emergency Operations Plan (Draft): Santa Barbara County Office of Emergency Management, 2019
- 2017 Santa Barbara County Multi-Jurisdictional Hazard Mitigation Plan: Santa Barbara County Office of Emergency Management, 2017
- Ventura County Operational Area Emergency Operations Plan: Ventura County Sheriff's Office of Emergency Services, 2017
- Ventura County Multi-Hazard Mitigation Plan: Ventura County Sheriff's Office of Emergency Services, 2015

In addition to the above plans, various City Emergency Operations Plans and Hazard Mitigation Plans may have been referenced in both Santa Barbara and Ventura counties to ensure consistency of concepts incorporated into the TEPP.

State

- California Emergency Plan: California Office of Emergency Services, 2017
- California Multi-Hazard Mitigation Plan: California Office of Emergency Services, 2018 (Draft)
- Standardized Emergency Management System (SEMS) Guidelines: California Office of Emergency Services
- California Statewide Multi-Agency Coordination System Guide: California Office of Emergency Services, 2013
- California (CAL OES) Implementation Guidelines for the National Incident Management System (NIMS)
- California (CAL OES) Emergency Planning Guidance for Local Government and Crosswalk (Checklist for Reviewing Emergency Plans)
- Disaster Assistance Procedure Manual (Cal OES)

ANNEXES

This page intentionally left blank.

ANNEXES

ANNEXES

Annex A: Disaster Reimbursement

Disaster Reimbursement Summary Table

Possible Claims	Local Proclamation Only	Local and State Proclamation	Local, State and Federal Declaration
Transit costs associated with emergency actions as a result of County OEM/OES direction.	<ol style="list-style-type: none"> 1. Contact FTA to inquire about ER funding (up to 80% of eligible project costs). 2. Invoice County OEM/OES (100% of eligible project costs). 	<ol style="list-style-type: none"> 1. Contact FTA to inquire about ER funding (up to 80% of eligible project costs). 2. Invoice County OEM/OES (100% of eligible project costs). 	<ol style="list-style-type: none"> 1. Contact FTA to inquire about ER funding (up to 80% of eligible project costs). 2. Invoice County OEM/OES if FTA ER funding is not available (100% of eligible project costs).
Transit emergency costs not associated with County OEM/OES direction.	<ol style="list-style-type: none"> 1. Contact FTA to inquire about ER funding (up to 80% of eligible project costs). 2. Possible insurance claim. 	<ol style="list-style-type: none"> 1. Contact FTA to inquire about ER funding (up to 80% of eligible project costs). 2. Special districts can apply to Cal OES for possible CDAA funding. Not eligible for reimbursement unless transit agency is a special district (no more than 75% of eligible costs). 3. Possible insurance claim. 	<ol style="list-style-type: none"> 1. Contact FTA to inquire about ER funding (up to 80% of eligible project costs). 2. May be eligible for reimbursement as a "local public authority" or "agency of local government" or special district" under FEMA's Public Assistance program (generally FEMA provides 75% and CDAA provides 18.75%). 3. Possible insurance claim.
Transit agency damages to facilities and vehicles as a result of a disaster.	<ol style="list-style-type: none"> 1. Contact FTA to inquire about ER funding (up to 80% of eligible project costs). 2. Possible insurance claim. 	<ol style="list-style-type: none"> 1. Contact FTA to inquire about ER funding (up to 80% of eligible project costs). 2. Special districts can apply to Cal OES for possible CDAA funding. Not eligible for reimbursement unless transit agency is a special district (no more than 75% of eligible costs). 3. Possible insurance claim. 	<ol style="list-style-type: none"> 1. Contact FTA to inquire about ER funding (up to 80% of eligible project costs). 2. May be eligible for reimbursement as a "local public authority" or "agency of local government" or special district" under FEMA's Public Assistance program (generally FEMA provides 75% and CDAA provides 18.75%). 3. Possible insurance claim.

INTRODUCTION AND BACKGROUND

During disasters or developing emergencies, transit agencies may be called upon to support community evacuations and provide transportation of critical personnel resources to and from disaster affected areas. Transit agencies may provide both physical assets (e.g., buses, paratransit vehicles, equipment) as well as personnel (e.g., operators). Transit agencies, themselves, may be affected by such disasters. Equipment, facilities, and infrastructure may be damaged or destroyed and may make it difficult to provide transportation support to the community or local governments. The purpose of this document is to identify the appropriate source of federal and state disaster relief funding, understand the kinds of activities that are eligible for reimbursement, and provide instructions on applying for funding. Transit operators are responsible for requesting reimbursement for their own agencies.

The federal government assists transit agencies after a major disaster, primarily through two federal agencies—the Department of Homeland Security’s Federal Emergency Management Agency (FEMA) and the Department of Transportation’s (DOT) Federal Transit Administration (FTA). FEMA is authorized to provide transportation services and financial assistance under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (the Stafford Act) and the FTA administers the Emergency Relief (ER) program under the Moving Ahead for Progress in the 21st Century Act (MAP-21).

The California Office of Emergency Services manages and administers the California Disaster Assistance Act (CDAA). Through the CDAA, the state government may provide financial assistance for costs incurred by local governments (city, city and county, county, or special district) as a result of a disaster event that has resulted in the proclamation of a State of Emergency by the Governor.

STATUTORY HISTORY, REFERENCES AND AGREEMENTS

Federal resources for emergency and disaster relief are authorized by Congress through the Robert Stafford Act, which establishes FEMA’s disaster assistance programs as well as a national framework for emergency response; and Section 5324 of Title 49, U.S. Code (U.S.C.), which authorizes FTA’s Emergency Relief Program. Implementation of the provisions of these laws is supported through formal agreements among Federal agencies as described below.

The Stafford Act

In 1988, the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. §§5121-5206) (Stafford Act) established the modern framework for the Federal government to respond to disasters in support of State, tribal, and local governments; defined two levels of adverse events - emergency and major disaster; and provided for the Federal Disaster Relief Fund. This law establishes the process for requesting and obtaining Presidential emergency and major disaster declarations, defines the type and scope of assistance available from the Federal government, and sets the conditions for obtaining that assistance. FEMA, part of the U.S. Department of Homeland Security (DHS), coordinates the response.³⁷

Memorandum Of Understanding (MOU) With DHS

In July 2007, the U.S. DOT and DHS entered an MOU that recognizes that DHS has primary responsibility for transportation emergency preparedness and response, and that DOT has a supporting role providing

³⁷ Federal Transit Authority, *Emergency Relief Manual: Reference Manual for States & Transit Agencies on Response and Recovery from Declared Disasters and FTA’S Emergency Relief Program* (49 U.S.C. 5324), 2015, page 4.

ANNEXES

technical assistance. Specifically, DHS, through FEMA, has the authority to provide grants for planning mass evacuations and to coordinate all disaster assistance provided by the Federal government in support of State and local government agencies and private organizations, including evacuations. FEMA's roles now include pre-positioning commodity transportation assets; moving commodities, goods, equipment and emergency response personnel; and planning and coordinating the evacuation of persons, including accounting for the needs of individuals with household pets and service animals before, during, and after an evacuation. The DOT's supporting (technical assistance) roles include reporting damage to transportation infrastructure, coordinating alternate transportation services, and coordinating the restoration and recovery of the transportation infrastructure. As a DOT agency, FTA is governed by this MOU.³⁸

Moving Ahead For Progress In The 21st Century (MAP-21)

In 2012, MAP-21 established the authority for FTA to support public transportation agencies after an emergency or major disaster. The ER Program (49 U.S.C. 5324) helps States and public transportation systems pay for protecting, repairing, and/or replacing equipment and facilities that may suffer or have suffered serious damage as a result of an emergency. Eligible activities include capital projects to protect, repair, reconstruct, or replace public transportation equipment and facilities in danger of or having incurred serious damage as a result of an emergency. Operating costs related to evacuation, rescue operations, temporary public transportation service; and reestablishing, expanding, or relocating public transportation route service before, during, or after an emergency are also eligible activities. These eligible activities also extend to tribal lands.³⁹

Memorandum Of Agreement (MOA) With FEMA

In March 2013, DOT and FEMA signed a MOA that outlines the roles of both agencies in providing Federal assistance to repair and restore public transportation systems in those areas that the President has declared a major emergency or disaster. Under this MOA, FEMA maintains its primary Federal responsibility for emergency preparedness, response, and recovery in major emergencies and disasters. However, in the event Congress appropriates funds for FTA's ER Program, FTA has the primary responsibility for reimbursing emergency response and recovery costs after an emergency or disaster that affects public transit and for helping to mitigate the impacts of future disasters.⁴⁰

Unified Federal Review (UFR) Memorandum Of Understanding (MOU) For Coordinated Environmental And Historic Preservation Reviews In Disaster Recovery Projects

The Sandy Recovery Improvement Act of 2013 (SRIA) amended the Robert T. Stafford Disaster Relief and Emergency Assistance Act by adding Section 429, directing the Administration to "establish an expedited and unified interagency review process to ensure compliance with environmental and historic requirements under federal law relating to disaster recovery projects, to expedite the recovery process, consistent with applicable law." This process aims to coordinate environmental and historic preservation reviews to expedite planning and decision-making for disaster recovery projects. This can improve the Federal government's assistance to States, local and tribal governments, communities, families, and individual citizens as they recover from future presidentially declared disasters.⁴¹

³⁸ Ibid, page 5.

³⁹ Ibid.

⁴⁰ Ibid., page 6.

⁴¹ Ibid.



EMERGENCIES AND DISASTERS

Under the Stafford Act, the Federal government is authorized to support national preparedness for disasters, coordinate disaster management and response activities, and assist in recovery efforts in the aftermath of a disaster.

Definition Of “Declared Emergency” And “Declared Disaster”

The Stafford Act defines a federally declared “emergency” as:

“any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States.”

The Stafford Act defines a federally declared “major disaster” as:

“any natural catastrophe..., or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under this Act to supplement the efforts and available resources of States, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.”

Section 5324 of Title 49, Chapter 53 (FTA’s ER Program), defines “emergency” as:

“a natural disaster affecting a wide area (such as a flood, hurricane, tidal wave, earthquake, severe storm or landslide) or a catastrophic failure from any external cause, as a result of which the governor of a state has declared an emergency and the Secretary of Transportation has concurred; or the president has declared a major disaster under the Stafford Act.”

Under the California Emergency Services Act (CESA), there are three types of emergency proclamations in California: 1) Local Emergency, 2) State Emergency and 3) State of War Emergency.

1. **Local Emergency Proclamation:** A local governing body or designee may proclaim a Local Emergency if there is extreme peril to the safety of persons and property within the territorial limits of a county, city and county, or city where the declaring entity is overwhelmed and unable to abate an existing or potential emergency and requires resources from other unaffected political subdivisions and jurisdictions.
2. **State of Emergency Proclamation:** The Governor proclaims a State of Emergency based on the formal request from the local governing body and the recommendation of Cal OES. If conditions and time warrant, the Governor drafts and signs a formal State of Emergency Proclamation. The Governor has expanded emergency powers during a proclaimed State of Emergency.
3. **State of War Emergency Proclamation:** In addition to a State of Emergency, the Governor can proclaim a State of War Emergency whenever California or the nation is attacked by an enemy of the United States, or upon receipt by California of a warning from the federal government indicating such an enemy attack is probable or imminent. The powers of the Governor granted under a State of War Emergency are commensurate with those granted under a State of Emergency.

ANNEXES

A Federal declaration of an emergency or major disaster or State of Emergency or State of War Emergency proclamation allows a transit agency to obtain additional resources and reimbursement for their participation in response and recovery. **If a County proclaims a Local Emergency, this does not open funding possibilities from the federal or state government unless the Local Emergency proclamation has been concurred by the Governor.** If a transit agency is seeking reimbursement for County directed activities, the transit agency will need to submit an invoice directly to the County for these costs.

ELIGIBLE ACTIVITIES

While reimbursement for specific activities may vary by funding source and granting agency, the following are generally eligible for reimbursement:

- Providing assistance during an emergency
- Increase/change procedures or ordering additional supplies
- Damaged assets or protection of them

Lost revenue, cancellation of service, adding or adjusting current service, either at the transit agency's discretion or requested by the OES/OEM, or an emergency management agency, are generally not eligible for reimbursement.

DOCUMENTATION REQUIREMENTS

Documentation requirements vary by granting agency but typical reimbursement documentation includes:

- All overtime hours worked on the disaster/emergency. (Depending on funding source regular time may or may not be eligible.)
- Work performed to address the problems.
- Vehicles and equipment used, including location and duration of use and employee who operated equipment.
- Outside contracts used to complete work.
- Documentation of how contracts were awarded in compliance with Federal regulations of 2 CFR Part 200.

A checklist for documentation can be found at the end of this annex.

OVERVIEW OF DISASTER RESPONSE AND RECOVERY FUNDING RESOURCES⁴²

There are several different funding resources to reimburse transit agencies providing extraordinary activities previously mentioned as a result of an emergency or disaster. The source of available funding depends on the type of activity and the type of emergency declaration or proclamation. Under a Federal declaration, eligible activities a transit agency does at its own discretion, may be eligible through the FTA if funding has been appropriated by Congress to the FTA. If FTA funds are not available, the transit agency can apply for funding through FEMA's Public Assistance program. Under a state declaration, if the FTA is agreement with the proclamation and ER funds are available, the transit agency will apply to the FTA. Otherwise, and also **under a local declaration, for services provided under County direction, the transit agency will submit invoices directly to the County OES/OEM for reimbursement.** If services

⁴² Ibid., pages 17-22

or assistance are requested by any another agency, the transit agency will work with that agency for reimbursement.

FEDERAL FUNDING RESOURCES

Federal Transit Administration

FTA has broad flexibility under its planning and capital funding programs for states, metropolitan planning authorities, and transit agencies to spend FTA funds for emergency preparedness and response planning and for capital security projects. FTA can also hire private sector contractors to aid transit agencies in disaster areas to support transit planning, operations and engineering, and project management.

MAP 21 – ER Program

Before FTA can award assistance under the ER Program, Congress must first appropriate funding for the program. For example, Congress may appropriate funding as a general appropriation to the program or as a supplemental appropriation tied to a specific disaster. **Should funding be available under the ER Program, FTA will be the primary Federal agency responsible for reimbursing affected transit agencies. If sufficient funding is not available under the ER Program, FEMA may provide disaster relief to affected transit agencies.** Grantees should contact their FTA Regional Office as soon as possible during or after an emergency to determine whether FTA ER funds are available and for information on how to proceed with requesting Federal disaster relief assistance.

FTA funding may equal up to 80 percent of project costs for capital and operating projects. FTA Administrator has the authority to waive the non-Federal share, and the FTA may also defer the local share.

If FTA ER funds are available, grantees will work with FTA, not FEMA, for reimbursement of emergency-related expenses.

If FTA ER funds are unavailable, grantees may pursue funding from FEMA and may also utilize formula funds apportioned for the Section 5307 or Section 5311 programs for costs eligible under the ER Program.

If a grantee draws down formula funds to reimburse emergency expenses, these funds may not be replaced or restored with ER funds if funding is subsequently made available under the ER Program. However, FTA may allow a grantee to use any unexpended formula funds awarded for emergency expenses for other purposes under the applicable formula program. **FTA recommends that grantees follow both FTA and FEMA procedures until it is clear whether funding will be available for FTA's ER program.**

Funds for Emergency Transportation Services

Under FTA's ER Program, grantees may be reimbursed for temporary emergency transportation services outside the scope of an affected transit system's normal operations, including:

- Evacuations
- Rescue operations
- Bus, rail, or ferry service to replace inoperable rail service or to detour around damaged areas
- Additional service to accommodate an influx of passengers or evacuees

ANNEXES

- Returning evacuees to their homes after the disaster or emergency
- Net project costs related to reestablishing, expanding, or relocating public transportation service before, during, or after an emergency or major disaster

Funds for Capital Equipment and Facility Replacement

For transit agencies whose vehicles, capital equipment, or facilities are damaged during a declared emergency or disaster, FTA's ER Program will fund capital projects undertaken for the purpose of repairing, replacing or reconstructing seriously damaged public transportation system elements, including:

- Rolling stock
- Equipment
- Facilities and infrastructure

Federal Highway Administration (FHWA)

Section 125 of Title 23, U.S.C., authorizes the FHWA ER Program to provide funds for the repair or reconstruction of Federal aid highways and roads on Federal lands that have suffered serious damage as the result of natural disasters or catastrophic failures from external causes.

On December 4, 2015, President Obama signed the Fixing America's Surface Transportation (FAST) Act (Pub. L. No. 114-94) into law. **The FAST Act continues the Emergency Relief program**, which provides funds for emergency repairs and permanent repairs on Federal-aid highways and roads, tribal transportation facilities, and roads on Federal lands that the Secretary finds have suffered serious damage as a result of natural disasters or catastrophic failure from an external cause.

FHWA - ER PROGRAM (FAST ACT)

Transit services may be eligible for reimbursement under the FHWA ER Program (FAST ACT). For example, if a road or bridge has been damaged or destroyed by a disaster, and a temporary structure or alternate route is not practical as a temporary connection, additional detoured or temporary ferry or other transit services may be eligible for reimbursement under FHWA's ER Program.

Eligible costs under such a scenario could include the cost of the ferryboat or transit vehicle, less salvage value; reasonable rental fee for the ferryboat or transit vehicle; maintenance and operation of the temporary ferry or transit service; and docking and loading facilities.

Transit systems are advised to contact their FTA Regional Office to determine whether funding may be available. Any assistance provided by private operators in support of the Regional Transportation Planning Authority (RTPA) will need to coordinate reimbursement with the RTPA directly.

Federal Emergency Management Administration (FEMA)

ROBERT T. STAFFORD ACT

Under the Stafford Act, through the Public Assistance (PA) program, FEMA coordinates Federal assistance to supplement State and local government response to declared emergencies and disasters. States can request assistance from FEMA to provide emergency transit services to assist a community or regional area to recover from the effects of a disaster. In addition, FEMA assistance is



available to transit agencies to help replace or repair vehicles, equipment, and facilities that are damaged or destroyed during a disaster, only if FTA does not have funds available.

Funds for Emergency Transportation Services

FEMA assistance is available for reimbursement of costs associated with evacuations and other emergency transportation needs. In addition, FEMA can provide (through contract or mission assignment) temporary public transportation services to meet emergency needs and provide transportation to government offices, employment centers, and other places, as necessary, to enable the community to resume its normal pattern of life as soon as possible. However, emergency public transportation service is intended to supplement, not replace, pre-disaster transportation facilities that remain operable after a major disaster. FEMA funding for such transportation is discontinued as soon as the emergency needs are met. Stafford Act assistance is generally provided at a 75% federal share.

Funds for Capital Equipment and Facility Replacement

For transit agencies whose vehicles, capital equipment, or facilities are damaged during a declared emergency or disaster, the PA program Act makes provisions for federal reimbursement for permanent work, including repairs, restoration, or replacement of the damaged assets. Stafford Act assistance is generally provided at a 75% federal share.

During presidentially declared emergencies and disasters, funds available through Stafford Act programs flow from FEMA to affected states, then grantees. The states identify potentially eligible projects; identify the local cost share (up to 25%); notify sub-grantees that funds are available; and disburse the funds.

Transit agencies may receive FEMA funds directly from states or through lower-tier organizations or agencies, such as County OEM/OES coordinating organizations, depending upon state and jurisdictional agreements.

Transit agencies that receive funds under Stafford Act programs are accountable to states for use of the funds. They must provide documentation and personnel to work with FEMA and the state in assessing damages, completing application processes, and identifying all damages to the state and FEMA for reimbursement.

STATE FUNDING RESOURCES

California Office of Emergency Services (Cal OES)

The California Disaster Assistance Act (CDAA) authorizes the Director of Cal OES to administer a disaster assistance program that provides financial assistance from the state for costs incurred by local governments as a result of a disaster event. Funding for the repair, restoration, or replacement of public real property damaged or destroyed by a disaster is made available when the Director concurs with a local emergency proclamation requesting state disaster assistance. The program also provides for the reimbursement of local government costs associated with certain emergency activities undertaken in response to a state of emergency proclaimed by the Governor. In addition, the program may provide matching fund assistance for cost sharing required under federal public assistance programs in response to a Presidential Major Disaster or Emergency Declaration. The

ANNEXES

implementing regulations for CDAA can be found in Title 19 of the California Code of Regulations, Chapter 6.⁴³

The state Public Assistance Program provides funding to cities, counties, special districts (including transit districts, school districts, community colleges, and certain private nonprofit organizations in the event of a state disaster.

In general, CDAA's share of eligible costs is no more than 75%.

LOCAL FUNDING RESOURCES

If a county proclaims a Local Emergency, this does not open funding possibilities from local disaster/emergency relief programs. If a transit agency is seeking reimbursement for county directed transportation activities, the transit agency will need to submit an invoice directly to the county for these costs. The county will be responsible for reimbursing the transit agency 100% for requested services, regardless if FEMA or Cal OES funding becomes available or not. Transit agencies need to ensure the invoice includes date(s) of service, type of service provided, vehicle(s) used, drivers, and location where services were provided, if possible.

APPLYING FOR FUNDING

FEDERAL FUNDS

FTA ER Funds

Eligible Recipients

Eligible recipients of FTA ER funding are entities that receive Federal transit funding directly from FTA, whether as a state, a designated recipient of 5307 Program funding, or as a direct recipient of program funds. Eligible recipients are typically states, local government authorities and public transit systems. In Santa Barbara and Ventura counties, transit districts and certain transit providers within city government are direct recipients, while other transit providers are designated recipients and must apply through VCTC/SBCAG.

Eligible subrecipients are entities that provide public transportation service, but do not receive funding directly from FTA. Eligible subrecipients may receive FTA ER funds as a subrecipient of an eligible recipient. Potential subrecipients should contact the appropriate FTA Regional Office for assistance in determining whether a direct FTA recipient in their geographic area may be willing to apply on their behalf.

All recipients or subrecipients must be located in geographic areas for which an emergency or disaster has been declared (as defined in 49 U.S.C. 5324 and 49 CFR Part 602) in order to apply for FTA ER Program funds.⁴⁴

⁴³ <https://www.caloes.ca.gov/cal-oes-divisions/recovery/public-assistance/california-disaster-assistance-act>, January 21, 2020.

⁴⁴ Federal Transit Authority, *Emergency Relief Manual: Reference Manual for States & Transit Agencies on Response and Recovery from Declared Disasters and FTA's Emergency Relief Program (49 U.S.C. 5324)*, 2015, page 24.



Overview of the Allocation Process

The availability of ER assistance under FTA's ER Program is contingent upon a Congressional appropriation of funding to the program on a general basis or for a specific disaster. Affected transit systems should contact their respective FTA Regional Office to determine whether ER Program funds are available. (Any emergency service changes or activities should not be hindered by the lack of availability of funds or approval from the FTA Regional Office.) If funds are limited or unavailable, the Regional Office may facilitate communication with other funding agencies, such as FEMA.

If eligible ER costs have been identified and funding is available for the ER Program, FTA will make ER funding available to affected transit systems by soliciting funding requests from affected transit systems.

FTA will clearly identify what application requirements and supporting documentation is needed. FTA may require specific information to support that costs were incurred within the 45-day period following the emergency or major disaster, such as contracts, requests for proposals, or items to support force account costs. The type of documentation required will be identified in the specific solicitation of funding requests.

If necessary, FTA may prioritize the types of projects to which funding is made available. The prioritization of funding may be based on the overall amount and character of eligible expenses, estimated damages, availability of program funds, and type of relief most needed.⁴⁵ Loss of revenue is not eligible for reimbursement.

Preliminary Field Survey

The first step in applying for FTA ER Program assistance is for the applicant to complete a preliminary field survey and submit a damage assessment report to FTA in accordance with 49 CFR 602.17 to determine the general type and extent of damages sustained as the result of an emergency or major disaster. The field survey and damage assessments are intended to summarize the extent of damages caused by a disaster and are not detailed cost estimates for subsequent repair projects. The field survey and damage assessment will be used to ascertain the extent of damage to transit infrastructure and the need to allocate ER funding in response to the emergency. Applicants have 60 days from the onset of the incident period to complete their preliminary field surveys and submit their damage assessment reports.

If a Federal declaration is anticipated, transit agencies should contact their FTA Regional Office to coordinate their efforts with other local and state agencies and FEMA to reduce duplication of effort and to ensure that information is included in the joint FEMA-state preliminary damage assessments that inform the federal declaration process. If the availability of FTA ER funding is not known in the immediate aftermath of the disaster, the transit agency should work closely with both FEMA and FTA to ensure the broadest eligibility for potential reimbursement.⁴⁶

Damage Assessment Report

After the preliminary field survey is complete, potential recipients are required to submit a damage assessment report to FTA. The damage assessment report will document the damages observed in

⁴⁵ Ibid., pg.26

⁴⁶ Ibid.

ANNEXES

the field and summarize the overall impact of the disaster for FTA, which will then determine whether public transportation assets sustained serious damage as a result of the emergency or disaster. Damage assessments should be organized by grant recipient, subrecipient, or, in the case of large complex recipients, by operating unit. A geographic breakdown by state or political subdivision may also be appropriate.

FTA does not require that applicants use a standard format for the damage assessment report. However, each report should contain, at a minimum, the following information:

1. Specific location, type of facility or equipment, nature and extent of damage.
2. The most feasible and practical method of repair or replacement.
3. A preliminary cost estimate to restore, replace, or reconstruct the damaged system/element, including any temporary repairs to return the system/element to operation or reduce further damage before permanent repairs are completed.
4. A description of potential environmental and historic impacts from the disaster or as a result of the proposed repair or replacement.
5. Photographs showing the type and extent of damages and/or sketch maps depicting the damaged areas.

If available, the following information may also be included in the damage assessment report:

1. Recommended resilience projects to protect equipment and facilities from future emergencies or major disasters.
2. Evaluation of reasonable alternatives (including change of location, addition of resilience/mitigation elements, and any other reasonable alternatives) for any damaged transit facility that has previously been damaged and repaired or replaced as a result of an emergency or major disaster.

In addition to FTA Regional Office personnel, FEMA and FHWA personnel who are familiar with the field survey process may provide additional guidance and support in completing the surveys and the damage assessment reports. Damage assessment reports should be submitted to the FTA Regional Administrator by email, using the contact information available on FTA's website.⁴⁷

Allocation and Award Process

After the applicant has submitted the damage assessment report to the appropriate FTA Regional Office and notification has been received that funding is available, the applicant may then apply for recovery funding through FTA's electronic award management system and provide detailed information for each eligible project activity and expense. FTA personnel will review submitted grant applications for the eligibility of the submitted expenses and the consistency of the application with applicable rules and requirements. The timeline for review and approval of a grant application is dependent upon the scope and complexity of the proposed activities and expenses and the applicant's previous familiarity with the grant application process.

⁴⁷ Ibid., page 27.



After FTA approval and obligation, and the recipient's execution of the grant agreement, the recipient may draw down funding for reimbursement of eligible expenses using FTA's electronic payment system.⁴⁸

Eligible Projects and Costs

ER Program funds may be used to repair, replace, or reconstruct public transportation assets that are in danger of being damaged, or have been seriously damaged by an emergency or disaster and to reimburse affected transit systems for eligible operating costs. Specific information on eligible and ineligible expenses is addressed below.

FTA will not award ER funding for costs that have been reimbursed by another federal agency, that have been funded through insurance proceeds, or that are already funded in an existing FTA grant.

The categories of projects that are eligible for funding under FTA's ER Program include⁴⁹:

Emergency Operations

Emergency operations include temporary services carried out by public transportation providers that fall outside the scope of their normal operations and may be undertaken to prepare for or respond to an emergency or disaster. The costs of emergency operations are considered operating expenses.

Examples of emergency operations include:

- Evacuations
- Rescue operations
- Temporary bus, ferry, or rail service to replace inoperable service or detour around damaged areas
- Temporary service to accommodate increased numbers of passengers or evacuees resulting from the event
- Returning evacuees to their homes after the emergency or disaster
- Reestablishing, expanding, or relocating public transportation service before, during, or after an emergency or major disaster
- Relocating rolling stock or spare parts necessary for system operation from a threatened or impacted area to a safer area to protect it from (additional) damage

Emergency Protective Measures

Emergency protective measures are capital expenses incurred immediately before, during, or after an emergency to protect public health and safety or property. These projects lessen or eliminate an immediate threat to public health or safety or eliminate or lessen the immediate threat of significant damage or additional damage to the applicant's real property or other assets in a cost-effective manner.

Examples of emergency protective measures include, but are not limited to, the capital costs associated with:

⁴⁸ Ibid.

⁴⁹ Ibid., pages 28-31.

ANNEXES

- Emergency communications
- Security forces
- Sandbagging
- Bracing/shoring damaged structures
- Debris removal
- Dewatering
- Removal of health and safety hazards
- Cleaning and disinfecting facilities and vehicles
- Personnel Protective Equipment

Emergency Repairs

Emergency repairs are capital projects that are undertaken within a short time period after an emergency to minimize the extent of damage, restore service, or ensure that service can continue until such time as necessary permanent repairs can be made. Emergency repairs may be temporary measures that are intended to last from a period of weeks to several years and can include permanent repairs implemented within a short timeframe.

Emergency repairs typically require little preliminary engineering or engineering reviews. The scope of emergency repairs is generally limited to the extent necessary to allow a safe resumption of regular service. Emergency repairs can be constructed using an agency's own labor forces, without the requirement for a force account plan, or with emergency contract labor, equipment, and materials.

The cost of materials, equipment, contractor resources, and an agency's own labor forces associated with accomplishing emergency repairs and emergency protective measures generally is eligible for funding under FTA's ER Program.

In some cases, responding to an emergency might overwhelm the capabilities or resources of an affected transit agency, and additional resources might be required. In such cases, the affected transit agency may choose to activate an existing Memorandum of Agreement with another transit agency to request assistance. The process whereby one transit agency provides support to another agency during an emergency or major disaster is commonly called mutual aid. If an affected transit system owner requests and receives mutual aid through an existing agreement with another transit system owner, the requesting agency should pay the providing agency for the assistance provided according to the terms and conditions set forth in the MOA. The requesting agency then can seek reimbursement for this assistance through FTA's ER Program.

Permanent Repairs

Permanent repairs are capital projects that are undertaken after an emergency or major disaster to permanently repair, replace, or reconstruct seriously damaged public transportation system elements, including rolling stock, equipment, facilities, infrastructure, and other assets to a satisfactory operable condition.

Projects to repair, replace, or reconstruct assets may include improvements and upgrades as necessary to meet current safety and design standards, including the ADA, or that will reduce the risk of similar damage from future disasters.

Permanent repairs are generally eligible for reimbursement under pre-award authority. Expenses for permanent repairs that are incurred within one year of the date of a declared disaster do not



need to be included in the Transportation Improvement Plan (TIP) and Statewide Transportation Improvement Plan (STIP), unless they include changes to the function, location or capacity of the underlying infrastructure.

Resilience Projects

Resilience projects are capital projects, or functionally independent elements of capital projects, that are designed and built specifically to address existing and future vulnerabilities to a public transportation facility or system as a result of a probable occurrence or recurrence of an emergency or major disaster in the geographic area where the public transportation system is located. For example, a functionally independent resilience element of a capital project might consist of a floodwall constructed as part of a rebuilt facility. Resilience projects may incorporate consideration of projected changes in development patterns, demographics, or climate change and extreme weather patterns.

The availability of funding for resilience projects will be determined on an incident-by-incident basis. Unlike repair and recovery projects, unless otherwise provided, resilience projects are not eligible for reimbursement under pre-award authority in the aftermath of a disaster. Once authorized for reimbursement, resilience projects must be included in the TIP and STIP prior to incurring costs.

Potential grantees are advised that if funding for resilience projects is made available, FTA may require prior approval of resilience projects before a grantee may begin incurring costs. FTA reserves the right to request additional documentation and justification for the approval of resilience projects.

Spare parts

Spare parts that are the property of an affected transit system and held in the normal course of business and are damaged or destroyed are eligible for funding under the FTA ER Program. If a transit agency has utilized its existing supplies to respond to a major emergency or disaster, the agency may apply for reimbursement through the ER Program to replace these items.

FEMA Public Assistance Grants⁵⁰

Overview

Public Assistance (PA) is FEMA's largest grant program providing funds to assist communities responding to and recovering from major disasters or emergencies declared by the President. The program provides funding for emergency assistance to save lives and protect property and assists with funding for permanently restoring community infrastructure affected by a federally declared incident.

Eligible Applicants

Eligible applicants include states, federally recognized tribal governments (including Alaska Native villages and organizations so long as they are not privately owned), U.S. territories, local governments, and certain private non-profit (PNP) organizations.

⁵⁰ FEMA, *Public Assistance Fact Sheet*, October 2019.

ANNEXES

Project Categories

FEMA processes PA grant funding according to the type of work the applicant undertakes. Eligible work must be required as a result of the declared incident, be located in the designated area, be the legal responsibility of the applicant, and be undertaken at a reasonable cost.

Eligible work is classified into the following categories:

Emergency Work

Category A: Debris removal

Category B: Emergency protective measures

Permanent Work

Category C: Roads and bridges

Category D: Water control facilities

Category E: Public buildings and contents

Category F: Public utilities

Category G: Parks, recreational, and other facilities

Although transit agencies may be eligible for work associated with each of the categories listed above, transit agencies will more than likely be focused on claims associated with Categories A, B, and E.

Federal funding guidelines for each of these categories are listed in the *Public Assistance Program and Policy Guide*, which is located online at <https://www.fema.gov/public-assistance-policy-and-guidance>.

Declaration Process

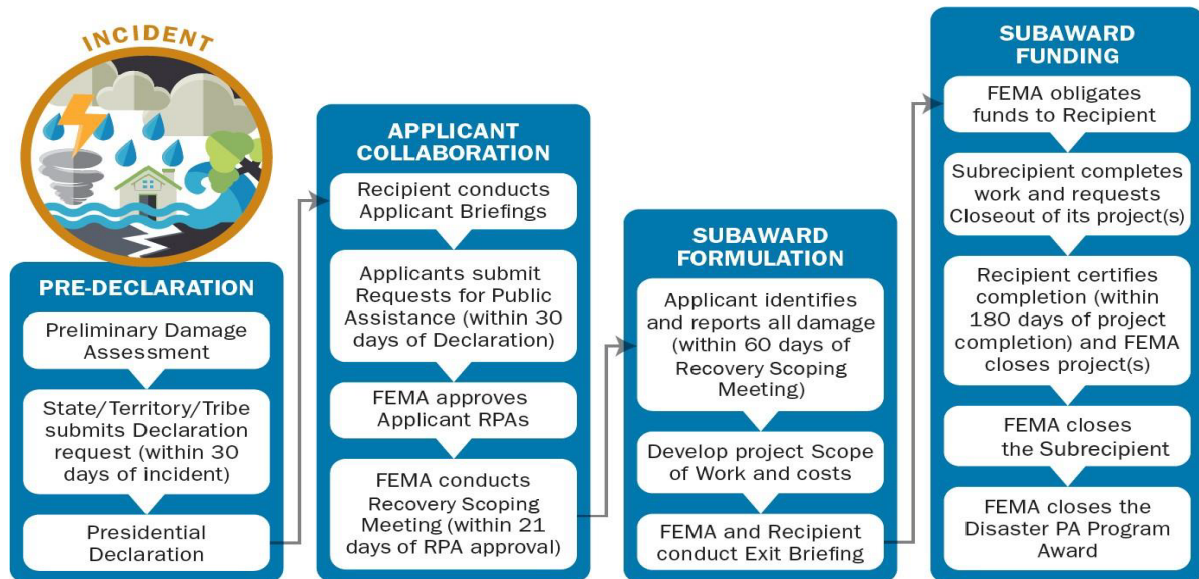
The PA Grant Program begins with the declaration process when an area has received a Presidential declaration of an emergency or major disaster. Applicants will coordinate with the Recipient (if not the same agency) and FEMA to complete their award package during the Pre-Award phase of the grant lifecycle.

Application Process

After a federal declaration, the recipient (i.e. state, tribe, or territory) conducts Applicant Briefings to inform potential applicants (i.e. state, local, tribal, territorial, and PNP officials) of the assistance available and how to apply. Applicants must then file a Request for Public Assistance within 30 days of the date their respective area is designated by the federal declaration.



Following the approved request for reimbursement as a result of a declared disaster, FEMA and the applicants will conduct additional meetings to discuss the damages and project formulation. Applicants must identify and report damages to FEMA within the 60-day regulatory timeframe. FEMA, the recipient, or the applicant will then prepare project worksheets for eligible work and eligible facilities based on actual or estimated project costs. See the figure below for an overview of the application process.



Grant Administration

The federal share of assistance will not be less than 75% of the eligible cost for emergency measures and permanent restoration. The recipient determines how the non-federal share of 25% will be dispersed to its applicants.

Recipients are responsible for managing the funds obligated to them by FEMA, including disbursement to applicants. FEMA will continue to monitor the recovery progress to ensure the timely delivery of eligible assistance, and compliance with federal laws and regulations.

Large Projects

Projects above a certain amount are considered “large.” The threshold corresponds to the annually adjusted small project maximum.

- **Standard Procedures (406):** For large permanent work projects using the standard Section 406 process, funding is provided based on actual costs as determined after the project is completed. The applicant’s flexibility in use of the funding is limited, and they do not have the ability to retain excess funds.
- **Alternative Procedures (428):** For large permanent work projects using Section 428 PA Alternative Procedures, funding is made on the basis of a fixed-cost estimate agreed upon by the applicant, recipient and FEMA. PA funding is based on the estimated amount to restore the damaged facility to its pre-disaster design and function, including applicable and federally required codes and standards, and any identified eligible hazard mitigation

ANNEXES

measures. Once agreement on the fixed amount is made, the funding will not be adjusted. Applicants have the flexibility to use the funding to meet the post-disaster recovery needs, and not just build back what they had before. The applicant may also retain any excess funds for use on certain eligible activities.

Small Projects

Projects falling below a certain threshold are considered “small.” The threshold is adjusted annually for inflation. For Fiscal Year 2020, that threshold is \$131,100. For small projects, final funding is based on the estimate at the time of project approval and certification of project completion is required when the project is done. The minimum amount that can be approved for any Project Worksheet under the PA Program for FY 2020 is \$3,300.

FEMA Public Assistance Forms (For copies of all these forms go to the Forms Section at the end of the Annex)

The following forms will need to be submitted only if transit providers have costs and expenses NOT related to any services provided under the direction of Ventura County Sheriff’s Office of Emergency Services or Santa Barbara County Office of Emergency Management and FEMA assistance is available.

- **Request for Public Assistance** (FEMA Form 90-49) - indicates that eligible applicants will be applying for assistance in the areas checked. Does not restrict the eligible applicant from making changes, but must be sent within 30 days of the declaration date.
- **List of Projects** (Cal OES Form 95) - This indicates the categories and projects for which the applicant is asking for assistance. It provides the detail behind the Request for Assistance. It may be revised later on. It provides Cal OES an idea of the scope and how many teams to assign.
- **Project Assurances for Federal Assistance** (Cal OES 89) – Required document for all federal disaster assistance grants.

Copies of each of these forms can be found in the Forms Section, however, it is recommended to use the most current forms provided at the Applicants Briefing that will be scheduled soon after the disaster has been declared.

In addition to these forms applicants will need to provide the following:

- FEIN Number
- DUNS Number
- State Tax Number
- Effective ruling letter from the Internal Revenue Service at the time of the disaster granting tax exemption under Sections 501(c), (d), or (e) of the Internal Revenue Code, or
- Mission Statement/Brochure
- Bylaws/Charter



California Disaster Assistance Act Funds⁵¹

Request

As set forth in the California Government Code, Title 2, Division 1, Chapter 7.5 - California Disaster Assistance Act (CDAA), only a governing body of a city (mayor or chief executive), county (chairman of a board of supervisors or county administrative officer), or city and county may seek financial assistance through CDAA, by order of a Director's Concurrence or Governor's Proclamation. The request for CDAA can be included in a local emergency proclamation; however, it is more appropriate to request CDAA on separate letterhead once the governing body has identified, and can certify, local resources are insufficient and the situation is beyond its capabilities.

Verification of Damages

When the governing body submits its local proclamation of emergency to the California Governor's Office of Emergency Services (OES) Regional Operations, the package should include an Initial Damage Estimate (IDE). An IDE is the local governments' identification of the impacts and local response and recovery activities. The IDE assists Cal OES to understand the jurisdictions damages and prioritize Preliminary Damage Assessment (PDA) efforts, which in turn can lead to a state or federal disaster declaration. An Operational Area must include all its affected governing bodies (cities, towns, etc.), special districts (school districts, water districts, community services districts, etc.), and private non-profit organizations within the IDE. Cal OES Regional Operations then forwards the IDE to Cal OES headquarters, which includes a Regional Event Summary (RES) delineating the impact of the event.

An IDE should include:

- Type and extent of public and private sector damage;
- Estimates of damages and emergency response costs; and
- Any acute public health and environmental issues

To assist the Governor in determining if funding under CDAA should be granted, the IDE and RES are reviewed, and if warranted, a state pre-assessment is conducted by Cal OES Recovery. Cal OES works with local jurisdictions' emergency management and/or public safety agencies in the Operational Areas affected by the disaster event to accomplish these assessments. Once a determination is made, Cal OES will notify the requesting jurisdiction in a timely manner (verbally by Cal OES Region and in writing by Cal OES Recovery).

CDAA Forms (For copies of all these forms go to the Forms Section)

If FEMA is also participating with the Public Assistance, each applicant will need to submit the required FEMA forms as well as the CDAA forms. If only CDAA is available, the applicant will need to submit the following forms to participate in the CDAA reimbursement program.

⁵¹ California Office of Emergency Services, *Fact Sheet – California Emergency Disaster Proclamation and CDAA Process*, February 2019.

ANNEXES

- **Project Assurances for Federal Assistance** (Cal OES 89)
- **Project Application** (Cal OES 126)
- **Designation of Applicant's Agent Resolution for Non-State Agencies** (Cal OES 130)
- **List of Projects** (Cal OES 95)

Copies of each of these forms can be found in Forms Section, however, it is recommended to use the most current forms provided at the Applicants Briefing that will be scheduled soon after the disaster has been declared.

LOCAL FUNDS

A local state of emergency does not open any local emergency funding sources. If only a local emergency is proclaimed and the state and/or the federal government have not concurred with the proclamation, any extraordinary expenses incurred by a transit agency as a result of OEM/OES direction will need to be invoiced directly to the appropriate OEM/OES office for payment.

WORKING WITH COUNTY OEM/OES WHEN FTA FUNDING IS NOT AVAILABLE, AND FEMA AND STATE FUNDING IS AVAILABLE

Although VCTC/SBCAG and the transit providers would be eligible to apply directly through FEMA and Cal OES for possible disaster reimbursement, if FTA ER funding is not available and FEMA and Cal OES funding is, any expenses incurred by the transit agencies and providers as a result of direction from a county agency will be submitted via invoice to the requesting county agency. The County OEM/OES office will submit transit agency and provider costs and expenses as part of their County submittal package to FEMA and Cal OES. County OEM/OES will be obligated to pay 100% of the invoice back to the transit agency or provider. (If VCTC/SBCAG and the transit providers submitted their costs directly to FEMA and Cal OES, they would not be receiving 100% reimbursement, but rather would receive 93.75% since both the federal and state program require a local share for each applicant.) Submitting an invoice to County OEM/OES maximizes the reimbursement amounts back to the transit agency and providers.

If the transit agencies or providers incur additional costs not associated with tasks assigned by County OEM/OES, such as damaged transportation system elements, including rolling stock, equipment, facilities, and infrastructure, an invoice for these costs will not be submitted to County OEM/OES. If the transit agency or providers want to recoup these non-OEM/OES directed costs, the transit agency or provider will need to apply directly to FEMA for possible reimbursement. Only public and private-not-for profit entities will be eligible for direct FEMA reimbursement.

DOCUMENTATION AND COST ACCOUNTING FORMS

Documentation requirements for federal or state grants typically far exceed the day-to-day reporting requirements of local government agencies. During times of emergency, operators will need to ensure that they keep and maintain documentation of work performed and the costs incurred for each claim they will submit for possible reimbursement. Failure to keep and maintain proper documentation will result in disallowing reimbursement and the money will need to be returned.

It is crucial that all response activities and repair and reconstruction work be properly documented by describing how the disaster caused the problems, and how the work was necessary and in direct



response to the disaster caused problems.

Be sure that the dates on all documentation are within the allowable time period. This period is from the date of the disaster to the completion date of the work approved. Cost project overruns should be reported as soon as you are aware of the overrun so that a supplemental claim can be submitted.

Stay within the scope of work as stated in the claim. FEMA, FTA and Cal OES will pay only for repairs included in the scope of work outlined in the claim. You must seek approval to **change the scope of work!**

Do's And Don'ts For Using The Disaster Accounting System

- **DO** record and identify all regular and overtime hours worked on the disaster/emergency.
- **DO** write on the Incident Work Report the location, the disaster related cause and brief description of work performed to address the problems.
- **DO** track all disaster related time for all employees, hourly and salary.
- **DO** charge vehicles and equipment used and indicate when and where and how long they were used. Always identify the employee who operated each piece of equipment.
- **DO** charge equipment rentals to the locations where they were used.
- **DO** charge outside contracts to the locations where the work was done.
- **DO** document how contracts were awarded in compliance with Federal regulations of 2 CFR Part 200.
- **DO** place limits on Time and Materials contracts with, "Amount not to exceed".
- **DO** report all damage.
- **DO** keep all records and unit logs accurately and up to date.
- **DO NOT** order everyone to charge **all their** time to the disaster. Only charge those people and hours actually worked on disaster related activities.
- **DO NOT** charge stand-by time to the system. FEMA, FTA and Cal OES will only pay for time worked, including time while assigned to a "staging area."
- **DO NOT** enter into sole source contracts without explicit documentation of why it was **necessary**.
- **DO NOT** enter into cost plus contracts.
- **DO NOT** enter into open-ended contracts with no cap on expense. Place "not to exceed" limits on all contracts.
- **DO NOT** use terms such as "Damage Survey." Use "Safety Assessment".
- **DO NOT** assume damage to a transit facility is not recoverable.
- **DO NOT** throw away records.
- **DO NOT** forget to ask questions.

Managing your Claims and Documentation

Prepare files that include the following information and documents:

- Detailed discussion of the damage and what was done or what needs to be done at the site
- Photographs of the site before work, during, and after
- Lists of damaged and destroyed equipment
- Force account labor costs summaries, backed up by detailed labor runs, and time sheets

ANNEXES

- Vendor purchase orders, invoices, and payments
- Contractor contract(s), invoices, and payments
- Explanation of how the contract was procured, explaining what procurement method was used
- If price was not competitively determined, explain why not and provide a “cost analysis” using the Cost Analysis form
- Authorizations to perform the work by department head, legislative authority (council/supervisors), or executive authority (mayor/city manager/county administrator)
- Correspondence with Cal OES and/or FEMA
- Insurance information/settlements
- Appeals information

You must remember that the recovery process can be very long and frustrating. Keeping good records and documentation for every claim will assist both VCTC/SBCAG and to maximize their reimbursement possibilities.

The following pages provide copies of the forms that will need to be filled out and submitted to FEMA/OES to participate in the Public Assistance grant program. For the most current version of these forms, see FEMA and Cal OES websites.

1. **Request for Public Assistance (RPA) Form** - This form indicates that the entity will be applying for assistance. Does not restrict entity from making changes, but must be sent within 30 days of the declaration date.
2. **Project Listing (OES Form)** - This indicates the categories and projects which the entity is asking assistance for. It may be revised later on. It gives Cal OES an idea of the scope of the damage.
3. **Project Application for Federal** - Formal application for FEMA funding. Assistance (OES Form 89). No specific deadline, but no payment until submitted.
4. **Project Application California Disaster Assistance Program (Form Cal OES 126)** - This form indicates to Cal OES that the entity will be applying for assistance. Application required for all applicants applying for CDAA assistance.
5. **Designation of Applicants' Agency Resolution (OES Form 130)** - This is a resolution passed by the entity's Board or Council authorizing specified individuals to act as the entity's agent in dealing with Cal OES and FEMA. There is no deadline, but payments cannot be made until Cal OES receives it.
6. **FEMA Cost Recovery Forms** - These forms do not need to be used, but if an entity uses these forms to record their costs, they will be better prepared to fully justify costs associated with the response.
 - Force Account Summary Record
 - Materials Summary Report
 - Force Account Equipment Summary Record
 - Rented Equipment Summary
 - Contract Summary Work

FORMS



REQUEST FOR PUBLIC ASSISTANCE (FEMA Form 90-49)

DEPARTMENT OF HOMELAND SECURITY Federal Emergency Management Agency REQUEST FOR PUBLIC ASSISTANCE

OMB Control Number 1660-0017
Expires December 31, 2019

Paperwork Burden Disclosure Notice			
Public reporting burden for this data collection is estimated to average 15 minutes per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and submitting this form. This collection of information is required to obtain or retain benefits. You are not required to respond to this collection of information unless a valid OMB control number is displayed in the upper right corner of this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW., Washington, DC 20472, Paperwork Reduction Project (1660-0017) NOTE: Do not send your completed form to this address.			
Privacy Act Statement			
Authority: FEMA is authorized to collect the information requested pursuant to the Robert T. Stafford Disaster Relief and Emergency Assistance Act, §§ 402-403, 406-407, 417, 423, and 427, 42 U.S.C. 5170a-b, 5172-73, 5184, 5189a, 5189e; The American Recovery and Reinvestment Act of 2009, Public Law No. 111-5, § 601; and "Public Assistance Project Administration," 44 C.F.R. §§ 206.202, and 206.209.			
APPLICANT (Political subdivision or eligible applicant)			DATE SUBMITTED
COUNTY (Location of Damages. If located in multiple counties, please indicate)			
APPLICANT PHYSICAL LOCATION			
STREET ADDRESS			
CITY	COUNTY	STATE	ZIP CODE
MAILING ADDRESS (If different from Physical Location)			
STREET ADDRESS			
POST OFFICE BOX	CITY	STATE	ZIP CODE
Primary Contact/Applicant's Authorized Agent		Alternate Contact	
NAME		NAME	
TITLE		TITLE	
BUSINESS PHONE		BUSINESS PHONE	
FAX NUMBER		FAX NUMBER	
HOME PHONE (Optional)		HOME PHONE (Optional)	
CELL PHONE		CELL PHONE	
E-MAIL ADDRESS		E-MAIL ADDRESS	
PAGER & PIN NUMBER		PAGER & PIN NUMBER	
Did you participate in the Federal/State Preliminary Damage Assessment (PDA)? <input type="checkbox"/> YES <input type="checkbox"/> NO			
Private Non-Profit Organization? <input type="checkbox"/> YES <input type="checkbox"/> NO			
If yes, which of the facilities identified below best describe your organization? _____			
Title 44 CFR, part 206.221(e) defines an eligible private non-profit facility as: "... any private non-profit educational, utility, emergency, medical or custodial care facility, including a facility for the aged or disabled, and other facility providing essential governmental type services to the general public, and such facilities on Indian reservations." "Other essential governmental service facility means museums, zoos, community centers, libraries, homeless shelters, senior citizen centers, rehabilitation facilities, shelter workshops and facilities which provide health and safety services of a governmental nature. All such facilities must be open to the general public."			
Private Non-Profit Organizations must attach copies of their Tax Exemption Certificate and Organization Charter or By-Laws. If your organization is a school or educational facility, please attach information on accreditation or certification.			
OFFICIAL USE ONLY: FEMA - _____ -DR- _____ - FIPS# _____ DATE RECEIVED _____			

FEMA Form 009-0-49 9/16

PREVIOUS EDITION OBSOLETE

LIST OF PROJECTS (CAL-OES FORM 95)

State of California
California Emergency Management Agency

List of Projects

Page ____ of ____

Disaster Number ____

APPLICANT: _____ DATE COMPLETED: _____

CONTACT NAME AND PHONE NUMBER: _____ IS THIS AN AMENDED LIST OF PROJECTS? _____

ITEM #	LOCATION	DESCRIPTION OF DAMAGE AND SCOPE OF WORK	COST ESTIMATE	CATEGORY*	WAS WORK COMPLETED BY FORCE ACCT. (FA), CONTRACT (C) OR BOTH (F/C)?	ENTER "ENV" IF THERE ARE ENVIRONMENTAL ISSUES OR "HIST" FOR HISTORIC ISSUES, OR BOTH	WAS THERE INSURANCE COVERAGE? IF YES, ENTER DEDUCTIBLE AMOUNT	WAS THE FACILITY DAMAGED IN A PRIOR DISASTER(S)? IF YES, ENTER DISASTER NAME(S) OR NUMBER(S)	ARE THERE COST EFFECTIVE HAZARD MITIGATION MEASURES THAT MAY PREVENT FUTURE DAMAGE?
			\$				\$		
			\$				\$		
			\$				\$		
			\$				\$		
			\$				\$		
			\$				\$		
			\$				\$		
			\$				\$		

*CATEGORY: A) Debris Clearance; B) Protective Measures; C) Road System; D) Water Control Facility; E) Buildings and Equipment;
F) Public Utility System; G) Other. (Note: if a single site has more than one category, indicate the category that
represents the majority of damage.)

PROJECT ASSURANCES FOR FEDERAL ASSISTANCE (CAL OES 89)

DUNS No: _____

PROJECT ASSURANCES FOR FEDERAL ASSISTANCE

SUBRECIPIENT'S NAME: _____
(Name of Organization)

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

TELEPHONE: _____ FAX NUMBER: _____

AUTHORIZED AGENT: _____ TITLE: _____

EMAIL ADDRESS: _____

ASSURANCES – CONSTRUCTION PROGRAMS

Note: Certain of these assurances may not be applicable to all of your projects. If you have questions, please contact the California Governor's Office of Emergency Services. Further, certain federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the subrecipient named above:

1. Has the legal authority to apply for federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-federal share of project costs) to ensure proper planning, management, and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States, Federal Office of Inspector General 2 CFR 200.336, and if appropriate, the state, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title, or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the federal interest in the title of real property in accordance with awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with federal assistance funds to assure nondiscrimination during the useful life of the project.
4. Will comply with the requirements of the assistance-awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progress reports and such other information as may be required by the assistance awarding agency or state.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gains.
8. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.), which prohibits the use of lead based paint in construction or rehabilitation of residence structures.

ANNEXES

9. Will comply with all federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color, or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-1683 and 1685-1686) which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794) which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101-6107) which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 93-255) as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616) as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§ 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3) as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. § 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental, or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) which may apply to the application.
10. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced or whose property is acquired as a result of federal and federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of federal participation in purchases.
11. Will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$5,000 or more.
12. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.O. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved state management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§ 1451 et seq.); (f) conformity of federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. § 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.O. 93-205).
13. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§ 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
14. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and preservation of historic properties), and the Archeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq.).
15. Will comply with Standardized Emergency Management (SEMS) requirements as stated in the California Emergency Services Act, Government Code, Chapter 7 of Division 1 of Title 2, Section 8607.1(e) and CCR Title 19, Sections 2445, 2446, 2447, and 2448.
16. Subrecipients expending \$750,000 or more in federal grant funds annually are required to secure an audit pursuant to OMB Uniform Guidance 2 CFR Part 200, Subpart F. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984 and the Single Audit Act Amendments of 1996.
17. Will disclose in writing any potential conflict of interest to the Federal awarding agency or pass-through entity in accordance with §200.112.
18. Will comply with all applicable requirements of all other federal laws, Executive Orders, regulations and policies governing this program.
19. Has requested through the State of California, federal financial assistance to be used to perform eligible work approved in the subrecipient application for federal assistance. Will, after the receipt of federal financial assistance, through the State of California, agree to the following:
 - a. The state warrant covering federal financial assistance will be deposited in a special and separate account, and will be used to pay only eligible costs for projects described above;
 - b. To return to the State of California such part of the funds so reimbursed pursuant to the above numbered application, which are excess to the approved actual expenditures as accepted by final audit of the federal or state government.
 - c. In the event the approved amount of the above numbered project application is reduced, the reimbursement applicable to the amount of the reduction will be promptly refunded to the State of California.



20. The non-Federal entity for a Federal award must disclose, in a timely manner, in writing to the Federal awarding agency or pass-through entity all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award §200.113. Failure to make required disclosures can result in any of the remedies described in §200.338 Remedies for noncompliance, including suspension or debarment.
21. Will not make any award or permit any award (subaward or contract) to any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549 and 12689, "Debarment and Suspension."

"I, the official named below, CERTIFY UNDER PENALTY OF PERJURY that I am duly authorized by the above named subrecipient to enter into this agreement for and on behalf of the said subrecipient, and by my signature do bind the subrecipient to the terms thereof."

PRINTED NAME

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL

TITLE

DATE

PROJECT APPLICATION CALIFORNIA DISASTER ASSISTANCE PROGRAM (FORM CAL OES 126)



For Internal Use Only

Cal OES Application #: _____

Disaster No #: _____

DUNS #: _____

PROJECT APPLICATION **CALIFORNIA DISASTER ASSISTANCE ACT PROGRAM**

1. APPLICANT'S NAME AND ADDRESS

APPLICANT: _____

ADDRESS: _____

CITY & ZIP: _____

PHONE: _____

2. APPLICANT'S AUTHORIZED AGENT

(Attach Resolution of Designation unless an accurate "universal" resolution is on file.)

NAME: _____

TITLE: _____

ADDRESS: _____

CITY & ZIP: _____

PHONE: _____

FACSIMILE: _____

E-MAIL: _____

3. PROJECT SUMMARY – Attach a List of Projects as defined in Title 19 of the California Code of Regulations, Section 2970(a)(4).

ASSURANCES AND AGREEMENTS

- A. The applicant certifies (to the best of his knowledge and belief) the disaster relief work herein described for which state financial assistance is requested, is eligible in accordance with the criteria contained in the Disaster Assistance Act (Government Code, Section 8680 et seq).
- B. The applicant is the legal entity responsible under law for the performance of the work detailed and accepts such responsibility.
- C. The applicant certifies that the disaster relief work herein described for which state assistance is requested hereunder, does not or will not duplicate benefits received for the same loss from another source.
- D. The applicant certifies that they have undertaken to recover maximum federal participation in funding street and highway project and public facility projects.
- E. The applicant certifies that all information given herein is to the best of its knowledge and belief, true and correct.
- F. The applicant agrees to (1) provide without cost to the state all lands, easements, and rights-of-way necessary for accomplishment of the approved work and

(2) The applicant agrees to hold and save the State of California, its officers, agents and employees free from damages due to the approved work.
- G. (1) The applicant agrees to comply with Section 3700 of the Labor Code, which requires every employee to be insured against liability for Workmen's Compensation, or to undertake self-insurance in accordance with provisions of the code; and will comply with such provisions before commencing the performance of the work.

(2) The applicant agrees to comply with the Fair Practices Act in connection with the performance of work under this agreement wherein it agrees it will not willfully discriminate against any employee or applicant for employment because of race, color, religion, ancestry, sex, age or national origin; and it agrees to take affirmative action to insure that applicants for employment are employed, and that employees are treated during employment, without regard to their race, color, religion, ancestry, sex, age or national origin, and hereby gives assurance that it will immediately take any measures necessary to effectuate this agreement.



PROJECT APPLICATION
CALIFORNIA DISASTER ASSISTANCE ACT PROGRAM

(3) If any real property or structure thereon is provided or improved with the aid of the state financial assistance extended to the applicant, this assurance shall obligate the applicant, or in the case of such property, any transferee for the period during which the provision of similar services or benefits. If any personal property is so provided, this assurance shall obligate the applicant for the period during which it retains ownership or possession of the property. In all other cases, this assurance shall obligate the applicant for the period during which the state financial assistance is extended to it by the agency.

(4) This assurance is given in consideration of, and for the purpose of obtaining any and all state grants, loans, reimbursement, advances, contracts, property, discount, or other state financial assistance extended after the date hereon to the applicant. The applicant recognizes and agrees that such state financial assistance will be extended in reliance on the representations and agreements made in this assurance and that the state shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the applicant, its successors, transferees and assignees, and a person or persons whose signatures appear on this form, or is authorized to sign this assurance on behalf of the applicant.

- H. The applicant certifies that all financial assistance received under this application will be, or has been, expended in accordance with applicable laws and regulations. The applicant certifies that any work performed by a state agency at their request shall be agreed upon in writing and be subject to the State Contract Act. The applicant certifies that the work performed, or to be performed, is in accordance with the state and local laws governing the performance of such work.
- I. The applicant certifies compliance with Standardized Emergency Management System (SEMS) requirements as stated in the California Emergency Services Act, Government Code, Chapter 7 of Division 1 of Title 2, Section 8607.1(e) and CCR Title 19, Sections 2445, 2446, 2447 and 2448.
- J. The applicant certifies that on contracts involving expenditures in excess of \$25,000, it obtained from the contractor a payment bond in accordance with Sections 3247 through 3252 of the Civil Code.
- K. **BY ACCEPTING THESE FUNDS, THE APPLICANT IS NOT FORFEITING ANY RIGHTS WHATSOEVER, INCLUDING THE RIGHT TO A FAIR HEARING.**

4. SIGNATURE OF APPLICANT'S AUTHORIZED AGENT

"I, the official named below, CERTIFY UNDER PENALTY OF PERJURY that I am duly authorized by the above named subgrantee to enter into this agreement for and on behalf of the said subgrantee, and by my signature do bind the subgrantee to the terms thereof."

SIGNATURE: _____

DATE: _____

TITLE: _____

5. Cal OES APPROVAL

SIGNATURE: _____

DATE APPROVED: _____

TITLE: _____

ANNEXES

DESIGNATION OF APPLICANT'S AGENCY RESOLUTION (CAL OES 130)

STATE OF CALIFORNIA
GOVERNOR'S OFFICE OF EMERGENCY SERVICES
Cal OES 130

Cal OES ID No: _____

DESIGNATION OF APPLICANT'S AGENT RESOLUTION FOR NON-STATE AGENCIES

BE IT RESOLVED BY THE _____ OF THE _____
(Governing Body) (Name of Applicant)

THAT _____, OR
(Title of Authorized Agent)
_____, OR
(Title of Authorized Agent)

(Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the _____, a public entity
(Name of Applicant)
established under the laws of the State of California, this application and to file it with the California Governor's Office of Emergency Services for the purpose of obtaining certain federal financial assistance under Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act.

THAT the _____, a public entity established under the laws of the State of California,
(Name of Applicant)
hereby authorizes its agent(s) to provide to the Governor's Office of Emergency Services for all matters pertaining to such state disaster assistance the assurances and agreements required.

Please check the appropriate box below:

- ☐ This is a universal resolution and is effective for all open and future disasters up to three (3) years following the date of approval below.
☐ This is a disaster specific resolution and is effective for only disaster number(s) _____

Passed and approved this _____ day of _____, 20____

(Name and Title of Governing Body Representative)

(Name and Title of Governing Body Representative)

(Name and Title of Governing Body Representative)

CERTIFICATION

I, _____, duly appointed and _____ of
(Name) (Title)
_____, do hereby certify that the above is a true and correct copy of a
(Name of Applicant)

Resolution passed and approved by the _____ of the _____
(Governing Body) (Name of Applicant)
on the _____ day of _____, 20____.

(Signature)

(Title)



Cal OES Form 130 Instructions

A Designation of Applicant's Agent Resolution for Non-State Agencies is required of all Applicants to be eligible to receive funding. A new resolution must be submitted if a previously submitted Resolution is older than three (3) years from the last date of approval, is invalid or has not been submitted.

When completing the Cal OES Form 130, Applicants should fill in the blanks on page 1. The blanks are to be filled in as follows:

Resolution Section:

Governing Body: This is the group responsible for appointing and approving the Authorized Agents.

Examples include: Board of Directors, City Council, Board of Supervisors, Board of Education, etc.

Name of Applicant: The public entity established under the laws of the State of California. Examples include: School District, Office of Education, City, County or Non-profit agency that has applied for the grant, such as: City of San Diego, Sacramento County, Burbank Unified School District, Napa County Office of Education, University Southern California.

Authorized Agent: These are the individuals that are authorized by the Governing Body to engage with the Federal Emergency Management Agency and the Governor's Office of Emergency Services regarding grants applied for by the Applicant. There are two ways of completing this section:

1. **Titles Only:** If the Governing Body so chooses, the titles of the Authorized Agents would be entered here, not their names. This allows the document to remain valid (for 3 years) if an Authorized Agent leaves the position and is replaced by another individual in the same title. If "Titles Only" is the chosen method, this document must be accompanied by a cover letter naming the Authorized Agents by name and title. This cover letter can be completed by any authorized person within the agency and does not require the Governing Body's signature.
2. **Names and Titles:** If the Governing Body so chooses, the names **and** titles of the Authorized Agents would be listed. A new Cal OES Form 130 will be required if any of the Authorized Agents are replaced, leave the position listed on the document or their title changes.

Governing Body Representative: These are the names and titles of the approving Board Members.

Examples include: Chairman of the Board, Director, Superintendent, etc. The names and titles **cannot** be one of the designated Authorized Agents, and a minimum of two or more approving board members need to be listed.

Certification Section:

Name and Title: This is the individual that was in attendance and recorded the Resolution creation and approval.

Examples include: City Clerk, Secretary to the Board of Directors, County Clerk, etc. This person **cannot** be one of the designated Authorized Agents or Approving Board Member (if a person holds two positions such as City Manager and Secretary to the Board and the City Manager is to be listed as an Authorized Agent, then the same person holding the Secretary position would sign the document as Secretary to the Board (not City Manager) to eliminate "Self Certification."

ANNEXES

DOCUMENTATION TO SUPPORT COSTS CLAIMED⁵²

Documentation to Support Costs Claimed
<p>The Applicant should submit the following to support costs claimed (not an all-inclusive list):</p> <p>Applicant (Force Account) Labor and Prisoner Labor:</p> <p>For each individual:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Name <input type="checkbox"/> Job title and function <input type="checkbox"/> Type of employee (i.e., full-time exempt, full-time non-exempt, part-time, temporary, prisoner, etc.) <input type="checkbox"/> Days and hours worked <input type="checkbox"/> Pay rate(s) and fringe benefit rate(s) <input type="checkbox"/> Description of work performed with representative sample of daily logs / activity reports, if available <input type="checkbox"/> Representative sample of timesheets <input type="checkbox"/> Fringe benefit calculations <input type="checkbox"/> Pay policy <p>Applicant-Owned (Force Account) Equipment:</p> <p>For each piece of equipment:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Type of equipment and attachments used, including year, make, and model <input type="checkbox"/> Size/capacity (e.g., horsepower, wattage) <input type="checkbox"/> Locations and days and hours used with usage logs <input type="checkbox"/> Operator name <input type="checkbox"/> Schedule of rates, including rate components <p>Rented or Purchased Equipment:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Rental or lease agreements, invoices, receipts <input type="checkbox"/> Days used <p>Supplies from Stock:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Historical cost records <input type="checkbox"/> Inventory records <input type="checkbox"/> Type of supplies and quantities used, with support documentation such as daily logs <p>Purchased Supplies:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Receipts or invoices <p>Contracts:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Procurement policy <input type="checkbox"/> Procurement and bid documents <input type="checkbox"/> For procurements in excess of the simplified acquisition threshold, a cost/price analysis <input type="checkbox"/> Contracts, change orders, and invoices <input type="checkbox"/> Dates worked <input type="checkbox"/> For time and materials (T&M) contracts, monitoring documentation <p>Mutual aid:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Written agreement <input type="checkbox"/> Services requested and received <input type="checkbox"/> Same information listed for labor, equipment, and supplies above (as applicable) <input type="checkbox"/> Invoices

⁵² FEMA, *Public Assistance Program and Policy Guide FP 104-009-2*, April 2018, page 139.

DEPARTMENT OF HOMELAND SECURITY FEDERAL EMERGENCY MANAGEMENT AGENCY FORCE ACCOUNT LABOR SUMMARY RECORD										PAGE _____ OF _____ O.M.B. No. 1660-0017 Expires December 31, 2011			
APPLICANT			PA ID NO.		PROJECT NO.		DISASTER						
LOCATION/SITE			CATEGORY		PERIOD COVERING								
DESCRIPTION OF WORK PERFORMED													
NAME			DATES AND HOURS WORKED EACH WEEK					COSTS					
JOB TITLE			DATE						TOTAL HOURS	HOURLY RATE	BENEFIT RATE/HR	TOTAL HOURLY RATE	TOTAL COSTS
NAME			REG.										
JOB TITLE			O.T.										
NAME			REG.										
JOB TITLE			O.T.										
NAME			REG.										
JOB TITLE			O.T.										
NAME			REG.										
JOB TITLE			O.T.										
NAME			REG.										
JOB TITLE			O.T.										
TOTAL COSTS FOR FORCE ACCOUNT LABOR REGULAR TIME												\$ _____	
TOTAL COST FOR FORCE ACCOUNT LABOR OVERTIME												\$ _____	
I CERTIFY THAT THE INFORMATION ABOVE WAS OBTAINED FROM PAYROLL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.													
CERTIFIED			TITLE					DATE					

DEPARTMENT OF HOMELAND SECURITY FEDERAL EMERGENCY MANAGEMENT AGENCY FORCE ACCOUNT EQUIPMENT SUMMARY RECORD						PAGE _____ OF _____	O.M.B. No. 1660-0017 Expires April 30, 2013			
APPLICANT		PA ID NO.		PROJECT NO.	DISASTER					
LOCATION/SITE				CATEGORY	PERIOD COVERING					
DESCRIPTION OF WORK PERFORMED										
TYPE OF EQUIPMENT		OPERATOR'S NAME		DATES AND HOURS USED EACH DAY				COSTS		
INDICATE SIZE, CAPACITY, HOURSEPOWER, MAKE AND MODEL AS APPROPRIATE	EQUIPMENT CODE NUMBER	DATE	HOURS					TOTAL HOURS	EQUIPMENT RATE	TOTAL COST
			HOURS							
			HOURS							
			HOURS							
			HOURS							
			HOURS							
			HOURS							
			HOURS							
			HOURS							
			HOURS							
			HOURS							
			HOURS							
			HOURS							
			HOURS							
			HOURS							
GRAND TOTAL										

I CERTIFY THAT THE ABOVE INFORMATION WAS OBTAINED FROM PAYROL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.

CERTIFIED	TITLE	DATE
-----------	-------	------

CONTRACT SUMMARY WORK

DEPARTMENT OF HOMELAND SECURITY FEDERAL EMERGENCY MANAGEMENT AGENCY CONTRACT WORK SUMMARY RECORD		PAGE _____ OF _____		O.M.B. No. 1660-0017 Expires December 31, 2011	
APPLICANT	PA ID NO.	PROJECT NO.	DISASTER		
LOCATION/IN/SITE	CATEGORY	PERIOD COVERING			
DESCRIPTION OF WORK PERFORMED					
DATES WORKED	CONTRACTOR	BILLING/INVOICE NUMBER	AMOUNT	COMMENTS- SCOPE	
GRAND TOTAL					
I CERTIFY THAT THE INFORMATION WAS OBTAINED FROM PAYROLL, INVOICES, OR OTHER DOCUMENT THAT ARE AVAILABLE FOR AUDIT.					
CERTIFIED	TITLE		DATE		

Print Form

Annex B: Continuity of Operations

Continuity of Operations Preliminary Planning

This template provides a structure for formulating a Continuity of Operations (COOP) Plan according to *Department of Homeland Security (DHS) Headquarters Continuity of Operations (COOP) Guidance Document, dated April 2004*. The instructions for the template can be downloaded at the Federal Emergency Management Agency (FEMA) Office of National Security Coordination (ONSC) website at the following address: <http://www.beta.fema.gov/test/ns/index.shtm>

Essential functions

The essential functions should include a list of the organization's prioritized essential functions. Essential functions are those organizational functions and activities that must be continued under any and all circumstances.

PRIORITY	SBCAG ESSENTIAL FUNCTIONS	VCTC ESSENTIAL FUNCTIONS
1		
2		
3		
4		
5		
6		

Leadership and Orders of Succession

Identify orders of succession to key positions within the organization. Orders should be of sufficient depth to ensure the organization's ability to manage and direct its essential functions and operations. The conditions under which succession may take place, the method of notification, and any temporal, geographical, or organizational limitations of authority should also be identified in this section.



SBCAG LINE OF SUCCESSION		
Function	TITLE/POSITION	
Management	1.	Executive Director
	2.	
	3.	
Governmental Affairs/Public Information	1.	Government/Public Affairs Manager
	2.	
	3.	
Planning Division	1.	Director of Planning
	2.	
	3.	
Director of Programming	1.	Director of Programming
	2.	
	3.	
Transit & Rail	1.	Director of Rail and Transit Programs
	2.	
	3.	
Traffic Solutions	1.	Director of Traffic Solutions
	2.	
	3.	
Administration and Finance	1.	Chief Financial Officer/Human Resources
	2.	
	3.	

ANNEXES

VCTC LINE OF SUCCESSION		
Function	TITLE/POSITION	
Management	1.	Executive Director
	2.	
	3.	
Administration and Finance	1.	Finance Director
	2.	
	3.	
Countywide Planning	1.	Planning and Policy Director
	2.	
	3.	
Director of Programming	1.	Programming Director
	2.	
	3.	
Transit Operations and Planning	1.	Public Transit Director
	2.	Program Manager/Regional Transit Planning
	3.	Program Manager/Transit Services
Regional Transit Info Center	1.	Transit Information Center and Technology
	2.	
	3.	

Mission Critical Systems

Address the organization's mission critical systems necessary to perform essential functions and activities. Organizations must define these systems and address the method of transferring/replicating them at an alternate site.

SBCAG MISSION CRITICAL SYSTEMS		
System Name	Current Location	Other Locations



VCTC MISSION CRITICAL SYSTEMS		
System Name	Current Location	Other Locations

Vital Files, Records, and Databases

Address the organization's vital files, records, and databases, to include classified or sensitive data, which are necessary to perform essential functions and activities and to reconstitute normal operations after the emergency ceases. Organizational elements should pre-position and update on a regular basis those duplicate records, databases, or back-up electronic media necessary for operations.

SBCAG VITAL FILES, RECORDS AND DATABASES				
Vital File, Record, or Database	Form of Record (e.g., hardcopy, electronic)	Pre-positioned at Alternate Facility	Hand Carried to Alternate Facility	Backed up at Third Location

VCTC VITAL FILES, RECORDS AND DATABASES				
Vital File, Record, or Database	Form of Record (e.g., hardcopy, electronic)	Pre-positioned at Alternate Facility	Hand Carried to Alternate Facility	Backed up at Third Location

ANNEXES

Annex C: Training and Exercises

INTRODUCTION

Overview

The value of an emergency preparedness plan is dependent on its ability to be implemented by the organizations who are a party to it. The parties to this Transportation Emergency Preparedness Plan (TEPP)—including transportation management agencies and public transit providers offering regional rail, fixed-route bus, and demand response dial-a-ride services—all have an obligation to their patrons, the community, and their partner organizations to maintain a state of readiness capable of effectively and efficiently implementing this plan and other supporting tactical action plans to meet the transportation emergency needs of the people of Ventura and Santa Barbara counties.

In addition to being properly equipped and organized to implement this plan, a critical element of a prepared posture is ensuring personnel are ready to respond—per plans and procedures and with the appropriate resources—through an ongoing training program and rehearsal opportunities demonstrated through exercises. This annex is designed to provide Ventura and Santa Barbara County transportation agencies and transit providers (hereafter referred to as county transportation stakeholders) with a roadmap or tool kit upon which to build and implement their own training and exercise programs to ensure their readiness to implement this plan. None of the county transportation stakeholders are mandated by this plan or any regulatory authority (e.g., local, state or federal government) to conduct emergency preparedness trainings or exercises; therefore, the roadmap/tool kit approach is being used, and because each stakeholder has different capability levels and organizational missions which precludes a one-size-fits-all approach. While this annex provides recommendations for the county transportation stakeholders, it offers the flexibility for each organization to choose its own training and exercise strategy based on organizational needs and capabilities, including available funding.

Target Audience

As mentioned above, each county transportation stakeholder has an obligation to maintain a posture of readiness capable of implementing this plan and supporting the greater community's emergency transportation needs. These organizations include mass transit providers (both public and private sector, special districts and those associated with municipalities, and their employees and contractors), transportation commissions/associations (such as the Ventura County Transportation Commission [VCTC] and Santa Barbara County Association of Governments [SBCAG]), and facilitators of overall emergency response and recovery efforts (such as City and County EOCs and/or Offices of Emergency Management/Services [or equivalents]). Within these organizations the training and exercise requirements for personnel will vary depending on their role in an emergency. To delineate the recommendations in this annex, the three categories of personnel defined below will be applied:

Transit Field Personnel	Transit field personnel may include bus operators, drivers, or conductors, mechanics, maintenance and utility personnel, dispatchers and dispatch center staff, safety officers, road and rail supervisors, etc. Generally, these individuals might be considered the front lines of a transit provider's emergency staff and typically will be those implementing a transit provider's tactical response.
--------------------------------	--



Transit/ Transportation Agency Leadership	<p>A transportation agency's or transit provider's leadership team responsible for managing incidents and making policy decisions for the organization may be small or even one individual in some organizations and may be larger in others. In some cases, it may be only a contracting manager who oversees resources contracted by the transit agency or the City Emergency Coordinator on behalf of a municipal agency that also contracts for services. In larger organizations, these decision-makers may be assigned to an organization's Incident Management Team (IMT) or equivalent, or Emergency or Department Operations Center (EOC/DOC) or equivalent. These individuals or teams of personnel are applicable to both transit providers and organizations providing transportation coordination, including commissions and associations. In California, these groups are often organized according to Incident Command System (ICS) principles and, whether one person or multiple, are typically responsible for the overall policy, priorities, resource allocation, tactical approval, information management, public information, and interagency/-organization communications and coordination associated with the organization and its response to and recovery from the emergency.</p>
Agency Liaisons or EOC Agency Representatives	<p>As applied in this annex, the category Agency Liaisons/EOC Agency Representatives is being used to describe those individuals assigned the responsibility for coordinating resources, strategies, and information across responding organizations. These may be liaisons/representatives from a transit agency assigned to a municipal or county EOC, municipal or county EOC personnel (i.e., City Emergency Coordinators) tasked with facilitating transportation response, or members of commissions or associations representing the transportation sector in a multi-agency coordination (MAC) group. To differentiate with the transit leadership category above, these liaisons/representatives typically report to and represent an organization's incident leadership but focus on facilitating the incident leadership's multi-agency coordination and communication goals with external partners while the incident leadership focuses on the organization's direct response to the incident.</p>

Minimum Preparedness Levels

It is recommended that each of the aforementioned categories of personnel be involved in at least two (2) preparedness activities annually. This could be any combination of training and/or exercise events the organization believes are important to their emergency personnel, the organization's emergency preparedness goals, and within the organization's operational and financial capabilities. Therefore, those two (2) events could consist of:

- Two (2) progressive trainings,
- Two (2) exercises (i.e., a discussion-based and an operations-based exercise), or
- A training and a discussion-based exercise or other combination.

Having exposure to emergency preparedness topics at least twice each year is the minimal standard for maintaining at least a basic degree of readiness. Preferably, organizations are encouraged to engage in

ANNEXES

quarterly training and/or exercise events for each of the aforementioned categories of personnel to maintain a more reliable degree of emergency preparedness.

In addition, all public agencies wishing to potentially be eligible for financial disaster recovery assistance under the California Disaster Assistance Act (CDAA) or United States Stafford Disaster Relief and Emergency Assistance Act (Stafford Act), must have personnel involved in emergency operations previously trained in the four (4) online courses identified in the training section of this annex (**page 258**) and records of such training maintained. Completion of these courses is only required once per individual.

Multi-Year Training and Exercise Plan

Developing a strategic and progressive approach to training and exercise is important both within and amongst organizations. The creation of effective capabilities-based training and exercise programs begins with a Multi-Year Training and Exercise Plan (MYTEP). This is not the same as planning for individual training or exercise events, but is a larger overarching effort designed to bring together stakeholders from across either an individual organization or multiple organizations to establish programmatic priorities and establish a multi-year schedule of training and exercise activities designed to address those priorities and validate capabilities. Much of this annex is dedicated to helping county transportation stakeholders build their own internal training and exercise strategy (i.e., MYTEP) that meets their unique organizational capabilities, priorities, and budgets. Doing so across organizations can have the added benefits of significantly reducing costs and fostering partnerships and communications.

MYTEPs are frequently created or revised during an annual workshop designed to maximize limited resources and coordinate training and exercise needs across an organization or amongst multiple organizations. As designated by the U.S. Department of Homeland Security, these planning sessions are typically referred to as Training and Exercise Planning Workshops (TEPWs) or Integrated Preparedness Planning Workshops (IPPWs). Conducting internal training and exercise planning workshops may benefit county transportation stakeholders in the following ways:

Ensure training and exercise events meet actual needs and address known threats, hazards, and capability gaps.

- Ensure sufficient time between training and exercise events to reduce training/exercise fatigue and provide opportunities to implement improvements between events.
- Reduce duplications of effort and omissions of critical objectives.
- Develop a progressive strategy that increases the levels of complexity over time to cultivate organizational goals and objectives.

By participating in multi-agency training and exercise planning workshops (i.e., facilitated or administered by a County OEM/OES, a transportation commission/association, or a mutual aid/assistance governing body), may have the following added benefits:

- Build partnerships and relationships and enhance communications and coordination across organizations.
- Alleviate some of the burden of planning internal training or exercise events by sharing the responsibility across organizations.



- Reduce the costs of internal training and exercise events by either sharing the cost across organizations or taking advantage of opportunities to join other organizations in their trainings or exercises for limited to no cost.
- Identify and coordinate possible funding sources across organizations or from third-party entities.

While county transportation stakeholders will still be responsible for planning and conducting their own training and exercise events, or the portions of larger events for which they are a party to, they are nonetheless encouraged to participate in local- or county-level TEPWs or IPPWs to coordinate those activities across similar and partner organizations and maximize resources. City and county emergency management/services agencies (or equivalents) are encouraged to invite mass transit agencies to participate in their annual TEPW or IPPW events. Likewise, transit agencies and transportation commissions/associations are encouraged to contact their local and county emergency management/services agencies (or equivalents) to inquire about participation in upcoming TEPW/IPPW events.

Potential Training & Exercise Funding Sources

Many of the pre-existing trainings identified in this annex are available to county transportation stakeholders at minimal to no cost. Developing and hosting courses that do not currently exist and developing and conducting exercises may involve greater financial commitments. Few funding sources cover the labor time of personnel to develop materials, attend or participate in trainings or exercises, or travel and lodging costs if those are required for their participation in either trainings or exercises. The following funding sources may be available to assist with the costs associated with developing, conducting, attending, or procuring training or exercise events:

- **Proposition 1B** or The Highway Safety, Traffic Reduction, Air Quality and Port Security Bond Act of 2006, approved by the voters as Proposition 1B, authorizes the issuance of \$19,925,000,000 in general obligation bonds for specified purposes, including grants for transit system safety, security, and disaster response projects. Proposition 1B is divided into the following programs: a) California Transit Assistance Fund (CTAF), b) Intercity Passenger Rail/Commuter Rail Systems (IPCR), and c) Regional Public Waterborne Transit (RPWT). Contact the County transportation commission for more information, eligibility, and applications.
- **State Homeland Security Program (SHSP)** supports the implementation of risk-driven, capabilities-based State Homeland Security Strategies to address capability targets set in Urban Area, state, and regional Threat and Hazard Identification and Risk Assessments (THIRAs). The capability targets are established during the THIRA process, and assessed in the State Preparedness Report (SPR) and inform planning, organization, equipment, training, and exercise needs to prevent, protect against, mitigate, respond to, and recover from acts of terrorism and other catastrophic events. Contact the County OES/OEM for more information, eligibility, and applications.
- **Urban Areas Security Initiative (UASI)** funds address the unique risk-driven and capabilities-based planning, organization, equipment, training, and exercise needs of high-threat, high-density Urban Areas based on the capability targets identified during the THIRA process and associated assessment efforts; and assists them in building an enhanced and sustainable capacity to prevent, protect against, mitigate, respond to, and recover from acts of terrorism. Contact the County OES/OEM for more information, eligibility, and applications.
- **Emergency Management Performance Grant Program (EMPG)** is an element of the Stafford Act that authorizes FEMA to make grants for the purpose of providing a system of emergency

ANNEXES

preparedness for the protection of life and property in the United States from hazards and to vest responsibility for emergency preparedness jointly in the federal government and the states and their political subdivisions. EMPG funding is regularly used to fund the positions of staff assigned responsibility for emergency management functions. Contact the County OES/OEM for more information, eligibility, and applications.

- **Human Resources & Training (5314[b]) Grant Program** is a Federal Transit Administration (FTA) funding source for human resource and workforce development programs as they apply to public transportation activities. Such programs may include: employment training; research on public transportation personnel and training needs; and training and assistance for minority business opportunities. Contact the FTA Region 9 Office in San Francisco for more information.
- **Transit Security Grant Program (TSGP) and Intercity Bus Security Grant Program (IBSGP)** are FEMA grant programs that provide funds to transit agencies to protect critical surface transportation infrastructure and the traveling public from acts of terrorism. Contact the FEMA Region 9 Office in Oakland for more information.
- **Emergency Relief Program** is a FTA program that helps states and public transportation systems pay for protecting, repairing, and/or replacing equipment and facilities that may suffer or have suffered serious damage as a result of an emergency. The program can also fund the operating costs of evacuation, rescue operations, temporary public transportation service, or reestablishing, expanding, or relocating service before, during or after an emergency. Contact the FTA Region 9 Office in San Francisco for more information.
- **Transportation Security Administration (TSA) Mass Transit Division** coordinates drills, training, exercises, and public outreach regarding mass transit and passenger rail security and emergency management. This includes coordination of the Intermodal Security Training and Exercise Program, National Roundtables with mass transit and passenger rail security leadership, and development of new and improved training courses and curriculum in the Transportation Security Grant Program. For additional information, contact MassTransitSecurity@dhs.gov.

Annex Organization

The remaining two sections of this annex—Training Options and Exercise Options—provide a series of training and exercise opportunities for county transportation stakeholders to consider when developing their strategic approach to training and exercises. For the training options, it includes both existing trainings currently available from third parties and recommended trainings to develop. In the exercise section, the annex describes the various types of exercises and potential objectives and planning considerations which county transportation stakeholders may use to match the appropriate exercise to their internal capabilities and resources. None of the options listed are mandatory, but merely provide a tool kit of selections to inform the decisions of each transportation stakeholder.

TRAINING OPTIONS

Training Introduction

During an emergency, transportation providers will be working with people at some of the most difficult times of their lives, often in the wake of immense tragedy or a sudden disaster. The emergency preparedness training acquired by personnel should guide their work. Making sure personnel are prepared for emergencies is not something done once but is an ongoing undertaking that must continually be revisited.



This section provides a series of training opportunities for county transportation stakeholders to consider when developing their strategic approach to training and exercises. It includes both existing trainings currently available from third parties and recommended trainings to develop.

Minimum Training Requirements

All public agencies wishing to potentially be eligible for financial disaster recovery assistance under the California Disaster Assistance Act (CDAA) or United States Stafford Disaster Relief and Emergency Assistance Act (Stafford Act) must have all personnel involved in emergency operations previously trained in the four (4) online courses identified below. While this applies to all agency personnel, agencies with limited resources should focus their efforts on agency leadership, emergency planners, safety personnel, supervisors, agency liaisons, and EOC agency representatives. Transit field personnel may be less critical, but could benefit from the training if it is within the agency's means, considering field personnel may play some role in preparedness or response. Completion of these courses is only required once per individual.

Title	Description	Applicability	Access	Cost	Priority Level
IS-100.C: Introduction to the Incident Command System, ICS 100	Introduces the Incident Command System (ICS) and provides the foundation for higher level ICS training. This course describes the history, features and principles, and organizational structure of ICS. It also explains the relationship between ICS and the National Incident Management System (NIMS). This is a 2-hour online course.	All personnel involved in emergency operations.	https://training.fema.gov/is/courseoverview.aspx?code=IS-100.c	Free	I
IS-200.C: Basic Incident Command System for Initial Response, ICS 200	Reviews the Incident Command System (ICS), provides the context for ICS within initial response, and supports higher level ICS training. This course provides training on, and resources for, personnel who are likely to assume a supervisory position within ICS. This is a 4-hour online course.	Recommended for all personnel involved in emergency operations. Required for all personnel in a supervisory role.	https://training.fema.gov/is/courseoverview.aspx?code=IS-200.c	Free	I
IS-700.B: An Introduction to the National Incident Management System (NIMS)	This course provides an overview of the National Incident Management System (NIMS), which defines the comprehensive approach guiding the whole community—all levels of government, nongovernmental organizations (NGO), and the private sector—to work	All personnel involved in emergency operations.	https://training.fema.gov/is/courseoverview.aspx?code=IS-700.b	Free	I

ANNEXES

	together seamlessly to prevent, protect against, mitigate, respond to, and recover from the effects of incidents. The course provides learners with a basic understanding of NIMS concepts, principles, and components. This is a 3.5-hour online course.				
G606: Standardized Emergency Management System (SEMS) Introductory Course	This course provides a comprehensive discussion of the components of California's Standardized Emergency Management System (SEMS) and how SEMS is used in California. Content includes mutual aid, multi-agency coordination, the Operational Area (OA) concept, and how the five levels of government communicate, interact, and share resources. This is a 4-hour online course.	Recommended for all personnel involved in emergency operations. Required for all personnel involved in multi-agency or multi-jurisdictional response, or those responding beyond normal coverage areas.	https://csti-ca.csod.com/LMS/LoDetails/DetailsLo.aspx?Id=b5f29472-2c4b-4401-b800-ef0059553c7d&back=%2fLMS%2fBrowseTraining%2fBrowseTraining.aspx%3ftab_page_id%3d-6#t=1	Free	I

Existing Training Options

The following table includes a variety of pre-existing training courses available from reputable sources. Many of these courses are provided at no cost, but may require travel to a training location, the cost of which is not typically covered. County transportation stakeholders are encouraged to attend as much training as possible applicable to their position and role in the organization's emergency operations. For organizations needing to prioritize attendance at trainings, this table includes suggested categories for prioritization (I, II, and III) with 'I' representing the highest priority.

Title	Description	Applicability	Source & Accessibility	Cost	Priority Level
Disaster Service Worker (DSW) Training	The State of California Disaster Service Worker (DSW) Program includes all public employees impressed into service by a person having authority to command the aid of citizens in the execution of his or her duties during a state of war, a state of emergency, or a local emergency. All public	All Public Agency Personnel	Should be conducted for all personnel of public agencies at hire by their hiring agency	Free	I



	employees should be familiar with the rules and regulations of the DSW program, including expectations for service in an emergency and potential alternative assigned, working hours, etc.				
IS-2200: Basic Emergency Operations Center (EOC) Functions	The course is designed to introduce the role, design, and function of the Emergency Operations Center (EOC) or similar Department Operations Center (DOC) and the supportive relationship as a NIMS command and coordination component of the Multi-agency Coordination System (MACS).	Transit/ Transportation Agency Leadership Agency Liaisons or EOC Agency Representatives	FEMA Independent Study https://training.fema.gov/is/courseoverview.aspx?code=IS-2200	Free	I
Effectively Managing Transit Emergencies	Participants learn how to better understand the emergency management concept and the role of the transit system in responding to emergency/disaster situations in both the community and transit system. The course provides information related to acquisition and operational phases of a transit system lifecycle. Participants will understand the elements of an effective emergency management program and how interaction of these elements affects the management of the emergency situation, as well as, the roles and responsibilities of internal transit agency personnel and external stakeholders (e.g. fire, police, EMS, etc.)	Transit Field Personnel Transit/ Transportation Agency Leadership	Federal Transit Administration/ Transportation Safety Institute https://tsi-dot.csod.com/LMS/LoDetails/DetailsLo.aspx?loId=f12f1dbc-07dd-4313-a422-10ab70aa1222&query=%3Fs%3D1%26q%3D&back_key=1#t=3	\$65.00/ person	II
IS-1300: Introduction to Continuity of Operations**	This course lays the foundation of knowledge for those who wish to increase their understanding of continuity planning to build a comprehensive continuity	Transit/ Transportation Agency Leadership	FEMA Independent Study https://training.fema.gov/is/co	Free	II

ANNEXES

	program in their organization or jurisdiction.		urseoverview.aspx?code=IS-1300		
Crisis Communication for Transit Employees	Crisis communication training for transit employees will equip frontline and supervisory transit personnel with the skills and techniques they need to communicate effectively within their organizations and with passengers throughout a crisis to enable successful response and recovery.	Transit Field Personnel (with a focus on managers, dispatchers, and supervisors)	National Transit Institute https://www.ntionline.com/crisis-communication-for-transit-employees-direct-delivery/	Free	II
All-Hazards Awareness and Preparedness for Transit Employees	All-hazards awareness and preparedness for transit employees is designed to help transit employees develop the observation, communication, and response skills needed to address all-hazards incidents while ensuring their own safety and that of their customers.	Transit Field Personnel	National Transit Institute https://www.ntionline.com/all-hazards-awareness-and-preparedness-for-transit-employees-direct-delivery/	Free	II
CA-040-RESP: Essential Emergency Management Concepts	Using a variety of hazard scenarios and employing a series of progressive exercises, this course introduces participants to key emergency management principles and practices to build participants' capabilities to operate effectively within a department/agency, local, regional or state Emergency Operations Center (EOC). Course content includes California's SEMS Introductory Course and Essential EOC Section-/Position-Specific Training.	Transit/ Transportation Agency Leadership Agency Liaisons or EOC Agency Representatives	California Specialized Training Institute (CSTI) https://csti-ca.csod.com/LMS/LoDetails/DetailsLo.aspx?loId=8ef80775-54bd-41a9-b023-aff3a7a54bdd&back=%2fLMS%2fBrowseTraining.aspx%3fab_page_id%3d-6#t=3	Up to \$1,000/person	II
Developing a Transit Emergency Management Plan Workshop	This workshop is designed to equip transit employees who are responsible for developing or updating emergency management plans with the skills they need to do so effectively.	Transit/ Transportation Agency Leadership	National Transit Institute https://www.ntionline.com/developing-a-transit-	Free	II

	Participants will learn what elements to include in a plan, how emergency management ties into the activities that their agency and employees already perform, and useful strategies for developing, implementing, and updating their plans.		emergency-management-plan/		
PER-304: Social Media for Natural Disaster Response and Recovery	This course focuses on the use of social media in disaster preparedness, response, and recovery. The course defines social media and its uses and identifies the tools, methods, and models to properly make use of social media in the context of disaster management and provides the information and hands-on experience necessary to help the participants' social media disaster plans.	Transit/ Transportation Agency Leadership (Public Information/ Affairs Staff)	National Disaster Preparedness Training Center (NDPTC) https://ndptc.hawaii.edu/training/catalog/8/	Free	II
MGT-318 Public Information in an All-Hazards Incident	The course focuses on the role of public information in incident management, the information needs of the public in a crisis, and the various means of effectively communicating through the news and social media. Upon completion of the course, participants will be able to manage the major elements associated with a public information campaign in response to all-hazards.	Transit/ Transportation Agency Leadership (Public Information/ Affairs Staff)	National Emergency Response and Recovery Training Center (NERRTC) https://teex.org/class/MGT318/	Free	II
MGT-461, Evacuation Planning Strategies and Solutions Course	This course is designed to provide emergency managers, first responders, transportation professionals, security and safety professionals, and government administrators with the ability to utilize current tools and technologies to institute best practices and strategies to	Transit/ Transportation Agency Leadership Agency Liaisons or EOC Agency Representatives	National Disaster Preparedness Training Center (NDPTC) https://ndptc.hawaii.edu/training/catalog/50/	Free	II

ANNEXES

	plan for and execute an emergency evacuation.				
MGT-904: Intermediate ICS for Expanding Incidents (ICS 300)	Building upon ICS 100 and ICS 200 courses, this ICS 300 course focuses on the Incident Command System (ICS) for supervisors in expanding incidents, particularly how the command and coordination component supports the management of expanding incidents. This course has a threaded activity that gives students the opportunity to practice implementing the incident management processes and creating an Incident Action Plan (IAP) for a simulated expanding incident.	Transit/ Transportation Agency Leadership Agency Liaisons or EOC Agency Representatives	Often available locally. Check CalOES monthly bulletin: https://www.caloes.ca.gov/CaliforniaSpecializedTrainingInstituteSite/Documents/Cal%20OES%20Training%20Bulletin.pdf National Emergency Response and Recovery Training Center (NERRTC) https://teex.org/class/mgt904/	Free	II
PER 330: Surface Transportation Emergency Preparedness and Security – Mass Transit & Passenger Rail (STEPS-PT)	Provides training on how to conduct threat assessments and identify vulnerabilities within state, local, tribal and territorial jurisdictions as they relate to mass transit and passenger rail systems. The course will educate participants on how to recognize and prioritize passenger transportation facilities and conveyances hardening in order to prevent and protect them against identified threats. Security and response management plans will also be developed, including procedures on interagency communication, incident command, and evacuation planning. Roles and responsibilities of both public and private sector will be highlighted as protection resources and response partners.	Transit/ Transportation Agency Leadership	Security and Emergency Response Training Center (SERTC) https://sertc.org/courses/3180/	Free	III

PER 331: Surface Transportation Emergency Preparedness and Security for Senior Officials (STEPS-SR)	Offers an executive level introduction to the roles and responsibilities of preparedness, prevention, and response to emergencies involving surface transportation freight and passenger systems. Executives will learn the importance of identifying threats and vulnerabilities of freight and passenger system operations within their jurisdictions/ organizations, learning to recognize and prioritize the importance of facility and conveyance hardening, and prioritizing organizational immediate actions and response operations. They will learn the importance of developing and applying management/planning tools for incident operations and evacuations.	Transit/ Transportation Agency Leadership	Security and Emergency Response Training Center (SERTC) https://sertc.org/courses/surface-transportation-emergency-preparedness-and-security-senior-officials-steps-sr-per-331/	Free	III
AWR-219: Site Protection through Observational Techniques (SPOT)	This course trains transportation security professionals and other public safety officials to improve their observational techniques by using a four-step ongoing screening process that includes increasing protective awareness, identifying preoperational behaviors, evaluating, and taking action. Participants will be able to better recognize, communicate, and act upon suspicious behaviors that could indicate a terrorist attack.	Transit/ Transportation Agency Leadership Transit Field Personnel	National Center for Biomedical Research and Training (NCBRT)/ Academy of Counter-Terrorism Education (ACE) https://www.ncbrt.lsu.edu/courses/dhs/AWR-219.php	Free	III
MGT-346 Emergency Operations Center Operations and Planning for All-Hazards Events	This course provides personnel who could be assigned to or work in an Emergency Operations Center (EOC) (or equivalent Department Operations	Transit/ Transportation Agency Leadership	National Emergency Response and Recovery Training Center (NERRTC)	Free	III

ANNEXES

	Center) the skills necessary to effectively plan for and manage large-scale incidents by applying and implementing an all-hazards, multi-disciplinary, management team approach. The course places specific emphasis on the planning, resource, and information management processes, including the key decision-making requirements within the EOC.	Agency Liaisons or EOC Agency Representatives	https://teex.org/class/mgt346/		
--	--	---	---	--	--

** More advanced courses on the topic continuity of operations/business continuity are available from reputable sources including FEMA (<https://training.fema.gov/is/searchis.aspx?search=continuity>), the Disaster Recovery Institute International (<https://drii.org/education>), and the Business Continuity Institute (<https://www.thebci.org/training-qualifications/training-calendar.html>). The FEMA training listed in the table above is provided as an introductory course to at least ensure a foundation-level understanding of business continuity and its planning process. If time and resources permit, organizations are encouraged to seek further training on this subject from other sources.

Training Options Requiring Development

The following list includes three (3) training courses that parties to this plan should consider developing, if they have not done so already. These courses will fill a gap not addressed by the previously identified existing third-party courses. These three (3) courses along with those identified in the previous section should result in a well-trained transit agency and/or other applicable stakeholder.

Title	Description	Applicability	Responsible Party	Cost Est.	Priority Level
First Responder Familiarity with Transit Systems/ Assets	First responder familiarization should occur often enough such that responders maintain adequate awareness and understanding of the transit system in case of an incident. Initial training allows first responders to gain familiarity, followed by refresher training. The refresher training frequency is contingent on the complexity of the system elements, the number of locations involved, turnover rate of responders, and extent of hazards. Some trigger points for training can include but are not limited to the following: new line extensions, equipment, new	First Responders	Transit Agencies	\$10,000 Each Offering	I



	<p>vehicles, system complexities, first responder staff turnover, recent incidents including real-world events, and new or revised operating procedures.</p> <p>Hands-on training involves a field demonstration of transit system facilities, equipment or vehicles. This provides the first responders with the look and feel of the actual system. Classroom training may consist of lectures, discussions, presentations or demonstrations of scale models of actual equipment, among other formats. The benefit of this type of training is that it can be done without any impact to revenue service.</p> <p>Transit agencies should contact local emergency management/services agencies (or equivalents) to coordinate joint participation of emergency response agencies in emergency response trainings focused on system familiarization.</p>				
--	--	--	--	--	--

ANNEXES

Agency Liaisons or EOC Agency Representatives Training	This course should provide Agency Liaisons or EOC Agency Representatives assigned to County EOCs (likely from VCTC and SBCAG, but potentially staff from transit providers and transportation agencies) with a robust understanding of the duties, responsibilities, and capabilities of an effective Transportation Emergency Coordinator/Liaison in an EOC environment. Topics to address in training should include: communications with transportation sector members, developing sector situation and resource status reports, serving as liaison between the EOC and the sector's membership, serving as the point of entry for sector resource requests, coordinating resource needs among sector members, elevating unfilled resource requests within the EOC, identifying and elevating policy issues, coordinating tactics across agencies, and advising EOC leadership on issues related to transportation sector functions.	Agency Liaisons or EOC Agency Representatives	County Emergency Management/ Services (or equivalents)	\$30,000 Development Cost	I
Transportation Emergency Preparedness Plan (TEPP) Introductory Training	This course should provide all personnel involved in an emergency operation with an understanding of this TEPP, its contents, and strategies. Topics should include: concept of operations to include activation procedures, communications and facilities; involved organizations and their roles and responsibilities; regional response operations, ranging from evacuations and the movement of critical supplies to mutual aid agreements and priorities; and other associated TEPP tools and resources.	All personnel involved in emergency operations.	Ventura County Transportation Commission (VCTC) Santa Barbara County Association of Governments (SBCAG)	\$20,000 Development Cost	II



OTHER RESOURCES

The following table includes a variety of other resources, namely reports and white papers, from reputable sources that may assist with the preparedness efforts of transportation/transit stakeholders. While these should not be considered in lieu of training or exercise events, they could be considered additional forms of training that complement those other efforts.

Title	Description	Applicability	Source & Accessibility	Cost
Emergency Preparedness Guide for Transit Employees; On the Job and At Home	A Guide for transit employees that includes information on emergency preparedness while on the job and while at home. It focuses on how to protect yourself and assist your customers if disaster strikes, protect your family if you are at work, and how to stock and maintain job and home preparedness kits.	Transit Field Personnel	Federal Transit Administration https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/Emergency%20Preparedness%20Guide%20for%20Transit%20Employees%20on%20the%20Job%20and%20at%20Home.pdf	Free
Transit Emergency Planning Guidance	The Transit Emergency Planning Guidance document details industry best practices, using the cornerstones of emergency planning doctrine, to prepare, prevent, respond to, and recover from emergencies.	Transit/ Transportation Agency Leadership	California Department of Transportation https://www.caloes.ca.gov/AccessFunctionalNeedsSite/Documents/Calttrans%20Transit%20Emergency%20Planning%20Guidance.pdf	Free
ISO-22301: Security and Resilience — Business Continuity Management Systems — Requirements	This document specifies requirements to implement maintain, and improve a comprehensive business continuity management system that conforms to stated business continuity policies; ensures continued delivery of products and services at an acceptable predefined capacity during a disruption; and promotes resilience and recovery.	Transit/ Transportation Agency Leadership (Emergency or Continuity Planners)	International Standards Organization (ISO) https://www.iso.org/standard/75106.html	≈ \$125
Recommended Practice for the Development and Implementation of a Security and Emergency	Describes the process by which a Security and Emergency Preparedness Plan (SEPP) may be developed for transit agencies, implemented, and updated. Included is a template SEPP.	Transit/ Transportation Agency Leadership	American Public Transportation Association (APTA) https://www.apta.com/wp-content/uploads/Stand	Free

ANNEXES

Preparedness Plan (SEPP)			ards Documents/APTA-SS-SRM-RP-001-09.pdf	
Regional Emergency Planning and Participation in Mutual Aid	Establishes a recommended practice for a transportation agency's participation in regional emergency planning and entering into mutual aid agreements to provide assistance in the event of an emergency with a transit agency's resources. Included is a template mutual aid agreement.	Transit/ Transportation Agency Leadership	American Public Transportation Association (APTA) https://www.apta.com/wp-content/uploads/APTA-SS-SEM-RP-011-09_Rev1.pdf	Free
Suspension of Service of a Public Transportation System and Recovery	Identifies strategies for transit agencies in the event of a potential suspension of service of the transit system and its recovery. For the purposes of this standard, a full or partial suspension of service could be implemented due to security or safety concerns such as an act of terrorism, an imminent security threat, a major safety hazard, extreme weather, natural disasters or other conditions identified by the agency.	Transit/ Transportation Agency Leadership	American Public Transportation Association (APTA) https://www.apta.com/wp-content/uploads/APTA-SS-SEM-RP-015-19.pdf	Free
Emergency Communication Strategies for Transit Agencies	Provides a recommended practice for transit agencies to follow in order to effectively communicate with their employees, the public, first responders, various government agencies, the media and others during emergencies.	Transit/ Transportation Agency Leadership (Public Information/ Affairs Staff)	American Public Transportation Association (APTA) https://www.apta.com/wp-content/uploads/Standards Documents/APTA-SS-SEM-RP-009-09.pdf	Free

EXERCISE OPTIONS

Exercise Introduction

Emergency preparedness exercises are both a way to reinforce training and education through practical application, and a way to evaluate the effectiveness of other emergency preparedness activities (e.g., planning, equipping, organizing, and training). Through discussion-based and operations-based exercises, organizations can improve their preparedness by exposing participants to the application of emergency actions in an environment that involves real-world constraints and challenges. Likewise, organizations can identify capabilities where they have the greatest strength and those requiring improvement, and develop subsequent strategies for addressing the needed improvements (a.k.a. corrective actions).

Resources for Exercise Planners

The Homeland Security Exercise and Evaluation Program (HSEEP) provides a set of guiding principles for exercise programs, as well as a common approach to exercise program management, design and development, conduct, evaluation, and improvement planning. Through the use of HSEEP, exercise program managers can develop, execute, and evaluate exercises that address the preparedness priorities established by their organizations. The HSEEP tool kit also provides templates, guidance, and other resources for assisting agencies in the development of effective exercises. More information on HSEEP and its tool kit can be found here: <https://www.fema.gov/hseep>

Agencies and organizations wishing to build internal capabilities for the purposes of planning, conducting, and evaluating their own exercises should consider having those staff members intended to become exercise planners trained in the following HSEEP courses.

Title	Description	Applicability	Source & Accessibility	Cost
IS-120.C: An Introduction to Exercises	Introduces the basics of emergency management exercises. It also builds a foundation for subsequent exercise courses, which provide the specifics of the Homeland Security Exercise and Evaluation Program (HSEEP).	Exercise Planners	FEMA Independent Study https://training.fema.gov/is/courseoverview.aspx?code=IS-120.c	Free
IS-139.A: Exercise Design and Development	Exercise program managers can learn to develop, execute, and evaluate exercises that address the organization's priorities. This is a more in-depth follow on course to the IS-120 course.	Exercise Planners	FEMA Independent Study https://training.fema.gov/is/courseoverview.aspx?code=IS-139.a	Free
E/L/K 0146: Homeland Security Exercise and Evaluation Program (HSEEP)	Courses on the Homeland Security Exercise and Evaluation Program (HSEEP) provide guiding principles for a common, professional approach to program management, design and development, conduct,	Exercise Planners	Federal Emergency Management Agency https://training.fema.gov/programs/hseep/elk146hseepcourse/	Free

ANNEXES

	evaluation, and improvement planning. These are hands-on course that provide in-depth practical experience on exercise development and execution. E0146 is delivered at the FEMA Emergency Management Institute, L0146 is delivered in a traditional classroom environment at local jurisdictions, and K0146 is delivered online.			
--	---	--	--	--

Minimum Exercise Requirements

There is no definitive requirement for transportation agencies to engage in exercising and, unlike training, participation in a minimum number or type of exercises is not linked to eligibility for potential state or federal disaster recovery assistance. However, the Transportation Security Administration (TSA) and Federal Transit Administration (FTA) encourage transit agencies to conduct exercises per the following parameters:

- Be compliant with the Homeland Security Exercise and Evaluation Program (HSEEP).
- Conduct an exercise at least annually.
- Conduct the exercise in accordance with agency system security programs and emergency management plans.
- Participate as an active player in regional exercises.
- Coordinate with regional security partners, including federal, state and local government representatives and other affected entities (e.g., other transit agencies or rail systems) to integrate their representatives into exercise programs.
- Conduct a debriefing immediately following each exercise.
- Develop after-action reports and review results of all exercises.
- Update plans, protocols and processes to incorporate after-action report findings, recommendations and corrective actions.

Each Operational Area (OA) (e.g., County Office of Emergency Management/Services)- Ventura County and Santa Barbara County—has agreed that at least one of their annual County/OA-level exercises will include at least one transportation related objective to evoke the participation of transit agencies within their respective counties. Although involvement in such an exercise will likely be limited to either a transportation agency's incident management team (or equivalent) or Emergency Coordinator/Liaison, it provides at least an opportunity to meet the TSA and FTA recommendations.

Exercise types

There are two primary types of exercises—discussion-based and operations-based. All exercises are essentially used to determine if plans/procedures/ resources can be executed as designed, to assess whether more training is required, or to reinforce best practices and skills. Discussion-based exercises include seminars, workshops, tabletop exercises (TTXs), and games. These types of exercises can be used to familiarize players with current plans, policies, agreements, and procedures or develop new plans, policies, agreements, and procedures. Discussion-based exercises tend to focus on more strategic, policy-oriented issues. Operations-based exercises are more complex and include drills, functional exercises (FEs), and full-scale exercises (FSEs). These exercises are used to validate plans, policies, agreements, and procedures; clarify roles and responsibilities; and identify resource gaps by



the actual implementation of response activities in reaction to an exercise scenario. Each type of exercise is further described below. However, recognize not every exercise will neatly fit into these seven exercise types. Elements of the many types of exercises may be combined into one. Likewise, effective, novel learning and evaluation approaches are always encouraged.

Discussion-Based Exercise Types	Description
Seminar	Seminars generally orient participants to, or provide an overview of, authorities, strategies, plans, policies, procedures, protocols, resources, concepts, and ideas. As a discussion-based exercise, seminars can be valuable for entities that are developing or making major changes to existing plans or procedures. Seminars can be similarly helpful when attempting to gain awareness of, or assess, the capabilities of interagency or inter-jurisdictional operations. Seminars may have a similar feel to training.
Workshop	Workshops are characterized by increased participant interaction and the focus is placed on achieving or building a product. Products might include building a new standard operating procedure (SOP), emergency operations plans, continuity of operations plans, or mutual aid agreements. The workshop format is open and adaptable to different purposes. They can be done in a tabletop format with a scenario, but be designed to have players actually develop a procedure or procedural step, or design a plan or plan element. They can be conducted and facilitated in many different ways.
Tabletop Exercise (TTX)	Tabletop Exercises (TTXs) are aimed at facilitating conceptual understanding, identifying strengths and areas for improvement, and/or achieving changes in perceptions. Players are encouraged to discuss issues in depth, collaboratively examining areas of concern and solving problems. The effectiveness of a TTX is derived from the energetic involvement of participants and their assessment of the perceived implementation of plans and procedures; therefore, facilitation is critical to keeping participants focused on exercise objectives. The idea is to use TTXs as a way to look at traditional functional and task level policies and procedures, and especially where these involve coordination across multiple jurisdictions or organizations to identify potential improvements.
Game	A game is a simulation of operations that often involves two or more teams, usually in a competitive environment or an adversarial relationship, using rules, data, and procedures designed to depict an actual or hypothetical situation. Depending on the game's design, the consequences of player actions can be either pre-scripted or decided dynamically. Identifying critical decision-making points is a major factor in the success of games because players make their evaluated moves at these crucial points.

Operations-Based Exercise Types	Description
Drill	A drill is a coordinated, supervised activity usually employed to validate a specific function or capability in a single agency or organization. Drills are commonly used to provide training on tasks specific to new equipment or procedures, to introduce or validate procedures, or practice and maintain current skills. During drills the command and control or coordination of agency or organizational elements are simulated or not in play. A drill is useful as a stand-alone tool when implementing the use of new equipment or procedures

ANNEXES

Operations-Based Exercise Types	Description
	within a single agency or organization, but a series of drills can also be used to prepare several agencies and organizations to collaborate in a more complex operations-based exercise.
Functional Exercise (FE)	Functional Exercises (FEs) are traditionally used to evaluate the coordination of management-level and command and control functions, or multi-agency coordination centers (e.g., EOCs, DOCs, dispatch centers, command posts) and are the most realistic type of exercise for those types of functions. In functional exercises, the movement of personnel and equipment and task level activities taking place in the field are simulated to drive the play of the management, command/control, or coordination functions. They are typically conducted in a real-time, stressful environment intended to mirror a real incident where many activities occur simultaneously throughout the duration of the exercise. They are designed to validate and evaluate capabilities, multiple functions and/or sub-functions, or interdependent groups of functions.
Full Scale Exercise (FSE)	Full Scale Exercises are typically the most complex and resource-intensive type of exercise and include command-and-control elements in an operations center (or equivalent site), and functional and task level components in the field. Like FEs, FSEs are also conducted in a real-time, stressful environment, intended to mirror a real incident where many activities occur simultaneously throughout the duration of the exercise. In an FSE, events are projected through an exercise scenario with event updates that drive activity at the operational level. Personnel and resources are typically mobilized and deployed to the scene of an incident where actions would be conducted as if a real incident had occurred. The FSE simulates reality by presenting complex and realistic problems that require critical thinking, rapid problem solving, and effective responses by trained personnel.

Regular and Simple Exercise Option

A simple way to integrate emergency preparedness into your organization's regular operations is to include an emergency preparedness agenda item in each meeting of the organization's leadership or senior staff (e.g., weekly/bi-weekly/monthly executive meetings, weekly staff meetings, etc.). The organization only needs to allocate five (5) to ten (10) minutes of the meeting to an emergency preparedness topic. It can then move on to its regular business, but this keeps the topic of emergency preparedness in everyone's minds and as a clear priority for the organization. An option is to facilitate that portion of the meeting like a tabletop exercise by presenting a very short scenario (e.g., a few lines or bullet points) and then discuss the topic associated with that scenario and limit the discussion only to that topic. Keep the topics specific and finite to fit within the agenda timeframe. Some example topics are included below:

- Communications with employees, including messaging and means (e.g., radio, email, phone)
- Communications with the public, including messaging and means (e.g., announcements, fliers, signage)
- Discuss the implementation of one protective measure (e.g., shelter-in-place, evacuation, lock-down, use of personal protective equipment)



- Discuss one policy issue resulting from an emergency with a significant operational, fiscal, liability, jurisdictional, reputational, or other implication
- Select a bus or rail route and discuss alternate means of transportation if the route is disrupted
- Continuity of operations of a business function (e.g., human resources, accounts payable, maintenance, purchasing, planning, capital projects)
- Discuss the process for activating a mutual aid/assistance agreement or the Disaster Service Worker (DSW) program
- Identify partner and supporting agencies and their roles specific to the selected scenario
- Organization of the agency's incident management team (or equivalent) and associated responsibilities
- Emergency authorities, emergency purchasing, and liability protections of the organization under a proclaimed emergency
- Available mutual aid/assistance resources and how to integrate them into operations
- Discuss the evacuation of a critical facility/site, muster areas, and personnel accountability and reporting procedures
- Discuss recent progress in the organization's preparedness, remaining or known gaps, relevant trainings anyone's attended, new guidance, rules or laws in the area of emergency preparedness
- Family and personal preparedness

Areas of Focus/Proposed Objectives

An organization's emergency preparedness priorities are informed by risk and capability assessments, findings, corrective actions from previous events, and external requirements such as regulations and grant guidance. For example, transit systems should refer to their existing security risk assessments to determine the risks to their systems' assets and the surrounding environment. These priorities guide the overall direction of an exercise program, where individual exercises are anchored to a common set of priorities or objectives and build toward an increasing level of complexity over time (i.e., discussion-based to operations-based exercises). Accordingly, these priorities guide the design and development of individual exercises, as planners identify exercise objectives for evaluation during the exercise. Below is a list of potential topics to consider when developing exercise objectives. They are based on the priorities and content included in this Transportation Emergency Preparedness Plan (TEPP), but are not intended to be exhaustive:

- Communications with and evacuation of individuals with Disabilities, Access, and Functional Needs (DAFN).
- Integration with Incident Command Posts (including incident action planning, resource management, information sharing, and resource accessibility).
- Private contractor roles, responsiveness (incentives), expectations, and operational integration.
- Mutual aid/assistance activation, resource coordination, operational integration, and remuneration.
- Executive-level/policy decision-making in an emergency situation.
- Service prioritization in the event of limited resources, access, or operational impacts.
- Alternatives to traditional modes of transportation and the involvement of non-traditional stakeholders (e.g., airports, ports/marinas, military installations/resources) when traditional options are not available or ineffective.
- Potential challenges facing the movement of the general public, essential personnel/responders, critical resources, and animals.

ANNEXES

- Activation of the Disaster Service Worker (DSW) program, associated communications, and the assignment of personnel to alternative roles and working conditions.
- Engagement with fellow transportation providers (e.g., common operational strategies, resource sharing, interoperable communications, resource availability).
- Coordination and communication with a centralized coordination point for resource and information management, such as a seat in a County EOC, or via VCTC or SBCAG, or a mutual aid coordinator.
- Engagement with non-traditional response partners (e.g., Volunteer Organizations Active in Disaster [VOADs], private transportation providers [contractors, dial-a-ride], military/Defense Support for Civil Authorities [DSCA]).
- Information sharing with riders/patrons and critical stakeholders (e.g., effective messaging and communications systems [2-1-1]).
- Tactical planning (e.g., emergency routes, contraflow, staging, emergency vehicle ingress/egress, road clearance, disabled vehicle assistance/clearance, transportation dependent populations, etc.).
- Conducting efficient damage assessments of infrastructure, systems, equipment, operations, and personnel to determine operational impacts and inform response and continuity strategies.
- Coordinating information, resources and priorities: 1) among local governments within the Operational Area; 2) between the bi-county level and the local government levels; and/or 3) using multi-agency or inter-agency coordination to facilitate decisions for overall Operational Area level emergency response activities.
- Continuity of operations, including administrative functions (e.g., payroll, logistics, human resources) and tactical operations (bus routes, bus/rail stations, ticket sales, equipment functionality) in response to incidents affecting physical locations, operations, personnel, and information technology systems.

After-Action Review

Transit agencies should perform a formal evaluation of exercises in accordance with the HSEEP program. Exercise evaluation and after-action reporting maintains a fundamental link to improvement planning because it assesses an entity's performance in an emergency scenario and identifies strengths and areas for improvement. Through this process, evaluation identifies improvement opportunities, and improvement planning provides a disciplined process for implementing corrective actions. An after-action report (AAR) captures observations of an exercise and makes recommendations for post-exercise improvements. The exercise AAR should include accurate feedback on the performance demonstrated during the exercise. It provides participating agencies with information needed to assess the preparedness of the organization, and to identify needed resources and support. The AAR should include a summary of what happened, analysis of how essential activities were performed, and list major strengths and areas for improvement.

An improvement plan (IP) then identifies specific corrective actions, assigns those actions to responsible parties and establishes target dates for action completion. Lessons from the exercise should be identified in measurable steps that will result in an improved response, including tracking the methods used and assigning personnel to implement the corrective actions. The AAR/IP should be submitted to those with the authority to implement corrective actions.

