

# HOOPA VALLEY TRIBE EMERGENCY OPERATIONS PLAN



Revised  
**DECEMBER 2007**  
Update 9.1.13  
Ratified by Tribal Council 10.13

**Prepared for the Citizens of the Hoopa Valley Indian  
Reservation per direction of the  
Hoopa Valley Tribal Council:**

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**By the Office of Emergency Services  
Rod Mendes, Director**

**With support of the  
Tribal Emergency Management Team  
Acting as the Local Emergency Planning Committee**

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# **HOOPA VALLEY TRIBE EMERGENCY OPERATIONS PLAN**

## **Contents of the Plan**

### **PART I: GENERAL INFORMATION**

Introduces the user to the Plan, provides instructions in the use of the Plan, and contains the letter of promulgation, Demographics, Distribution, Revisions and Record of Changes, Instructions, Statement of Purpose, Hazard Analysis overview, Situation & Assumptions, Worst Case Scenario, Relationship to the System, and the Authorities & References.

### **PART II: OPERATIONAL CONSIDERATION**

Focuses on the preparedness phase, identification and evaluation of possible natural disasters, technological incidents and other incidents affecting the HVIR. This section also contains the incident management organizational structure of the Hoopa Valley Tribal Emergency Management Organization, noting responsibilities and operational concepts for multi-hazard emergency preparedness, response, recovery, and mitigation. This section will also focus on the concepts and operations of the Incident Command System (ICS).

### **PART III: RESPONSE**

This part is the response operations guide for Initial and extended response, and includes a series of hazard-specific checklists designed to provide field-level responders with the basic considerations and actions necessary for effective emergency response. These checklists will also need to be a part of program or departmental Standard Operating procedures.

### **PART IV: RECOVERY & MITIGATION**

It describes the “Recovery & Mitigation” organization as outlined in Part I: and, in general terms, describes the procedures to coordinate recovery operations within the HVIR; procedures to mitigate future events and procedures for obtaining federal disaster assistance funds for damage restoration and mitigation projects.

## PART V: RESOURCE PLAN

Normally contains the list of resources within the Tribal organization, resources immediately available within the HVIR, resources available via mutual aid and those from outside sources. It also describes the resource management structure outlined in Part I, and establishes the detailed procedures. However, for ease of use, Part VI is a separate plan entitled “Emergency Resource Plan”.

## *PART VI APPENDICES*

Glossary of Terms, Glossary of Acronyms, copies of the Incident Command System (ICS) and appropriate NIMS and or SEMS forms, Training Requirements and Qualifications for Tribal NIMS/SEMS/ICS Positions, and miscellaneous procedures as well as the authorities, comprise the appendices.

## PART VII: HAZARD SPECIFIC ANNEXS



## **PART I: General Information**

The Hoopa Valley Tribal Emergency Operations Plan (EOP) identifies the Reservation's emergency planning, organization and response policies and procedures. The Plan also addresses the integration and coordination with other governmental bodies when required.

This Plan is based on the functions and principles of the National Incident Management System (NIMS), which evolved from the SEMS based model developed by Firescope. Today NIMS incorporates the Incident Command System (ICS), and identifies how the Tribal government, Departments and Programs will fit within its structure.

The Plan addresses how the Tribe will respond to extraordinary events or disasters from preparation through recovery. A hazard analysis identifying probable disastrous events was conducted. The probable events were identified and are discussed in this plan. The likelihood of occurrence, severity, and the likelihood of destruction and causing casualties are also identified in this plan. The predictable secondary effects and their subsequent impacts for each event are identified in matrices.

The responsibilities of the Tribal Council, the Tribal Chair and each Tribal Department and Program are identified in matrices, which are based on the hazard analysis. The development of departmental Standard Operating Procedures (SOP's) is discussed, including what each department will include in their own Departmental SOP.

The Hoopa Valley Tribal Emergency Operating Plan was approved by the Hoopa Valley Tribal Council and signed by the Tribal Chair through resolution on June 3, 1999 and Revised for this version in December, 2007. The Local Emergency Planning Committee, (LEPC) as established by the Tribal Council will be responsible for reviewing the entire plan on an annual basis, after scheduled exercises, after actual disasters, and the coordination of any revisions if required.

Each designated individual, department head and program manager is responsible for reviewing this plan on an annual basis and (1) coordinating revisions of procedures with the LEPC and (2) assuring that all of their employees receive necessary training.

## *Letter of Promulgation*

To: All Department Directors, Program Managers, Employees and Citizens of the Hoopa Valley Indian Reservation.

In meeting the requirements of the National Incident Management System (NIMS), and the Presidential Directive 5 “Management of Domestic Incidents” all jurisdictions including tribes are required to have an Emergency Operations Plan (EOP). Within the EOP all personnel who will be required to respond to an incident will be required to comply with the intent of this plan.

The preservation of life, property and the environment is an inherent responsibility of tribal, local, state and federal governments. The Hoopa Valley Tribal Council, in coordination and cooperation, with the County of Humboldt, State of California and numerous Federal agencies, have prepared this Emergency Operations Plan to ensure that it is the most effective and economical allocation of resources for the protection of the Citizens of the Hoopa Valley Indian Reservation, their property and our natural resources.

While no plan can or will completely prevent illness, death and destruction, well designed plans carried out by knowledgeable, well-trained and dedicated personnel can and will minimize our areas losses. This plan establishes the emergency management structure and organization will utilize the Incident Command System (ICS), to assign tasks, implement policies and general procedures, and to provide for coordination of planning efforts of the various emergency staff and service elements utilizing the National Incident Management System (NIMS).

The objective of this Plan is to incorporate and coordinate all the facilities and personnel of the Tribe, the Operational Area member jurisdictions, and the State and Federal agencies into an efficient organization capable of responding effectively to any and all emergency situations.

The Hoopa Valley Tribal Council has established the first Office of Emergency Services, who is charged with implementation of this Emergency Operations Plan (EOP). This Emergency Operations Plan will be reviewed annually and exercised periodically and revised as necessary, to meet any changing conditions on the ground or in subsequent laws.

The Hoopa Valley Tribal Council gives its full support to the successful implementation of this plan and urges all department heads, program managers, employees and citizens, individually and collectively, to do their share in the total emergency effort of the Hoopa Valley Indian Reservation. This letter promulgates the Hoopa Valley Tribal Emergency Operations Plan which becomes effective on approval by the Hoopa Valley Tribal Council.

Clifford Lyle Marshall  
Tribal Chair  
Hoopa Valley Tribal Council

## Foreword

Homeland Security Presidential Directive (HSPD) 5, The “Management of Domestic Incidents”, calls for the establishment of a single, comprehensive national incident management system. That system is delineated in the National Incident Management System (NIMS) document, originally published in March of 2004 and revised September 2007 to reflect contributions from stakeholders and lessons learned during recent incidents. This document clarifies and refines NIMS concepts and principles and the multi-hazard mitigation processes identified in the Tribes Multi-Hazard Mitigation Plan previously adopted by the Tribe.

The NIMS process has allows us to provide a consistent nation wide template designed to enable Federal, State, Territorial, Tribal Nations, and local governments, the private sector and nongovernmental organizations to work together to prepare for, prevent, respond to recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity.

The Hoopa Valley Tribe Emergency Operations Plan (EOP) addresses a planned response to emergencies associated with natural disasters, technological incidents, acts of terrorism and national security emergencies in or affecting the Hoopa Valley Indian Reservation (HVIR).

This Plan establishes the incident management organization required to mitigate any significant emergency or disaster affecting the Hoopa Valley Indian Reservation, utilizing NIMS, ICS, and the Office of Emergency Services.

Identifies the policies, responsibilities and procedures required to protect the health and safety of the HVIR population, the environment, public and private property from the effects of human caused, natural and or technological emergencies and disasters.

Establishes the framework for implementation based upon the National Incident Management System (NIMS) protocols. The HVIR is within the County of Humboldt, which is the Local Emergency Services Operational Area, the State of California’s Office of Emergency Services Coastal Region (Region II) and the State of California’s Mutual Aid Region I.

The plan has the ability to and is intended to facilitate multi-agency and multi-jurisdictional coordination, particularly between the Hoopa Valley Tribal Council (HVTC) and local governments, state and federal agencies, including special districts, such as the Klamath-Trinity Joint Unified School District. The Plan also establishes the operational concepts and procedures associated with field response to emergencies, Emergency Operations Center (EOC) activities, and the recovery process, as well as the short term goals and objectives.

### *Statement of Purpose*

The purpose of the Hoopa Valley Tribal Emergency Operations Plan (EOP) is to provide planned response to extraordinary emergency situations associated with natural disasters, technological incidents, acts of terrorism and national security emergencies in or affecting the Hoopa Valley Indian Reservation (HVIR) and to:

- Provide for the protection of life, the environment, and public and private property, evacuation and care of displaced persons, and restoration of normal functions in the areas affected by the emergency.
- Establish an emergency management organization required to respond to and mitigate any emergency or disaster.
- Identify policies, responsibilities and procedures required to complete the above.
- Provide the necessary training of Tribal employees, citizens, voluntary organizations and assisting governmental agencies in accomplishing the planned objectives.

## *Hazard Analysis Identification and Overview*

A hazard identification and analysis was conducted using historical, present and projected information which indicated that the Hoopa Valley Indian Reservation and its surrounding area are subject to numerous natural and technological disasters, acts of terrorism, and national security emergencies that would have a negative impact on its citizens, their property and the environment. The analysis also projected the likely hood of occurrence, its severity, the amount of destruction and potential for causalities for each incident identified. The incidents identified are listed below and are addressed in depth in Part II.

Severe Winter:	Explosions:
Wind	Fuel Shortages:
Coastal Storms	Heating Fuel
Earthquakes:	Transportation Fuel
Fracture Faults	Hazardous Matierials Incidents:
Cascaida Megathrust	Accidental Releases & Spills
Floods:	Illegal Dumps
Mud Flows & Mud Floods	Landslides:
Riverine	Power Failures (Electrical):
Flash	Raiological Incidents:
Dam Failures:	Nuclear Facility
Klamath River Dams	Transportation
Trinity Dam	Terrorism, Acts of:
Lewiston Dam	Tsnunami:
Drought:	Volcano:
Fires:	War, Acts of Nuclear:
Major Structure	Water Supply:
Wildland Fire	Contamination
Summer Thunder Storms	Shortage
Chemical	Transportation Accidents:
Vehicular	

## *Demographics*

The Hoopa Valley Indian Reservation is the largest reservation in California. According to the Executive Order that was issued by President U.S. Grant on June 23, 1876 the Hoopa Valley Indian Reservation encompasses over 90,000 acres of land. As currently surveyed the reservation was nearly squared recently through a boundary adjustment and is exactly 12 squared miles on each side in length for a total area of 144 square miles. This area encompasses less than 10% of the aboriginal territory of the Hoopa Valley Tribe. The reservation is located in the northeastern corner of the County of Humboldt in Northern California. It lies approximately 50 miles inland from the Pacific Ocean, and just over 300 miles north of San Francisco, California.

The 2000 U.S. Census indicated that there are 3300 people residing on the Hoopa Valley Indian Reservation. The Tribe believes that the census in both 1990 and 2000 underestimated the number of resident and households occupied on the HVIR. As a supplement to the census information the Tribe normally uses the Bureau of Indian Affairs (BIA) population and labor force report. This report unlike the census utilizes a wide variety of sources including per-capita payments and KMC medical recorded office visits, and the local Tribal and County welfare case payments.

By combining all of the relevant data, the BIA report estimated the HVIR native population to be over 3500 with nearly 500 Non Indian residing on the HVIR. The Hoopa Valley Tribe believes this number to be more accurate than just the U.S. Census numbers and population estimates alone.

The hydrology of the HVIR is characterized by relatively wet and cool winters with hot and dry summers. Temperatures within the basin are influence by prevailing air masses, elevations, drainage of cold dense air from higher elevations and combined with the coastal influence.

Roughly  $\frac{3}{4}$  of the total annual precipitation occurs from around November through March. The majority of the precipitation is associated with storms of several days duration with moderate to extreme intensity. The valley floor at around 350 above sea level has a mean annual temperature of 56 degrees with a mean temperature for the winter months to be around 45 degrees Fahrenheit. It is not unusual for the mean annual summer temperatures to reach 113 degrees Fahrenheit as well as a winter low recorded at 7 degrees Fahrenheit.

*Plan Concurrence*

The following is a list of signatures on the EOP document who have been provided a complete copy of the plan and who have further acknowledged that any of their concerns or revisions have been submitted to the Office of Emergency Services and acknowledged within the plan, and or have been addressed or will be resolved accordingly.

The Hoopa Valley Tribe's, Office of Emergency Services will be the lead agency in directing and implementing the EOP, along with the assistance of the Hoopa Tribal Emergency Management Team and or the Local Emergency Planning Committee (LEPC).

Ambulance: K'ima:w Medical Center (KMC) Emergency Medical Service, KMC, (Ambulance) Concurs with the Hoopa Valley Tribal Emergency Operations Plan. As needed once a year recommendations will be submitted through the annual, Tribal Emergency Management Team or LEPC meetings to evaluate and if necessary make recommendations to modify the EOP.

Signed: \_\_\_\_\_ Director                      Date: \_\_\_\_\_

Ameri-Corps.: Hoopa Ameri-Corps concurs with the Hoopa Valley Tribal Emergency Operations Plan. As needed once a year recommendations will be submitted through the annual, Tribal Emergency Management Team or LEPC meetings to evaluate and if necessary recommendations to modify the EOP.

Signed: \_\_\_\_\_ Director                      Date: \_\_\_\_\_

Archives: Hoopa Archives concurs with the Hoopa Valley Tribal Emergency Operations Plan. As needed once a year recommendations will be submitted through the annual, Tribal Emergency Management Team or LEPC meetings to evaluate and if necessary make recommendations to modify the EOP.

Signed: \_\_\_\_\_ Director                      Date: \_\_\_\_\_

Court: Hoopa Tribal Court concurs with the Hoopa Valley Tribal Emergency Operations Plan. As needed once a year recommendations will be submitted through the annual, Tribal Emergency Management Team or LEPC meetings to evaluate and if necessary make recommendations to modify the EOP.

Signed: \_\_\_\_\_ Director                      Date: \_\_\_\_\_

Credit: Hoopa Tribal Credit concurs with the Hoopa Valley Tribal Emergency Operations Plan. As needed once a year recommendations will be submitted through the annual, Tribal Emergency Management Team or LEPC meetings to evaluate and if necessary make recommendations to modify the EOP.

Signed: \_\_\_\_\_ Director: \_\_\_\_\_ Date: \_\_\_\_\_

Education: Hoopa Tribal Education Department concurs with the Hoopa Valley Tribal Emergency Operations Plan. As needed once a year recommendations will be submitted through the annual, Tribal Emergency Management Team or LEPC meetings to evaluate and if necessary make recommendations to modify the EOP.

Signed: \_\_\_\_\_ Director: \_\_\_\_\_ Date: \_\_\_\_\_

Elections: Hoopa Tribal Election Board concurs with the Hoopa Valley Tribal Emergency Operations Plan. As needed once a year recommendations will be submitted through the annual, Tribal Emergency Management Team or LEPC meetings to evaluate and if necessary make recommendations to modify the EOP.

Signed: \_\_\_\_\_ Director: \_\_\_\_\_ Date: \_\_\_\_\_

Emergency Dispatch: Hoopa Tribal Emergency Dispatch concurs with the Hoopa Valley Tribal Emergency Operations Plan. As needed once a year recommendations will be submitted through the annual, Tribal Emergency Management Team or LEPC meetings to evaluate and if necessary make recommendations to modify the EOP.

Signed: \_\_\_\_\_ Director: \_\_\_\_\_ Date: \_\_\_\_\_

Fire Department (Volunteer): Hoopa Volunteer Fire Department concurs with the Hoopa Valley Tribal Emergency Operations Plan. As needed once a year recommendations will be submitted through the annual, Tribal Emergency Management Team or LEPC meetings to evaluate and if necessary make recommendations to modify the EOP.

Signed: \_\_\_\_\_ Director: \_\_\_\_\_ Date: \_\_\_\_\_

Fire Department (Wildland): Hoopa Fire Department concurs with the Hoopa Valley Tribal Emergency Operations Plan. As needed once a year recommendations will be submitted through the annual, Tribal Emergency Management Team or LEPC meetings to evaluate and if necessary make recommendations to modify the EOP.

Signed: \_\_\_\_\_ Director: \_\_\_\_\_ Date: \_\_\_\_\_



Fiscal: Hoopa Fiscal Department concurs with the Hoopa Valley Tribal Emergency Operations Plan. As needed once a year recommendations will be submitted through the annual, Tribal Emergency Management Team or LEPC meetings to evaluate and if necessary make recommendations to modify the EOP.

Signed: \_\_\_\_\_ Director Date: \_\_\_\_\_

Fisheries: Hoopa Fisheries Department concurs with the Hoopa Valley Tribal Emergency Operations Plan. As needed once a year recommendations will be submitted through the annual, Tribal Emergency Management Team or LEPC meetings to evaluate and if necessary make recommendations to modify the EOP.

Signed: \_\_\_\_\_ Director Date: \_\_\_\_\_

Food Distribution: Hoopa Food Distribution Program concurs with the Hoopa Valley Tribal Emergency Operations Plan. As needed once a year recommendations will be submitted through the annual, Tribal Emergency Management Team or LEPC meetings to evaluate and if necessary make recommendations to modify the EOP.

Signed: \_\_\_\_\_ Director Date: \_\_\_\_\_

Forest Industries: Hoopa Forest Industries concurs with the Hoopa Valley Tribal Emergency Operations Plan. As needed once a year recommendations will be submitted through the annual, Tribal Emergency Management Team or LEPC meetings to evaluate and if necessary make recommendations to modify the EOP.

Signed: \_\_\_\_\_ Director Date: \_\_\_\_\_

Forestry: Hoopa Tribal Forestry concurs with the Hoopa Valley Tribal Emergency Operations Plan. As needed once a year recommendations will be submitted through the annual, Tribal Emergency Management Team or LEPC meetings to evaluate and if necessary make recommendations to modify the EOP.

Signed: \_\_\_\_\_ Director Date: \_\_\_\_\_

Housing Authority: Hoopa Valley Indian Housing Authority concurs with the Hoopa Valley Tribal Emergency Operations Plan. As needed once a year recommendations will be submitted through the annual, Tribal Emergency Management Team or LEPC meetings to evaluate and if necessary make recommendations to modify the EOP.

Signed: \_\_\_\_\_ Director Date: \_\_\_\_\_

Human Services: Hoopa Division of Human Services concurs with the Hoopa Valley Tribal Emergency Operations Plan. As needed once a year recommendations will be submitted through the annual, Tribal Emergency Management Team or LEPC meetings to evaluate and if necessary make recommendations to modify the EOP.

Signed: \_\_\_\_\_ Director Date: \_\_\_\_\_

Insurance: Hoopa Insurance Department concurs with the Hoopa Valley Tribal Emergency Operations Plan. As needed once a year recommendations will be submitted through the annual, Tribal Emergency Management Team or LEPC meetings to evaluate and if necessary make recommendations to modify the EOP.

Signed: \_\_\_\_\_ Director Date: \_\_\_\_\_

KIDE Radio: Hoopa KIDE Radio Station concurs with the Hoopa Valley Tribal Emergency Operations Plan. As needed once a year recommendations will be submitted through the annual, Tribal Emergency Management Team or LEPC meetings to evaluate and if necessary make recommendations to modify the EOP.

Signed: \_\_\_\_\_ Director Date: \_\_\_\_\_

Land Management: Hoopa Land Management Department concurs with the Hoopa Valley Tribal Emergency Operations Plan. As needed once a year recommendations will be submitted through the annual, Tribal Emergency Management Team or LEPC meetings to evaluate and if necessary make recommendations to modify the EOP.

Signed: \_\_\_\_\_ Director Date: \_\_\_\_\_

Lucky Bear Casino: Hoopa Lucky Bear Casino concurs with the Hoopa Valley Tribal Emergency Operations Plan. As needed once a year recommendations will be submitted through the annual, Tribal Emergency Management Team or LEPC meetings to evaluate and if necessary make recommendations to modify the EOP.

Signed: \_\_\_\_\_ Director Date: \_\_\_\_\_

Medical Center: KMC concurs with the Hoopa Valley Tribal Emergency Operations Plan. As needed once a year recommendations will be submitted through the annual, Tribal Emergency Management Team or LEPC meetings to evaluate and if necessary make recommendations to modify the EOP.

Signed: \_\_\_\_\_ Director Date: \_\_\_\_\_

Museum: Hoopa Tribal Museum concurs with the Hoopa Valley Tribal Emergency Operations Plan. As needed once a year recommendations will be submitted through the annual, Tribal Emergency Management Team or LEPC meetings to evaluate and if necessary make recommendations to modify the EOP.

Signed: \_\_\_\_\_ Director Date: \_\_\_\_\_

Office of Research and Development: Hoopa Planning Department concurs with the Hoopa Valley Tribal Emergency Operations Plan. As needed once a year recommendations will be submitted through the annual, Tribal Emergency Management Team or LEPC meetings to evaluate and if necessary make recommendations to modify the EOP.

Signed: \_\_\_\_\_ Director Date: \_\_\_\_\_

People Newspaper: Hoopa People Newspaper concurs with the Hoopa Valley Tribal Emergency Operations Plan. As needed once a year recommendations will be submitted through the annual, Tribal Emergency Management Team or LEPC meetings to evaluate and if necessary make recommendations to modify the EOP.

Signed: \_\_\_\_\_ Director Date: \_\_\_\_\_

Personnel: Hoopa Personnel Department concurs with the Hoopa Valley Tribal Emergency Operations Plan. As needed once a year recommendations will be submitted through the annual, Tribal Emergency Management Team or LEPC meetings to evaluate and if necessary make recommendations to modify the EOP.

Signed: \_\_\_\_\_ Director Date: \_\_\_\_\_

Plant Management: Hoopa Plant Management concurs with the Hoopa Valley Tribal Emergency Operations Plan. As needed once a year recommendations will be submitted through the annual, Tribal Emergency Management Team or LEPC meetings to evaluate and if necessary make recommendations to modify the EOP.

Signed: \_\_\_\_\_ Director Date: \_\_\_\_\_

Police: Hoopa Tribal Police Department concurs with the Hoopa Valley Tribal Emergency Operations Plan. As needed once a year recommendations will be submitted through the annual, Tribal Emergency Management Team or LEPC meetings to evaluate and if necessary make recommendations to modify the EOP.

Signed: \_\_\_\_\_ Director Date: \_\_\_\_\_

Public Utilities District: Hoopa Valley Public Utilities District concurs with the Hoopa Valley Tribal Emergency Operations Plan. As needed once a year recommendations will be submitted through the annual, Tribal Emergency Management Team or LEPC meetings to evaluate and if necessary make recommendations to modify the EOP.

Signed:\_\_\_\_\_Director      Date:\_\_\_\_\_

Roads: Hoopa Tribal Roads Department concurs with the Hoopa Valley Tribal Emergency Operations Plan. As needed once a year recommendations will be submitted through the annual, Tribal Emergency Management Team or LEPC meetings to evaluate and if necessary make recommendations to modify the EOP.

Signed:\_\_\_\_\_Director      Date:\_\_\_\_\_

Recreation: Hoopa Recreation Department concurs with the Hoopa Valley Tribal Emergency Operations Plan. As needed once a year recommendations will be submitted through the annual, Tribal Emergency Management Team or LEPC meetings to evaluate and if necessary make recommendations to modify the EOP.

Signed:\_\_\_\_\_Director      Date:\_\_\_\_\_

Tribal Employment Rights Office: Hoopa TERO concurs with the Hoopa Valley Tribal Emergency Operations Plan. As needed once a year recommendations will be submitted through the annual, Tribal Emergency Management Team or LEPC meetings to evaluate and if necessary make recommendations to modify the EOP.

Signed:\_\_\_\_\_Director      Date:\_\_\_\_\_

Temporary Assistance to Needy Families: Hoopa TANF Program concurs with the Hoopa Valley Tribal Emergency Operations Plan. As needed once a year recommendations will be submitted through the annual, Tribal Emergency Management Team or LEPC meetings to evaluate and if necessary make recommendations to modify the EOP.

Signed:\_\_\_\_\_Director      Date:\_\_\_\_\_

*Distribution List*

Tribal Departments and programs	
Tribal Council	8
Council Records/public desk	2
Self Gov. Coordinator	1
Personnel	1
Fiscal	1
Office of Tribal Attorney	2
KIDE/People News	1
Insurance	1
Tribal Police	1
Tribal Court	1
Tribal Fire Department	1
HVI Housing Authority	1
K'ima:w Medical Center	1
Public Utilities District	1
Tribal EPA	1
Planning	1
Roads	1
Americorp	1
Fisheries	1
Food Distribution	1
Forestry	1
Human Services	1
Land Management	1
Tribal Library	1
TCCC	1
Special Districts:	
Klamath Trinity School District	1
Humboldt County Operational Area	
Humboldt County Sheriffs/Office of Emergency Services	1
Humboldt County Sheriff's Dispatch	1
Humboldt County Environmental Health	1
State of California:	
California Highway Patrol	2
Cal Trans, Eureka	1
CALFIRE	1
Humboldt State University	1
California Dept. of Water Resources	1
Federal Agencies	
Environmental Protection Agency	1

Six Rivers National Forest	2
Bureau of Indian Affairs	1
National Weather Service	1
Tribal Agencies	
Yurok Tribe OES	1
Karuk Tribe	1
Non- Government	
Humboldt County Red Cross	1
Pacific Gas & Electric	1
Verison Telephone	1
Extras	8
Total	55

## Suggestions, Revisions and Record of Changes

It is important to maintain a current copy to this Emergency Operations Plan.

This Emergency Operations Plan is written in an easy to update mode. Parts 1 through IV are functional sections of the Plan. Revisions of these parts constitute a change in the Plan's scope. Parts V and VI are only overviews of associated plans.

Parts 1 through IV's sections and subsections are printed, indexed and page numbered and dated independently facilitating easy revisions. Items that require continual updating names of responsible individuals, telephone numbers, resources on-hand, etc. have, on purpose, not been included in this plan but are part of associated plans.

All revisions will include a Summary of Revisions cover sheet. This cover sheet will list; the revision number, the revision date, the pages being revised, the title of the section or subsection, and a short statement describing the change.

**Hoopla Tribe EOP Suggestion Form**

**Please mail to:**

Hoopla Tribe Office of Emergency Services  
P.O. Box 1348  
Hoopla CA 95546

Dear Reader

The Hoopla Tribe Emergency Operations Plan is the combined effort of many Tribal representatives, while every effort has been made to develop a plan that is concise usable and compatible with the Federal Response Plan, the tribe is interested in your suggestions or comments. Please complete the form below and forward your suggestions to the Hoopla Tribe Office of Emergency Services.

Name	
Organization	
Address	
City	State
Zip	Telephone
E-Mail	

Suggestions or Comments:


Record of Changes

<b>CHANGE NUMBER</b>	<b>DATE OF CHANGE</b>	<b>DATE ENTERED</b>	<b>CHANGE MADE BY (SIGNATURE)</b>



### Certification of Changes

The following persons certify that all necessary changes have been incorporated into the plan and that distribution of changed pages has been made to all recorded holders of the plan.

DATE	SIGNATURE

## *Situation and Assumptions*

Situation: The situation is clear -- the Hoopa Valley Indian Reservation will experience an incident caused by nature or man that will overwhelm its resources, have a disastrous impact on human life and well being, and have a large negative impact on the environment and economy. The date of the incident, the type and its overall impact can not be predicted. Therefore, the Reservation's Government, the Hoopa Valley Tribal Council, and its Departments and Programs, employees, and all citizens need to plan and be prepared for any of or combination of the identified incidents.

Assumptions: The following assumptions relating to emergencies are:

- Emergency situations may occur at any time, day or night, and in populated as well as remoter areas of HVIR;
- Emergency incidents, even minor ones, often require a multi-departmental, multi-jurisdictional response. For this reason, it is essential that the National Incident Management System is utilized. Formerly, our Standardized Emergency Management System has been modified to include NIMS requirements as well as the Incident Command System, and in many instances a unified command, will be implemented almost immediately by the appropriate responding agencies;
- Emergency situations may pose significant risks to emergency response personnel. It is imperative that all emergency response personnel and potential first responders be properly trained in appropriate hazardous materials emergency response actions, especially in their respective disciplines as well as cross training across positions and disciplines,
- Emergency incidents may require large-scale evacuations or shelter-in-place actions. These operations may present significant challenges in terms of warning and notification, logistics, and agency coordination.
- Emergency situations may generate widespread media and public interest. The media must be considered an ally in these emergencies; they can provide considerable assistance in emergency public information and warning;
- Emergency situation incidents may pose serious long-term threats to public health, property, and the environment. These strategic considerations must be addressed in all hazardous emergencies;
- Large scale emergency situations may require an extended commitment of personnel and resources from involved agencies and jurisdictions, which will be dealt with utilizing NIMS, ICS, Hoopa Valley Tribe Codes and Ordinances, Multi-Hazard Mitigation Plan, Hazardous Material Plan, Forest Management Plan, National Response Plan or any other law, statute or regulation when necessary.

- **Emergency Plans:** This plan does not guarantee a perfect response to all situations. Part II narrows the scope of the EOP. It outlines which hazards the EOP addresses, how the event may impact the jurisdiction, and how the event's characteristics may affect response activities. Part II also describes what information, used in preparing the EOP, must be treated as hypothesis rather than fact.

The EOP is not intended for day-to-day emergencies, but rather for disaster situations where normal resources are exhausted, nearly exhausted, or expected to be soon. The EOP becomes activated when the threat to lives and property is so great that the jurisdiction needs to expand beyond normal day-to-day operations in order to meet the demands.

To reduce the volume of information contained in the Plan, it will be assumed that the reader and/or user have basic knowledge of the National Incident Management System (NIMS) and the Incident Command System (ICS). It is also assumed that the reader has access to the supporting Tribal Plans that have emergency related elements, like the Multi-Hazard Mitigation Plan and the Forest Management Plan.

- **Emergency Operating Center:** Describes the organization, responsibilities and operation of the emergency operating center and its relationship to the County, State, Federal governments as well as to Tribal departmental operating centers.
- **Hazardous Materials Response Plan:** Identifies in detail the potential for hazardous materials incidents, the hazardous materials sites already located within the Reservation, the management organization of the planned response and recovery, etc.
- **Recovery & Mitigation Plan:** Describes the responsibilities of the Tribal Authorized Representative (TAR), the organization of the Recovery & Response Task Force Committee, and their relationship to FEMA, EPA and other federal agencies. The Plan also identifies the types of incidents, the impact to identified structures and facilities, contains information about the facility, and recommended mitigation including cost figures.
- **Resource Plan:** A management plan that sets channels of procurement during emergencies that is not available under normal conditions. It authorizes specific department heads to expand spending thresholds. It also describes the request for and effective use of mutual aid resources and volunteer assistance. It also contains a list of resources and where to obtain them.

### *Relationship to the System*

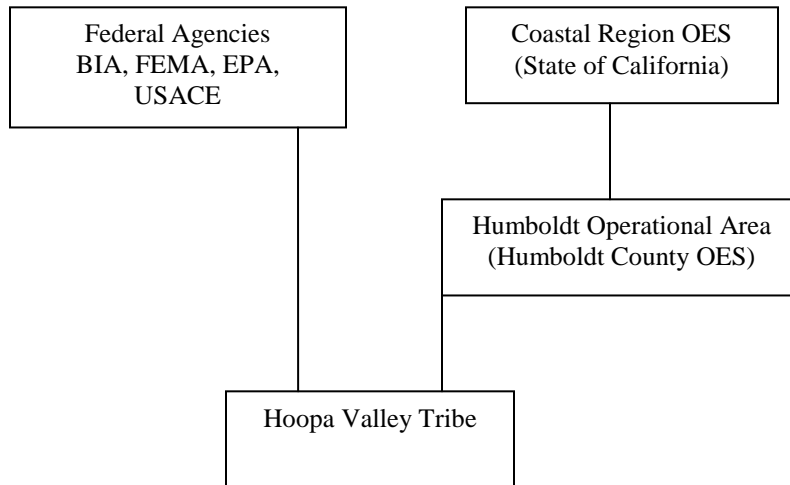
The Tribal Council acting as the governmental agency for the Hoopa Valley Indian Reservation is responsible for all emergency response within the reservation. The Title III of the Superfund Amendments and Reauthorization Act (SARA) requires the Tribe to manage and coordinate the overall emergency response and recovery activities within its jurisdiction.

During disasters or multi-agency incidents, the Tribe will coordinate emergency operations with the Humboldt Operational Area, State of California Departments such as the California Highway Patrol and Cal Trans, federal agencies and private industry utilizing the Unified Command management process.

Under the National Incident Management System (NIMS), as it was the case with the Standardized Emergency Management System (SEMS) which is the foundation of this plan, the Tribe has responsibilities at two levels, the field response and local government levels. At the field response level, all agencies will use the Incident Command System (ICS) to standardize the emergency response.

At the local government level, a designated Emergency Operations Center (EOC) is used as the central location for gathering and disseminating information, coordinating all jurisdictional emergency operations, and coordinating with the Humboldt Operational Area.

The following diagram depicts the relationship between the Hoopa Valley Tribe, the Humboldt Operational Area, the State of California's Coastal Regional Emergency Operations Center (REOC) and federal agencies.



#### Authorities and References

The following laws and regulations provide emergency authority for conducting and/or supporting emergency operations.

#### Federal

Homeland Security Act of 2002

Homeland Security Presidential Directive (HSPD) # 5 2002

Homeland Security Presidential Directive (HSPD) # 8 2004

DHS, National Incident Management System, March 2004 (revised 2007)

Federal Civil Defense Act of 1950 (Public Law 920, as amended).

Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988 (Public Law 93-288, as amended).

Uniform Administrative Requirements for Grants and Cooperative Agreements, 44 CFR 206, 207, 11, 13, 14.

American Standard Specifications for Making Buildings & Facilities Accessible to Physically Handicapped, 41 CFR 101-17.703.

Hazard Mitigation Plan, FEMA Directive DR-1044/45, Region IX, May 1996.

Hazardous Waste Operations & Emergency Response, 29 CFR 1910.120b.

Army Corps of Engineers Flood Fighting (Public Law 84-99)

Executive Order 11988, Flood Plain Management.

Executive Order 11988, Protection of Wetlands.

Executive Order 12612, Federalism.

State

California Emergency Services Act (Chapter 7 of Division 1 or Title 2 of the California Code.

California Codes: Streets and Highway Code, Vehicle Code, Penal Code, Health & Safety Code.

References

Listed below are some of the reference materials, plans and publications used in the planning and preparation of this plan and its associated plans.

Hoop Valley Tribe, Emergency Operation Plan, 1990, (revised 2007)

Hoop Valley Tribe, Multi-Hazard Mitigation Plan of 2006

Post-Disaster Hazard Mitigation Planning Guidance, FEMA, DAP-12, Sept 1990.

Natural Disaster Procedures, US Army of Corps of Engineers, March 1991.

State of California Emergency Plan, May 1998.

Standard Emergency Management System (SEMS) Regulations (Chapter 1 of Division 2 of Title 19 of the California Code of Regulations) and (California Government Code 8607 et sec).

California Department of Water Resources Flood Control (California Water Code 128).

County of Humboldt, Emergency Operations Plan, June 1993.

State of California, Office of Emergency Services, Emergency Planning Guide Series.

National Response Plan, (revised 2007)

## Part: 2 Operational Considerations

### Phases of Operations

The Tribe's response to disasters and emergencies is based on four phases:

- Preparedness
- Response
- Recovery
- Mitigation

#### Preparedness Phase

The preparedness phase involves activities that are undertaken in advance of an emergency or disaster. These activities develop operational capabilities and effective responses to a disaster. Preparedness activities fall into two basic areas: readiness and capability.

Readiness activities shape the framework and create the basis of knowledge necessary to complete a task or mission. Readiness activities might include:

- Implementing hazard mitigation projects;
- Developing hazard analyses;
- Developing and maintaining emergency plans and procedures;
- Conducting general and specialized training;
- Conducting exercises;
- Developing mutual aid agreements;
- Improving emergency public education and warning systems.

The Hoopa Valley Tribal departments and programs as well as the Humboldt Operational Area member jurisdictions that have responsibilities in this plan will prepare Standard Operating Procedures (SOP's) detailing personnel assignments, policies, notification rosters, and resource lists.

Emergency response personnel should be acquainted with these SOP's, and receive periodic training on the policies and procedures contained within the SOP's. Capability activities involve the procurement of items or tools necessary to complete the tasks.

Capability activities might include:

- Assessment of Reservation and Operational Area's resources
- Comparison and analysis of anticipated resource requirements and resources
- Identification of local sources to meet any anticipated resource shortfall

Preparedness planning is the responsibility of the Local Emergency Planning Committee (LEPC) to develop policies, responsibilities and placement in the Emergency Management Organization are described later in this part.

## Response Phase

The response phase includes increased readiness, initial response and extended response activities. Upon receipt of a warning or the observation that an emergency situation is imminent or likely to occur, actions to increase readiness will be initiated.

Events, which may trigger increased readiness activities, include:

- Issuance of a credible long-term earthquake prediction
- Receipt of a flood advisory or other special weather bulletin
- Receipt of a potential dam failure advisory
- Conditions conducive to Wildland fires, such as the combination of high heat, strong winds, and low humidity.
- An extensive hazardous materials incident
- A rapidly-deteriorating international situation that could lead to an attack upon the United States
- Information or circumstances indicating the potential for acts of terrorism, violence, or civil disturbance.

Increased readiness activities may include, but are not limited to, the following:

- Briefing the Tribal Chair, Tribal Council, key department heads, and members of the emergency management organization.\
- Reviewing and updating of the Emergency Operations Plan, other plans and SOPs;
- Increasing public information efforts
- Accelerating training efforts
- Inspecting critical facilities and equipment, including testing warning and communications systems
- Recruiting additional staff and Disaster Service Workers
- Warning threatened elements of the population
- Conducting precautionary evacuations in the potentially impacted areas
- Mobilizing personnel and pre-positioning resources and equipment
- Contacting county, state and federal, volunteer agencies and businesses that may be involved in field activities.

Hoopa Valley Tribes' initial response activities are primarily performed at the field response level. Emphasis is placed on minimizing the effects of the emergency or disaster. The "Initial Response Operations" section of this plan provides hazard-specific guidance to the departments who are responsible for initial response operations within or affecting the Reservation.



Examples of initial response activities include:

- Making all necessary notifications, including Tribal departments, personnel, neighboring jurisdictions, the Humboldt Operational Area, and the State of California OES Coastal Region.
- Disseminating warnings, emergency public information and instructions to the citizens of the Reservation.
- Conducting evacuations and/or rescue operations
- Caring for displaced persons and treating the injured
- Conducting initial damage assessments and surveys
- Assessing need for mutual aid assistance
- Restricting movement of traffic/people and unnecessary access to affected areas
- Developing and implementing Initial Action Plans

Extended emergency operations involve the coordination and management of personnel and resources to mitigate an emergency and facilitate the transition to recovery operations. Hoopa Valley's extended response activities departmental operating centers (EOC's). Extended Operations provide specific guidance for the conduct of extended operations, including those functions performed by the EOC staff.

Examples of extended response activities include:

- Preparing detailed damage assessments
- Operating mass care facilities
- Conducting coroner operations
- Procuring required resources to sustain operations
- Documenting situation status
- Protecting, controlling, and allocating vital resources
- Restoring vital utility services
- Tracking resources allocation
- Conducting advance planning activities
- Documenting expenditures
- Developing and implementing Action Plans for extended operations
- Disseminating emergency public information
- Declaring a local emergency
- Coordinating with county, state and federal agencies working within the Reservation

### Recovery Phase

Activities involve restoring services to the public and returning the affected area(s) to pre-emergency conditions. Recovery activities may be both short-term and long-term, ranging from restoration of essential utilities such as water and power, to mitigation measures designed to prevent future occurrences of a given threat.

Part V of this plan, Recovery & Mitigation Operations, describes in general the roles and responsibilities of each level of government following a disaster. It also addresses the procedures for accessing federal programs available for individual, business and public

assistance following a disaster.

Examples of recovery activities include:

- Determining and recovering costs associated with response and recovery
- Applying for federal assistance programs
- Conducting hazard mitigation analyses
- Identifying residual hazards
- Restoring utilities
- Restatement of family autonomy
- Permanent restoration of public and private property

### Mitigation Phase

Efforts occur both before and after emergencies or disasters. Post-disaster mitigation is actually part of the recovery process. This includes eliminating or reducing the impact of hazards that exist within the Reservation. A Recovery and Restoration Task Force Committee is established by this plan.

Mitigation efforts include:

- Amending local ordinances and statutes, such as zoning ordinances, building codes, and other enforcement codes
- Initiating structural retrofitting measures
- Assessing tax levies or abatements
- Emphasizing public education and awareness
- Accessing and altering land use planning

### Levels of Emergency Response

To understand and clarify what is an emergency that initiates activation of the Tribes Emergency Operations Plan. During normal day to day operations of response by Tribal Emergency Services Organizations that does not activate the Emergency Operations Center or proclaim such an emergency that a declaration is proclaimed by the Chair/ Agency Administrator or the Tribal Council. Normally the level of involvement in peacetime emergencies that are Type 5, or 4 complexity level incidents, will sequentially first be the Tribe and Tribal resources until such time, all available Tribal resources are expended, and through local, state and national agreements a request for mutual aid is initiated or in the event the incident complexity increases to a Type 3, 2 or 1 incident, an incident management organization may be ordered. The decision to activate the Emergency Operations plan and ask for ratification of an emergency declaration by the council is made by the Tribal Chair/ Agency Administrator with concurrence from the Director for Tribal Office of Emergency Services. A request may be sent to the County of Humboldt (Operational Area) for support, and validation or concurrence if the emergency is declared to be a disaster. The tribe may ask to be part of a Gubernatorial declaration request by the county to the state, or request from the state to be part of a Presidential Declaration from the state to the President. Although the Tribe has the option to go

directly to the President if it meets the requirements of the Stafford Act for a tribal request.

To facilitate the planning process, the following three levels of response to peacetime emergencies are established.

#### Level I:

A minor to moderate incident characterized to adequate local response capability and sufficient resources to favorably resolve the situation. An example on a level 1 emergency is; a wildland fire that is not a threat to the community, and local and mutual aid resources are able to control the incident within the first operational period and may be at a Type 3 complexity level for a period less then 72 hours, a local power outage that may last for more then 24 hours but no more then 72 hours. A local emergency may or may not be officially proclaimed. The Tribal Emergency Operating Center may or may not be activated, and if activated, may be only partially staffed.

#### Level II

A moderate to severe emergency characterized by a need for mutual aid to ensure a favorable resolution of an event. In most cases, a local emergency will officially be proclaimed by the Tribal Council. A request for the County of Humboldt to include the Reservation within its declaration of an emergency may or may not be made. If requested, the County of Humboldt would then request the State of California to proclaim the entire operational area (the county) a disaster area. The Tribal Emergency Operating Center may be activated and fully staffed. A request to the County of Humboldt to activate their Emergency Operating Center may be made.

#### Level III

A major disaster, exemplified by depletion of Tribal resources and operational area mutual aid resources, will necessitate extensive Statewide and Federal assistance. A state of local emergency will be declared and a request to be included in the County of Humboldt County state of local emergency will be made. The Tribal Emergency Operations Center will be fully activated and prepared for an extended response.

Wartime emergencies may range from minor inconveniences such as food and petroleum shortages to a worst case scenario involving an attack on the United States utilizing nuclear weapons. The only scenario addressed in this plan is nuclear fallout. The appropriate level of response will be determined at the time of the incident.

## Hazard Analysis

The Hoopa Valley Tribal Council recognizes that the planning must address each identifiable hazard that threatens the Reservation. The Local Emergency Planning Committee (LEPC) conducted a hazard identification survey for the Council and this Plan. The study indicates that the Reservation is subject, in varying degrees, to the effects of the following events

A general synopsis of each event and their potential effects are described below. When one looks at any one of the events, one must also look at the effects and impacts caused. These effects and impacts are identified in the accompanying matrices. The Multi Hazard Mitigation Plan for the Hoopa Tribe is the master planning document that outlines likelihood of occurrence and severity, Subsequent Impacts, and secondary effects. For a more thorough understanding of these potential effects refer to the Hoopa Valley Tribe's, MHMP

**Coastal Storms:** The Hoopa Valley Indian Reservation is located in the Northeast corner of Humboldt County, which is located on the Northwest corner of California. This north coast region experiences some of the most severe storms in California.

**Severe Winter Storms:** Some of the heaviest rain that falls on the northwest occurs over the coastal range where mountains rise two to four thousand feet. Four to six inches of rain within a twenty-four hour period are common.

**Summer Thunder Storms:** Thunder storms are common in the northeast region. During the summer months, including late spring and early fall, thunderstorms are of particular hazard to the Reservation and community.

**Wind Storms:** Extremely strong windstorms are also common in this region. Winds in excess of 50 miles per hour are normal occurrences and winds over 70 mph are not uncommon.

**Dam Failures:** The Trinity River flows through the full length of the Reservation. The valley floor on both sides of the river houses the majority of the Reservation's population. The Trinity River has two dams approximately 100 miles up stream, the Trinity Dam and the Lewiston Dam. There are several dams on the Klamath River, which flows along the north edge of the reservation. The Trinity River flows into the Klamath River at the far north end of the valley.

**Lewiston Dam:** The Lewiston Dam is the smallest of the two Trinity River earth filled dams and has a gross storage capacity of 14,660 acre-feet of water with a maximum controlled release of 33,000 cubic feet per second (CFS). A breach of this dam would result in a column of water approximately 40 feet above the water height in the river at the time of breach. If the river is already at flood stage, 38 feet, the resulting water would increase the water height to 88 feet.

Trinity Dam: The Trinity Dam has a gross storage capacity of 2,448,000 acre feet also with a controlled maximum release of 33,000cfs. A breach of this dam would also cause a breach of the smaller down river Lewiston Dam. The results would flood the valley with a column of water 110 feet to 160 feet high depending of the height of the water in the river at the time.

Klamath River Dams: A breach of the any one of or all of the Klamath River dams would cause a back flow of water where the Trinity River flows into the Klamath. If the breach of these dams occurred during a flood stage, the back flow and subsequent damming effect would totally flood and destroy the valley

Drought: Although the north coast normally is a high rainfall area, drought cycles occur approximately every 7 to 11 years. Drought would have an adverse effect on the community as a result of a shortage of drinkable water that is taken from the Trinity River and processed by the Public Utility District. Additional effects from drought would be low levels of available and drinkable water from creeks and streams, increased large wildfire potential, agriculture, wildlife, and livestock, as well as other environmental impacts.

Earthquakes: Earthquakes are considered to be one of the most potentially destructive threats to life and property. The triple junction, the Cascadia Subduction Zone and numerous smaller thrust and strike-slip faults makes Humboldt County the most active region in California. A moderate to severe seismic incident on any of the numerous fault zones will cause:

- Extensive property damage, particularly to older structures, structures located on liquefaction soil, and mobile homes;
- Significant number of casualties with some fatalities
- Damage to water and sewage systems;
- Broken propane cylinders resulting in hazardous conditions and fires;
- Disruption of surface transportation
- Competing requests for scarce mutual aid response resources
- 

Northern California, Oregon, Washington and British Columbia are the site of the Cascadia Subduction Zone where an oceanic tectonic plate is being pulled and driven beneath the continental plate. Evidence leads to the conclusion that an earthquake is large as 9 on the Richter scale will devastate the area. Historical evidence indicates that this mega thrust hits every 300 years and the most recent occurred 300 years ago. A mega thrust quake could trigger reactivity of one or both areas volcanoes, Mount Lassen and Mount Shasta.

The South Fork Mountain thrust fault located along the west boundary of the reservation and the newly discovered Pine Creek fault bisecting the valley can rupture independently or in conjunction with one of the major faults. A complete study of the potential destruction needs to be conducted.

Explosions: There are numerous chemicals used and stored on the Reservation in sufficient quantities that could cause an explosion of a magnitude so as to cause a disaster. Home and business propane tanks under the right circumstances, wildfire, earthquake or accident could cause a tank to BLEVE (boiling liquid expanding vapor explosion) thus resulting in a devastating explosion.

Fire: Availability of the fire fighting resources on the Reservation is dependent upon the time of the year, the current fire situation, and the other emergency response activities occurring at the time. The Hoopa Tribes firefighting capability is composed of two programs. A Wildland Fire program, which is seasonal, is tasked with the protection of life, the environment, and all natural resources. A Volunteer Fire program which is a year around program and is tasked with all-risk protection, which includes structure fires, medical aid, vehicle accidents, rescue, and hazardous materials incidents. With the high rate of Wildland and structural arson fires, and consideration of the type of topography, vegetation, extreme weather conditions, the wildland/ urban intermix, and the limited water supply for firefighting purposes, the Reservation is considered to be at high risk. Any moderate sized fire or incident will quickly deplete either Fire Department's resources to a minimal draw down level and the success of the incident will be dependent upon assistance (mutual aid) from outside agencies. Mutual aid resources available within a reasonable geographical area are also dependent upon the time of the year, the current fire situation and other emergency response activities in their respective direct protection areas (DPA). Further reduction of the mutual aid resources may be caused by accessibility into the Reservation either by roadway or air due to the type and nature of the disaster or emergency that has affected the Reservation: i.e., flood, earthquake, hazardous material spills or a major conflagration.

Floods: The region's topography and geology as discussed in coastal storms can cause flash floods, mud flows and riverine flooding. Although small in nature, flash floods can cause extensive damage to housing, roadways and can catch recreational activities unprepared. The potential for mudflows, caused by geography and massive quantities of water, has just been discovered and requires further study. Riverine flooding is the primary threat to life and property as evidenced the 1955 and 1964 floods. Even "normal" winters can produce damaging floods as happened in the winters of 1993 and 1996. Thus, flooding is the most likely hazard to create emergency conditions within the reservation. Flood plains at different heights need to be determined, mapped and appropriate course of mitigation studied.

Fuel Shortages: Fuel shortages, heating and transportation, can be caused by many of the described events through the closure of the roads. Quantities of transportation fuel are limited and if not replenished on a regular basis would soon be depleted reducing response and recovery capabilities and risking human safety and life.

Hazardous Materials Incidents: The Tribal Environmental Protection Agency is the "Administering Agency" with respect to hazardous materials incidents and investigations. The Hoopa Fire Department and the Public Works District provide assistance. Response, however, is limited to incidents that can be mitigated utilizing level "B" and "C"

chemical protection. Incidents requiring a level “A” protective clothing or major incidents will require mutual aid. The potential for accidental incidents are always present. Of highest concern are incidents that could involve the schools, senior resident homes or the medical center. Vehicular accidents involving automobiles, tanker trucks or commodes trucks create the highest potential of incidents. The possibility of an illegal dump, drug lab or industrial waste, are always a possibility and if released into a stream or the river could be disastrous to both life and the environment. The Tribe’s response to hazardous materials incidents is outlined in detail in the Haz-Mat Response Plan.

**Landslides:** Due to the geology of the mountains, landslides are common. During the wet winters or earthquakes, landslides continually close roads into and out of the valley. Increased potential of landslides has just been discovered during a recent geological study. The effects to housing, property, and roads are still to be studied. A potential massive landslide of the bluffs at the north end of the Valley could dam the Trinity River. If this occurs during periods of high river flow, flooding of the valley floor will occur within minutes. This potential landslide needs to be studied and if necessary emergency evacuation communications systems developed.

**Power Failures:** Loss of electrical power can be caused by equipment failures, traffic accidents or by nature. The Hoopa Valley and the small community of Willow Creek to the south are on the same circular link. During the winter storms of 1995/96 one outage affected over 800 residences and businesses for over 6 ½ days. Over the past 6 years, nine outages were of nearly 24 hours and two of them were multiple days. There are insufficient generators within the Reservation to produce emergency electrical power for the medical center, first aid stations, the EOC department, or evacuation center.

**Radiological Incidents:** A nuclear power plant owned by Pacific Gas & Electricity is located south of Eureka on the edge of Humboldt Bay. Even though the power plant has not been operational for years and the fuel rods removed, the plant has not been decontaminated. The potential of an incident from the plant in its present operational status is remote but if an incident did occur, the southerly winds could cause a shelter-in-place response. Shelter-in-place is directing people to quickly go inside a building or other structure, closing all doors and windows, and remaining inside until the hazard passes. Highway 299, south of the Reservation, and Highway 96, which follows the Trinity River through the Valley, requires special permits from the Highway Patrol and Cal-Trans in order to transport any nuclear or any hazardous radiological products.

**Terrorism, Acts of:** Violence caused for political causes, hate crimes or other causes cannot be predicted nor prevented. It is hoped that an incident as experienced in schools throughout the country or a bomb incident like Oklahoma City will never occur in the Reservation. But if an incident does occur, the emergency management system of this plan will provide the necessary organization to mitigate the event..

**Transportation Accidents:** Aircraft and ground transportation vehicles pose the most risk for disastrous multiple casualty incidents. Narrow roads, cliffs, and inaccessibility coupled with limited resources could cause an incident to immediately task resources.

Trauma patients must be transported by ambulance 50 miles over mountain roads to the nearest hospital. Airlifting of the injured is difficult due to the non-illuminated Hoopa airport, winter storms, high altitude fog and mountainous terrain. A school bus incident on Hwy 96 a few years ago presented such a logistic nightmare. Transportation accidents always present a potential for hazardous materials incident.

**Tsunami:** A tsunami generated by a Cascadia Mega Thrust earthquake or a triple junction earthquake, though disastrous to coastal Humboldt County, will not effect the Reservation. Reservation resources, however, will respond per mutual aid agreements.

**Volcano:** Two volcanoes, Mount Shasta and Mount Lassen, to the east of the Reservation have not been active for decades. A 9+ mega thrust earthquake could reactivate one or both volcanoes. The resulting ash plume will cause an air pollution health problem in the Valley if the wind blows from the east. A shelter-in-place response would be initiated. There would be some voluntary evacuation.

**War, Acts of Nuclear:** Humboldt County and the Hoopa Indian Reservation are assumed to be a low risk category with respect to the direct effects of nuclear weapons and radioactive fallout. Response actions consist of shelter-in-place protection, upgrading of homes and existing shelters, and spontaneous evacuation (absent of government direction).

**Water Supply:** Except for some isolated privately owned ground water wells, the water used by the reservation is supplied from streams. Windy mountain roads parallel most streams. A vehicle accident, chemical spill, or an illegal drug lab could immediately contaminate a portion of the Valley's water supply. A long drought causing the streams to dry up could also reduce the supply of usable water to dangerous levels.

### Worst Case Scenario

The worst cast scenario is a Cascadia Subduction Zone megathrust earthquake greater than 8.4 on the Richter scale, providing more than one minute of severe ground shaking that would result in collapse of or damage to every structure, major casualties, power outage, and water shortage. The resulting dam failures would require a total evacuation of the valley floor and all of its 2700, plus or minus, surviving population. Survivors would have to evacuate to the mountains as the coastal cities would have been destroyed by the earthquake and the tsunamis it generated. There would be no reason to return to the valley after the dam failure flood receded as the 110 plus foot high wall of water would leave nothing but debris and mud.



## Incident Command System (ICS)

The incident Command System (ICS) is used to manage an emergency incident. It can be used for both small and large incidents. The system has considerable internal flexibility ICS can expand or contract to meet different needs of the incident.

For some incidents, and in some applications, only a few of the organizational functional elements may be required. Conversely, if there is a need to expand the organization, additional positions exist within the ICS framework to meet virtually any need. This makes it a very cost-effective and efficient management system.

ICS establishes lines of supervisory authorities and formal reporting relationships. There is complete unity of command as each position and person within the system has a designated supervisor. Direction and supervision follows established organizational lines at all times.

Every incident or event has certain major management activities or actions that must be performed. Even if the incident is very small and only one or two people are involved, these activities will still apply to some degree.

The organization of ICS is based on five major management functions:

- Command
- Operations
- Planning/Intelligence
- Logistics
- Finance/Administration

These five management functions are the foundation upon which the ICS organization develops. They apply to handling a routine emergency, organizing for a major incident, or managing a major response to a disaster.

On small incidents, these major activities may be managed by one person, the Incident Commander (IC). Large incidents usually require that these activities be set up as separate “sections” within the organization. Each of these sections may be further divided into branches, units and groups, as needed.

Command staff consists of the Incident Commander, Deputy Incident Commander, Public Information Officer, Safety Officer and the Liaison Officer. General staff includes the Section Chief from each section.

Organization of ICS: The modularity and flexibility for applications of ICS at the Field Response Level allow it to rapidly adjust and build the organization for the function it is to perform. Aside from the Incident Commander, there is no required structure or order in which positions are filled. The ICS organization can be as small as one person, or

large enough to handle thousands of emergency responders.

Incidents usually start with a few responders and expand the organization from the bottom up, as necessary. It is not necessary to implement levels of the ICS organization unless they are required.

An important aspect of the modularity in ICS at the Field Response Level is that there is nothing to prohibit the Incident Commander from activating one or more Units in various Sections without first activating the Section organizational element. However, it is important to maintain the ICS principle of span-of-control, one supervisor to five staff members. A typical ICS organization for the Field Response Level is depicted on the following page.

**Unified Command:** The Unified Command concept will be used at all multi-agency incidents within the Reservation, Unified Command is a procedure that allows all agencies with geographical or functional responsibility to establish together a common set of incident objectives and strategies, and a single Incident Action Plan. This is accomplished without losing or giving up agency authority, responsibility, accountability or sovereignty. In some specific instances such as oil spills or hazmat incidents (EPA), military aircraft incidents (US Air Force) and large wildland fire (US Forest Services), the Incident Commander may be from that federal agency. With those possible exceptions, county, state, federal agencies and private industry with a field response function would be represented in the Unified Command.

Under Unified Command, a single Operations Chief will have the responsibility for implementing and managing the operations portion of the Incident Action Plan.

The use of Unified Command ensures a coordinated multi-agency response. Unified Command procedures assure that agencies retain individual responsibility, authority, and accountability. Unified Command is highly flexible. As the incident changes over time with different disciplines moving into primary roles, the Unified Command structure and personnel assignments can change to meet the need. The primary features of a Unified Command incident organization include:

- A single integrated incident organization;
- Co-located and shared facilities;
- A single planning process and Incident Action Plan;
- Shared planning, logistical, and finance/administration operations;
- A coordinated process for resource ordering.

Additionally, there are several advantages to using Unified Command during multi-agency or multi-jurisdictional incidents. These advantages include:

- A single set of objectives are developed for the entire incident period;
- A collective approach is made in developing strategies to achieve incident objectives and goals;

- Information flow and coordination is improved between all jurisdictions and agencies involved in the incident;
- No agency's authority or legal requirements will be compromised or neglected;  
Each agency is fully aware of the plans, actions, and constraints of all other agencies;
- The combined efforts of all agencies are optimized as they perform their respective assignments under a single Incident Action Plan.

Incident Action Plans: The Incident Action Plan is the plan developed at the field response level which contains objectives reflecting the overall incident strategy, specific tactical actions, and supporting information for the next operational period.

It is important that all incident have some form of an Incident Action Plan. The plan is developed around a specified duration of time called an operational period, and will state the objectives to be achieved and described the strategy, tactics, resources, and support required to-achieve the objectives within the time frame. Generally, the length of the operational period is determined by the length of time needed to achieve the objectives.

The plan may be oral or written. Small incidents with only a few assigned resources may have a very simple plan, which may not be written. Small incidents do not require elaborate Incident Action Plans. Most simple, short-term, and single agency incidents do not require written Incident Action Plans. As incidents become larger, or require multi-agency involvement, the action plan should be written.

Incident Action Plans will vary in content and form depending upon the kind and size of the incident. ICS provides for the use of a systematic planning process, and provides forms and formats for developing the Incident Action Plan. The general guideline for use of a written versus a verbal action plan is when:

- Two or more jurisdictions are involved;
- A number of organizational elements have been activated;
- The incident continues into another planning or operational period;
- It is required by agency policy.

For multi-agency incidents being run under a Unified Command, the Incident Action Plans should be written. This provides all agencies with a clear set of objectives, actions, and assignments. It also provides the organizational structure and the communications plan required to manage the incident effectively under Unified Command.

There is no single format which fit all situations. Several ICS forms are appropriate for use in Incident Action Plans. Incident Action Plans have four main elements that should be included:

- Statement of Objectives - Statement of what is expected to be achieved, objectives must be measurable;

- Organization - Describes what elements of the ICS organization will be in place for the next Operational Period.

Tactics and Assignments - Describes tactics and control operations, including what resources will be assigned. Resource assignments are often assigned by Division or Group;

- Supporting Material - Examples could include a map of the incident, a communications plan, medical plan, a traffic plan, weather data, special precautions, and a safety message.

#### General Instructions to all personnel in the ICS Organization

The following is a checklist applicable to all personnel in the Hoopa ICS organization:

- Receive assignment as directed by the Incident Commander or Section Chief:
  - Job assignment (e.g., Strike Team designation, position, etc.).
  - Reporting location.
  - Reporting time.
  - Travel instructions
  - Tools & Safety Equipment Required (shovel, flashlight, hardhat, reflective vest, gloves, protective suits, etc.)
  - Any special communications instructions (e.g., travel, radio frequency).  
Upon arrival at the incident, check-in at the designated check-in location.  
Check-in may be found at any of the following locations:
    - Hoopa Emergency Operations Center (EOC)
    - Incident Command Post (ICP)
    - Base or Camps
    - Staging Areas
    - Helibases

Note: If you are instructed to report directly to a line assignment, check-in with the Division/Group Supervisor.

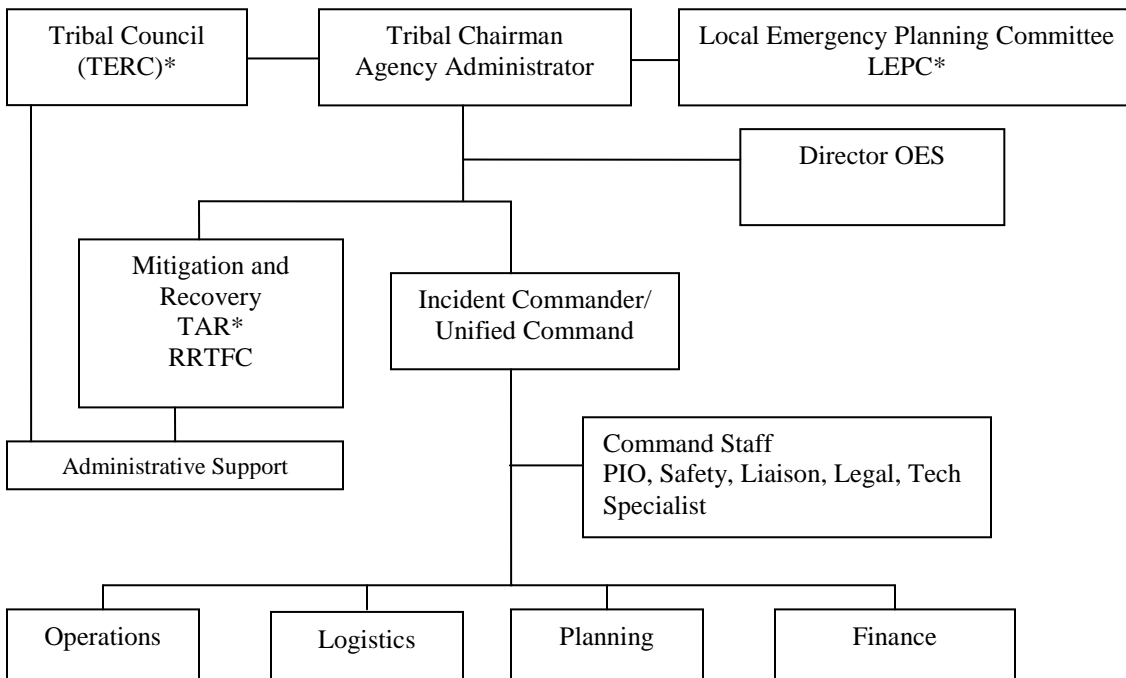
- Receive briefing from immediate supervisor.
- Complete an emergency contact sheet to be forwarded to the Staffing Leader.
- Agency Representatives from assisting or cooperating agencies report to the Liaison Officer at the HEOC or ICP after check-in.
- Acquire work materials.
- Supervisors shall maintain accountability for their assigned personnel with regard as to exact location(s) and personal safety and welfare at all times, especially when working in or around incident operations.
- Organize and brief subordinates.
- Know your assigned radio frequency(s) for your area of responsibility and ensure that communication equipment is operating properly.

- Use clear text and ICS terminology (no codes) in all radio communications. All radio communications to the Incident Communications Center will be addressed: "(Incident Name) Communications".

Ensure that a replacement is found to cover your position upon your departure.

- Complete forms and reports required of the assigned position and send through the supervisor to the Documentation Unit.
- Respond to demobilization orders and brief subordinates regarding demobilization.

### Hoopla Emergency Operations Organizational Chart (NIMS/SEMS)



**TERC:** TRIBAL EMERGENCY RESPONSE COMMISSION, “ Emergency Planning and Community Right-to-Know Act”, Title III of SARA

**DIRECTOR OF EMERGENCY SERVICES:** “HAZARD MITIGATION PLAN” FEMA DR-1044/46

**LEPC:** LOCAL EMERGENCY PLANNING COMMITTEE, “Emergency Planning and community Right-to-Know Act”, Title III of SARA

**TAR:** TRIBAL AUTHORIZED REPRESENTATIVE: “Uniform Administrative Requirements for Grants & Cooperative Agreements”, 44CFR 206, 207, 11, 13, 14 (Public Assistance Administrative Plan)

**SAFETY OFFICER:** “Hazardous Waste Operations & Emergency Response”: 29 CFT 1910.120b.

**RRTFC:** Recovery and Restoration Task Force Committee working with the TAR

## Tribal Organization and Assignment of Responsibilities

The Hoopa Valley Tribal Emergency Operations Organizational Chart, located at the end of this section, depicts the Hoopa Valley Tribe's NIMS organization and includes the federally required Incident Management Organizational positions. The Response and Recovery Function Chart lists the sub-units by function that may be activated based on need. A brief description of each position and function is provided below followed by a list of assigned responsibilities to each. The training necessary, listed by position, in order to accomplish the assigned function is outlined in the "Training Requirements and Qualifications" section located in the appendices.

### Incident Management

#### Tribal Chair

In the event of an emergency that initiates and activates this plan, the Tribal Chair is acknowledged as the Agency Administrator for the Tribe. The Agency Administrator has responsibility for the authorization and delegation of authorities given to the Incident Management Organization responsible for the management of the incident. The Agency administrator retains no command authority for resources assigned to an incident under command of an Incident Commander with Delegated Authority. But rather identifies in the Delegation of Authority the objectives of the incident and reviews the objectives daily for purpose and effectiveness, and may at that time change the objectives or parameters of the delegation to best fit the goals and objectives of the Tribe.

The Tribal Chair/ Agency Administrator sits as the Chair to the Tribal Emergency Response Committee (TERC). The Tribal Chair as the Chair of the Tribal Emergency Response Committee has responsibility to;

- Establish and appoint the Incident Commander or Unified Command.
- Establishing the written Delegation of Authority for the Incident Management Organization.
- Request the Humboldt Operational Area for the County of Humboldt Board of Supervisors to include the Reservation in any declared State of Local Emergency.
- Request the Governor of the State of California to include the Reservation in any declared State of Emergency.
- Ensures that all departments and program managers submit reports to the EOC relating to their expenditures and obligations during emergency conditions.
- Ensures that required daily situation resource consumption, resource shortfall, etc. report(s) are submitted to the county's OES, State OES or Federal Coordinator as appropriate.
- Ensures that mass care services daily status reports are being provided either by the Tribal organizations, volunteer agencies or other non governmental organizational agencies to the EOC, County, State or Federal.

Approve Mutual Aid Agreements, Joint Power Agreements, Participating Agreements and Memorandum of Understandings involving other jurisdictions and the Tribe regarding emergency operations, with recommendation and concurrence of the office of Tribal Attorney (OTA).

- Provides recommendations to the Director of Emergency Services individuals to be placed into positions, and Identifies by title or position the individuals responsible for serving as EOC Manager, Health & Medical Coordinator, Communications Coordinator, Warning Coordinator, Public Information Officer, Evacuation Coordinator, Mass Care Coordinator and Resource Manager.
- Identifies by title position the individuals assigned to work in the EOC during emergencies.
- Ensures that lines of succession for key management positions are established to ensure continuous leadership and authority of emergency actions and decisions in emergency conditions.
- Provides for the protection of records, facilities and organizational equipment deemed essential for sustaining government functions and conducting emergency operations

#### Tribal Council

Establishes the Reservation's policies, procedures and proclaims a state of local emergency. The Tribal Council is the Tribal Emergency Response Committee (TERC) as required by Title III of SARA, and chaired by the Tribal Chair or Agency Administrator. Upon notification of a level II emergency, as defined in this plan, the Tribal Council will convene as soon as possible to complete the following;

- Proclaim a local emergency or ratify a proclamation made by the Tribal Chair or in his/ her absence (Director of Emergency Services and the Chief of Police by Memorandum, which must be ratified within 72 hours to be validated or the "Emergency will no longer be declared an Emergency without proper sanction by either the Chair or the Tribal Council).
- Coordinate with the Local Emergency Planning Committee procedures (immediate and long term planning) to recover from the disaster, restore the community and mitigate hazards as much as possible.
- Staying available to assist and reassure Tribal members and citizens of the Valley
- Continue to govern the day to day operations of Government.
- The Tribal Council does not have command authority for incident operations, and must work through the Agency Administrator, who in turn will work through the Incident Commander.

The Tribal Council seating as the Tribal Emergency Response Commission, and chaired by the Tribal Chair as required by Title III of SARA (chemical hazards) is responsible for the following:

- Designate local emergency planning districts;
- With recommendation of the Tribal Chair or Agency Administrator, appoint a Local Emergency Planning Committee (LEPC) to serve each of the districts;
- Coordinate and supervise LEPC activities;

- Review LEPC plans, recommending any needed changes;

#### Local Emergency Planning Committee

LEPC, as required by Title III of SARA and established by the Tribal Council, consists of representatives from:

- Office of Emergency Services-Lead Agency
- Tribal Environmental Protection Agency (TEPA)
- Tribal Police Department
- K'ima:w Medical Center
- Public Utilities District (PUD)
- Hoopa Volunteer Fire Department
- Hoopa Wildland Fire Department
- Tribal Planning Department
- Office of Tribal Attorney (OTA)

The Local Emergency Planning Committee (or the Tribal Emergency Management Team) is appointed by the Tribal Council (TERC and is responsible for the following:

- Conduct an analysis of hazards on or near the Reservation, including both fixed facilities and transportation routes.
- Notify TEPA of all facilities covered under emergency planning requirements, or designated by the TERC as subject to the requirements of Title III, SARA;
- Establish procedures for receiving and processing public requests for information collected under Title III;
- Ask for further information about a particular chemical or facility, when needed;
- Request information from EPA on the health effects of chemicals that EPA has agreed to designate "trade secret," and ensure that this information is available to the public;
- Through the OTA, take civil action against facility owners or operators who fail to comply
- Identify in detail the on-reservation and off-reservation resources, both personnel and equipment, available to respond to an emergency;
- Designate a community coordinator and, where appropriate, identify the facilities coordinator to assist in preparing and implementing the plan;
- Describe emergency response procedures;
- Outline procedures for notifying the community that an emergency has occurred;
- Describe methods for determining the occurrence of an emergency and the probable affected area and population;
- Outline evacuation plans;
- Coordinate proposals for and distribution of Federal training grant funds;
- Describe a training program for emergency response personnel;
- Present methods and schedules for exercising emergency plans.



## Recovery and Mitigation Officer

Pre planning, pre mitigation, recovery and mitigation are the responsibilities of the Tribal Authorized Representative (Vice Chair/ or designee-TAR) and the Recovery and Restoration Task Force Committee which is headed by the Director of Emergency Services, who may be delegated as the Deputy TAR or as an assistant to an assigned member of the Tribal Council (Vice-Chair) or their delegates.

The Deputy Tribal Authorized Representative, (44 CFR 11) is also the Local Mitigation Officer as required by 44 CFR 200.402 C (2), this position may be delegated to the Director of Office of Emergency Services or an assigned Tribal Council Member. This combined position, entitled “Recovery & Mitigation Officer,” is normally a function of the Tribal Vice-Chair. The Recovery & Mitigation Officer is responsible for the administration and execution of all necessary applications and documents for public assistance on behalf of the Tribe and has general responsibility for the following:

- Maintaining close communication and liaison with FEMA during the recovery period and throughout the duration of each disaster contact.
- Providing guidance, assistance and program management sufficient to ensure compliance with conditions contained within the FEMA-Tribal Agreements and grant.
- Coordinating the activities of Tribal departments in support of disaster assistance activities authorized under the Stafford Act.
- Provide personnel for preliminary damage assessment activities.
- Provide personnel to work with Damage Survey Report (DSR) teams in the preparation of Damage Survey Reports.
- Provide cost information to DSR teams on completed and proposed work.
- Conduct hazard mitigation plan monitoring in accordance with the requirements of the FEMA-Tribal Agreement for Federal major disaster declaration.
- Assist the Tribe and Regional Director to determine that Federal aid is used in accordance with the requirements of the Advisory Council on Historic Preservation Procedures for Historic and Cultural Properties. Chair the Recovery and Mitigation Committee. The R & M Committee consists of but is not limited to representatives from:
  - 
  - Office of Emergency Services
  - Land Management
  - Tribal Environmental Protection Agency
  - Forestry
  - Roads
  - Public Utilities District
  - Planning
  - Human Services
  - Hoopa Wildland Fire Department
  - Hoopa Volunteer Fire Department

## Director, Office of Emergency Services

Assumes an advisory role to the Tribal Chair/ Agency Administrator for Incidents as they relate to Emergency Operations in response to the activation of the Emergency Operations Plan. The Director of Emergency Services (DES), as required by FEMA DR-1044/46, has responsibility of oversight to all response and recovery operations. The DES may be delegated by the Tribal Chair/ Agency Administrator incident management of an incident (incident commander). The DES is responsible for notification of personnel with Emergency Operating Center assignments. The Director of Emergency Services (DES) assumes responsibility of the overall response and recovery operations and has the assigned tasks as listed below:

- Upon notification, analyze the emergency situation and decide how to respond quickly, appropriately and effectively. Including reporting to the EOC if appropriate.
- Activating this plan, including any applicable annexes, and any other supporting plans, at the onset of an emergency and deactivating it at the conclusion of an emergency.
- Directs tasked departments and programs to ensure response personnel report to the appropriate locations (EOC, emergency scene, work center, staging area, etc.) in accordance with the EOP.
- Activates the Emergency Operations Center (full or partial activation) when appropriate and determines which function coordinators, department or program managers are to report to the EOC.
- Provides overall direction of emergency response operations, until an emergency scene is established and an IC assumes this responsibility. If appropriate, identifies and establishes contact with the IC(s) in the field and/or designates an IC to direct tactical operations at each emergency scene. (For emergency situations that occur with little or no warning, an IC may already have responded to the scene and taken charge before notification of the DES.)
- Directs the implementation of protective actions for public safety, which could include issuing an evacuation order, and order opening of mass care facilities.
- Negotiate, coordinate and prepare mutual aid agreements, Joint Power Agreements, Memorandum of Understandings and present same to the Tribal Council, Coordinate response efforts with other jurisdictions.
- Once a year the Tribal Emergency Management Team or the Local Emergency Management of Planning Team will have a yearly table top exercise to evaluate all areas of the EOP.
- Request the Tribal Council to proclaim the existence or threat of existence of a “local emergency” if the Council is in session, or will seek the Chair’s assistance in acquiring such a proclamation from the Council or the Chair’s Office if they are not in session.
- The DES will provide orientation to all new employees of the Hoopa Valley Tribe with 120 of their employment with the Tribe. The DES will seek out the most recent requirements and will ascertain the correct training and maintain the proper certifications in order to be able to train employee’s of the tribe accordingly.

- An annual meeting will be held each January to go over any comments received on the plan throughout the year. All persons having an opportunity to work within the plan will be invited to participate in the yearly evaluation of the plan.
- Ensure that alternate operating locations are available should the primary location suffer damage, become inaccessible, or require evacuation. (Alternate operating locations provide a means to continue organizational functions.) If necessary, directs EOC staff to relocate to the alternate EOC to continue operations.
- Serves as primary spokesperson before the media and gives final approval to release of emergency instructions and information or delegates function to the PIO.
- Requests the County of Humboldt and/or the State of California to activate their respective Emergency Operating Centers and to activate warning systems including Emergency Alert Systems (EAS).
- When appropriate, terminates response operations and releases personnel and resources.
- Delegates any and all tasks deemed appropriate to facilitate emergency operations.

## Incident Management organization

### Command Staff

#### Incident Commander or Commanders if under Unified Command (Assigned by the Agency Administrator)

Purpose: To initiate activation of the ICS structure and is responsible for overall management of the Incident, including all aspects of the response, developing incident objectives and strategy, sets immediate priorities, establishes an appropriate organizations, authorized an Incident Action Plan, coordinates activity for all Command and General Staff, ensures safety, coordinates with key people and managing all incident operations. Unless specifically assigned to another member of the Command or General Staff, all responsibilities remain with the IC.

- The IC may have a deputy, who may be from the Hoopa Tribe, or from an assisting agency. Deputies may also be used at section and branch levels of the ICS organization. Deputies must have the same qualifications as the person for whom they work and they must be ready to take over that position at any time.
- Establish immediate priorities especially the safety of the responders, other emergency workers, bystanders, and people involved in the incident.
- Establish an appropriate Incident Command System (ICS) organization to meet the immediate and prolonged needs of the Incident.
- Provide for the safety and welfare of assigned personnel during the entire period of operation, including adequate health and safety measures are in place.
- Determining incident objectives and strategy to achieve the objectives.
- Establish the appropriate staffing level for the Hoopa Operational Area EOC and continuously monitor organizational effectiveness, ensuring that appropriate modifications occur as required.

- Approve the implementation of the written or oral Incident Action Plan.\
- Establish an integrated organizational structure equal to the complexity and demands of a single incident or multiple incidents.
- Establish clear lines of authority within the ICS structure.
- Ensure reliable incident information is available to all members of the ICS.
- Exercise overall management responsibility for the coordination between Emergency Response Agencies within the Operational Area. In conjunction with the General Staff, set priorities for response efforts in contract and incorporated areas of the Hoopa Reservation.
- Ensure that all Reservation agency actions are accomplished within the priorities established.
- Ensure that Inter-Agency Coordination is accomplished effectively within the Hoopa EOC.
- Ensure that the public is properly notified of the Incident and kept up-to-date on changing conditions, evacuations,
- Managing resources efficiently and cost effectively.

Succession: Assigned by the IC

#### Incident Recording Secretary

(Assigned by Incident Commander, may be assigned to Plans)

Purpose: The Incident Recording Secretary will assist the Incident Commander in recording all pertinent information regarding the Incident and necessary to prepare after action reports and to document actions taken to prepare for, respond to and recover from an incident or emergency.

Staff: None

- Assist Incident Commander with maintenance of a Command Operations Log.
- Document date and time persons were contacted, including initial contacts and follow-ups.
- Document when and where command meetings were held.
- Prepare meeting notes and minutes of command meetings.
- Ensure sign-in sheets are distributed and collected.
- Prepare and distribute up-to-date emergency contact lists and telephone numbers.
- Maintain up-to-date assignment lists.
- Maintain organizational chart for the Incident Command, including names and contact information for all persons assigned to work on the incident.
- Participate in debriefing and preparation of after-action report.

Succession: Assigned by Incident Commander

## Liaison Officer

(Assigned by Incident Commander)

**Purpose:** The Liaison Officer's role is to serve as the point of contact for assisting and coordinating activities between the Incident Commander and Unified Command and various agencies and groups. This may include Congressional personnel, local government officials, County and State officials or Federal officials and criminal investigation organizations and investigators arriving on the scene.

**Staff:** All employees as appointed by the Incident Commander.

- Oversee all liaison activities, including coordinating outside agency representatives assigned to the Hoopa Operational Area EOC and handling requests from other EOC's for Hoopa Operational Area agency representatives
- Establish and maintain a central location for incoming representatives, providing workspace and support as needed.
- Ensure that position specific guidelines, policy directives, situation reports, and a copy of the Hoopa EOC Action Plan is provided to Agency Representatives upon check-in.
- In conjunction with the Director of Emergency Services, provide orientations for VIPs and other visitors to the Hoopa EOC.
- Ensure that Environmental Justice is achieved in the fair treatment, protection of, and delivery of services, to all people in the affected areas regardless of race, color, national origin, or income.
- Ensure that deactivation is accomplished when directed by the Incident Commander (IC).
- Succession: Assistant Self Governance Officer, Tribal Attorney, Council Support

## Safety Officer

(To be assigned by IC)

**Purpose:** Ensure personnel safety and monitors situation to ensure safe practices, prevents and modifies all unsafe operations and coordinates all field safety officers. The Safety Officer's position is required by 29 CFR 1910.120b, "Hazard Waste Operations & Emergency Response". The Safety Officer's role is to develop and recommend measures to the IC/UC for assuring personnel health and safety and to assess and/or anticipate hazardous and unsafe situations.

**Staff:** All employees as appointed by the Incident Commander.

- Ensure safety and minimize risk among disaster workers during the disaster, and during recovery.
- Ensure that all buildings and other facilities used in support of the Hoopa EOC are in safe operating condition.

- Monitor operational procedures and activities in the Hoopa EOC to ensure they are being conducted in a safe manner considering the existing situation and conditions.
- Exercise authority to stop and prevent unsafe acts or modify all unsafe operations outside the scope of the Hoopa EOC Action Plan, notifying the Incident Commander (IC) of actions taken.
- Prepare the Site Safety Plan.
- Review the Incident Action Plan for safety implications, and provide timely, complete, specific, and accurate assessment of hazards and required controls.
- Succession: To be assigned by the IC

**Public Information Officer (PIO)**  
(Incident Commander)

**Purpose:** To provide accurate and timely information to the community and outside sources during an emergency on the Hoopa Reservation. Issues news releases, provides focal point for media, coordinates all public releases for the Tribe including emergency broadcast procedures and coordinates VIP liaison and field Public Information Officer's.

**Staff:** All employees as appointed by the Incident Commander.

- Establish communication with the news media for dissemination of information as requested by the Hoopa Office of Emergency Services Director.
- Establish communication with radio and TV services for public announcements.
- Establish communication with Hoopa Public Safety to receive accurate and timely information.
- Arrange for photographic and audiovisual services.
- Advise the Hoopa Office of Emergency Services Director of all news concerning the extent of disaster affecting the Hoopa Reservation.
- Prepare news releases for approval by Hoopa Office of Emergency Services Director to media concerning the emergency.
- Receive calls and respond to requests for information.
- In an effort to compile a comprehensive, final report after the emergency, provide a written summary of your emergency activities and recommendations to the Safety Officer.
- Assist with other emergency activities as needed.
- Working with Staffing Unit Leader, organize the following records:
  - a. complete and current roster of employees.
  - b. condition report of all persons involved in a disaster.
  - c. The identity of persons to be notified of injury or death.

**Succession:**

Assistant Public Information Officer (s) (Appointed by PIO)

## General Staff

### Operations Section

#### Operations Section Chief (Assigned by IC)

**Purpose:** The Operations Section Chief directly manages all incident tactical activities and implements the IAP. The Operations Section Chief may have one or more deputies (preferably from other agencies in multi-jurisdictional incidents). Deputies will be qualified to a similar level as the Operations Section Chief. An Operations Section Chief should be designated for each operational period and will have direct involvement in the preparation of the IAP for the period of responsibility.

**Staff:** All employees as appointed by the Incident Commander.

- Ensure the Operations Function is carried out including coordination of response for all operational functions assigned.
- Ensure that operational objectives and assignments identified in the Incident Action Plan are carried out effectively.
- Establish the appropriate level of branch and unit organizations within the Operations Section, continuously monitor effectiveness and modify as needed.
- Exercise overall responsibility for the coordination of Branch and Unit activities within the Operations Section
- Coordinate alerting and notification of any impending or existing emergencies.
- Coordinate all Mutual Aid requests from emergency response agencies within the Hoopa Operational Area.
- Ensure that the Planning Section is provided with Branch Status Reports and Major Incident Reports
- Conduct periodic Operations briefings for the Incident Commander (IC), as required or requested.
- Supervise the Operations Section.
  
- Succession:

#### Environmental / Hazardous Materials Branch Director (Assigned by the IC)

**Purpose:** To monitor any environmental issues and media sampling for health and welfare during an event or disaster.

**Staff:** All employees as appointed by the Incident Commander.

- To monitor and report any environmental issues during an event or disaster to the Operations Section Chief

- Issue boil water notices, drinking water notices, and work with The Incident Safety Officer
- To supervise the Environmental Monitoring Unit.

#### Environmental Unit Leader

(Assigned by the Hazardous Materials/ Environmental Branch Director)

Purpose: Protect life, property, and the environment.

Staff: All employees as appointed by the Hazardous Materials/ Environmental Branch Director

- Responsible for environmental matters associated with the response, including strategic assessments, modeling, surveillance, and environmental monitoring and permitting.
- Responsible for coordinating the immediate emergency environmental needs of the citizens on the Hoopa Reservation, including waste disposal and debris removal.
- Acquire, distribute, and provide analysis of weather forecasts.
- Identify sensitive areas and recommend response priorities.
- Identifying potential hazards to human health and the environment and take or recommend measures to eliminate or control the hazards. Areas of concern during an emergency include those associated with: air quality, safe water, water quality, sewage release and disposal, disease vectors, medical waste, household hazardous waste collection and disposal, food sanitation, and radiological hazards.
- Advises the Incident Commander and Safety Officer of potential environmental threats to ICS staff and the general public (toxic algae, hazardous waste, toxins, potentially hazardous air quality)
- Supervises the preparation of environmental data for the unit.
- Determine the extent, fate, and effects of contamination.
- Supervise scientific support, including sampling, response technologies, hazardous trajectory analysis, resources at risk, including historical/cultural resources.
- Recommend and assist with mitigation of hazards that propose a threat to life, property and the environment.
- Develop shoreline cleanup and assessment plans. Identify the need for, and prepare any special advisories or orders.
- Evaluate the opportunities to use various response technologies.
- Monitor the environmental consequences of cleanup actions.
- Act as a liaison to county, public health, and/or UIHS on environmental health matters.
- To provide technical information to Roads Unit Supervisor.
- Prepare the Environmental Unit Log.
- Participate in debriefing and after-action report.
- Supervise the Environmental Branch.

Succession: Assigned by the Hazardous Materials/ Environmental Branch Director



Evacuation and Transportation Unit Supervisor  
(Assigned by the Law Enforcement/ Medical Branch Director)

Purpose: To plan and perform evacuations on the Reservation.

Staff: All employees as appointed by the Law Enforcement/ Medical Branch Director

- To coordinate with the Division Supervisor on planning and performing evacuations during an event or disaster.
- To ensure safe evacuation and transportation of evacuated population.
- To supervise the Evacuation and Transportation Unit.

Succession:

Hazardous Waste Unit  
(Assigned by the Environmental/ Hazardous Materials Branch )

Purpose: To safely store and dispose of any hazardous waste.

Staff: All employees as appointed by the.

- To monitor any operations concerning hazardous waste on the Reservation.
- To ensure proper clean up, storage, or disposal of any hazardous waste on the Reservation.
- To supervise the Hazardous Waste Unit.

Succession:

Law Enforcement Branch  
(Assigned by IC or Operations Section Chief)

Purpose: Oversee all Law Enforcement Unit activities.

Staff: All employees as appointed by the Incident Commander.

- Evaluate and process requests for Law Enforcement Mutual Aid Resources through the Operations Section Chief.
- Establish and maintain communication with the Law Enforcement commanders in the field for incidents occurring in the Hoopa Reservation unincorporated or contact areas.
- Respond to requests for Law Enforcement resources from the field in a timely manner, following established priorities (life safety, protection of the environment, and protection of property).
- Coordinate law enforcement and traffic control operations during the disaster including evacuation operations.

- Coordinate site security at incidents.
- Monitor and track law enforcement resources utilized during the event.
- Provide general support to field personnel as required.
- Supervise the Law Enforcement Unit.

#### Mass Care Unit

(Assigned by the Medical Branch Director or Operations Section Chief)

Purpose: To provide mass care for disaster victims and evacuated population

Staff: All employees as appointed by the Medical Branch Director or Operations Section Chief.

- To set up and run shelters for disaster victims and evacuated population.
- To provide first aid and minor medical treatment to disaster victims within the shelter.
- To provide food and water for disaster victims and evacuated population within the shelter.
- To supervise the Mass Care Unit.

Succession:

#### Perimeter Control Unit

(Assigned by the Branch Director or Operations Section Chief)

Purpose: To set up and manage perimeters during an event or disaster.

Staff: All employees as appointed by the Branch Director or Operations Section Chief.

- To coordinate with the Branch Director or Operations Section Chief and establish perimeters around an event or disaster.
- To enforce perimeter control around an event or disaster.
- To supervise the Perimeter Control Unit.

Succession:

(Tribal Roads)

Purpose: Oversee all Public Works operations

Staff: All employees as appointed by the Operations Section Chief

- Assist in prioritization of roadway openings in coordination with the Operations Section Chief.
- Provide Emergency construction and repair to damaged roadways.

- Supervise the Public Works Unit.
- Assist with other Operations Section Branches by providing construction equipment and operators as available.
- Provide heavy equipment assistance to other Operations Section response units and to the Situation Unit as required.
- Provide transportation as available to other units as prioritized by the Operations Section Chief.
- Provide contractors and equipment as necessary to repair roadways and to other units as prioritized by the Operations Section Chief.
- Continually solicit and forward damage assessment information from field units to Situation Unit.

#### Sanitation Unit

(To be assigned by Public Works branch)

Purpose: To ensure the operation of Sanitation throughout the Reservation.

Staff: All employees as appointed by the Incident Commander.

- To monitor the status of any operation regarding sanitation throughout the Reservation during an event or disaster.
- To supervise the Sanitation Unit.

#### Succession:

#### Search and Rescue

(Assigned by Branch Director or Operations Section Chief)

Purpose: Search and rescue during an emergency.

Staff: All employees as appointed by the Operations Section Chief or IC.

- Coordinate search and rescue operations in the unincorporated reservation or contact areas.
- Coordinate the mobilization and transportation of all resources through the Logistics Section.
- Complete and maintain branch status reports for major incidents requiring or potentially requiring operational area, state and federal response, and maintain status of unassigned operational area, state, and federal fire and rescue resources in the region.
- Implement the objectives of the Incident Action Plan assigned to the Search and Rescue Branch.
- Overall supervision of the Search and Rescue Branch.

### Strike Teams/ Task Forces/ Single Resources

(Assigned by the Division Supervisor, Branch Director or Operations Section Chief)

Purpose: A Strike Team consists of a set number of resources of the same kind and type operating under a designated leader with common communications between them. Strike Teams represent known capability and are highly effective management units.

Staff: All employees as appointed by the Incident Commander.

- To coordinate and perform special tasks during an event or disaster.
- To supervise all Strike Teams.

### Utilities

(To be assigned by Branch, Operations Chief or IC)

Purpose: To ensure the operation of utilities throughout the Reservation.

Staff: All employees as appointed by the Branch, Operations Chief or IC

- To monitor the status of utilities throughout the Reservation during an event or disaster.
- To repair or avoid any utilities damages throughout the Reservation during an event or disaster.
- To supervise the Utilities Unit.

Succession:

### Debris and Waste Removal

(Assigned by the Branch, Operations Chief or IC)

Purpose: To safely remove any debris and waste in the Reservation.

Staff: All employees as appointed by the Branch, Operations Chief or IC

- To move, remove, or dispose any hazardous waste and debris .
- To supervise the Waste and Debris Removal Unit.

Succession:

### Water

(PUD)

Purpose: To ensure the operation of water systems throughout the Reservation.

Staff: All employees as appointed by the Branch, Operations Chief or IC.

- To monitor the status of water systems throughout the Reservation during an event or disaster.
- To repair or avoid any water systems damages throughout the Reservation during an event or disaster.
- To supervise the Water Systems Unit.

Succession:

## Logistics Section

### Logistics Section Chief

(Assigned by the IC)

**Purpose:** To oversee all operations in the Logistics Section.

**Staff:** All employees as appointed by the Incident Commander.

- Ensure the logistics function is carried out in support of the Hoopa Operation Area EOC. This function includes providing communication services, and resource tracking; acquired equipment, supplies, personnel, facilities, and transportation services; as well as arranging for food, lodging, and other support services as required.
- Establish the appropriate level of branch and/or unit staffing within the Logistics Section, continuously monitoring the effectiveness of the organization and modify as required.
- Ensure section objectives, as stated in the Incident Action Plan are accomplished within the operation period or within the estimated time frame.
- Coordinate closely with the Operations Section Chief to establish priorities for resource allocation to activated Hoopa EOC.
- Keep the Incident Commander (IC) informed of all significant issues relating to the Logistics Section.
- Supervise the Logistics Section.

Succession:

### Communications Unit Leader

**Purpose:** The Communications Unit maintains the capability to respond with frequencies, equipment, and personnel to a natural or made incident regardless of the agency involved (all risk). The Communication Unit develops the *Communications Plan* to make the most effective use of the communications equipment and facilities assigned to the incident, installs and tests all communications equipment, supervises and operates the incident communications center, distributes and recovers communications equipment assigned to incident personnel, and maintains and repairs communications equipment on site.

Staff: All employees as assigned by the Logistics Chief

- Ensure that a Communications Unit Leader is available at all times during the Incident, with access to phone numbers, cell numbers, pager numbers, frequencies, repeater sites (Mtn Top Name, Lat/Long, Elev, System Number) and a working knowledge of communication equipment utilized during the Incident.
- Ensure radio, telephone, and computer resources and services are provided to Hoopa EOC staff as necessary to facilitate operations and recovery.
- Assist Hoopa EOC positions in determining appropriate numbers of radios, telephones, computers, and other communications equipment required to facilitate operations.
- Ensure that the Hoopa EOC and ICP Communications Center and Information Hot-lines are established to include sufficient frequencies to facilitate operations, and that adequate communications operators are available for 24-hour coverage.
- Ensure that generators serving communication equipment are fueled and in good working order.
- If required, coordinate services with the Amateur Radio Services (ARES) or other Ham Radio Operators.
- Develop and distribute a *Communications Plan* to all members of the ICS that identifies all systems in use to include specific frequencies allotted, telephone numbers of Hoopa EOC positions, and telephone numbers of related agency contracts for the event or disaster. Computer access addresses should be included
- where appropriate. Ensure any internal communications lists are kept confidential and are separated from any public lists.
- Establish Internet connections and stations for FEMA Individual and Public Assistance programs.
- Supervise the Hoopa EOC Communications Center and the Communications Unit including all functional groups.
- Prepare the Communications Unit Log.
- Participate in debriefing and after-action report.

Succession: Assigned by the Logistics Section Chief

Facilities Unit Leader  
(Assigned by Logistics Chief)

Purpose: The Facilities Unit sets up, maintains, and demobilizes all facilities used in support of incident operations. The unit also provides facility maintenance and security services required to support incident operations.

Staff: All employees as appointed by the Facilities Unit Leader.

- Determine requirements for each facility to be established.
- Ensure that adequate essential facilities are provided for the response effort, including securing access to the facilities and providing staff, furniture, supplies, and materials necessary to configure the facilities in a manner adequate to accomplish the mission.
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- Provide coordination for facility needs, such as, establishing base camps, buildings, offices, workspaces, etc., including satisfactory set-up.
- Provide shelter, sanitation, gray water, toilets, showers, lighting, electrical hook-ups, recycling facilities, etc.
- Identify and supply personnel needed to provide for shipping, storage, handling and set-up of facilities.
- Ensure all contractual agreements are met for both the provision of essential facilities.
- Ensure that invoices for rented, leased or acquired facilities are forwarded to the Finance Section Chief.
- Provide daily direction in both the operation, maintenance and servicing of facilities.
- Ensure that units build adequate contingency plans for unexpected problems (weather, food storage, no air support, etc.)
- Identify for release, excess facilities no longer needed for the operation.
- Ensure acquired buildings, building floors, and/or workspaces are returned to their original state when no longer needed and returned to their proper location or owner.
- Maintain Facilities Unit log.
- Participate in the debriefing meeting and after-action report.
- Supervise the Facilities Unit.

Succession: Assigned by the Logistics Chief

Food Unit Leader

(Assigned by Logistics Chief or Incident Commander)

Purpose: The Food Unit determines food and water requirements; plans menus, orders food, provides cooking facilities, cooks, serves, maintains food service areas, and manages food security and safety concerns.

Staff: All employees as appointed by the Logistics Chief or Incident Commander

- Ensure adequate food and potable water needs are arranged for and made available for the entire incident including HEOC staff, incident responders, staff, volunteers and citizens as required.
- Ensure proper security for food and water supplies.
- Ensure adherence to proper food handling and sanitation requirements are maintained.

- Assess water and food services need for duration of the incident response.
- Develop daily and weekly feeding plans for inclusion in the incident action plan as required.
- Set-up and staff workstations and kitchens.
- Determine the method of feeding to best fit each situation, including approximate people to be fed, feeding schedules and feeding areas.
- Work with Finance Section to establish food catering/services contracts, manage contracts as appropriate.
- Ensure well balanced meals are provided.
- Provide guidance to groups requiring food service assistance.
- Maintain complete records of all requests for assistance and fulfillment of requests.
- With the Liaison Officer, coordinates with the American Red Cross for food and water supplies for families that shelter in place.
- In conjunction with other units, develop procedures for managing food and potable water distribution to incident locations.
- Coordinate all dissembling and clean-up of temporary food service facilities. Develop demobilization plan for all food service resources.
- Refer all contacts with the media to the Information Officer.
- Prepare the Food Unit Log.
- Participate in debriefing and after-action report.
- Supervise the Food Unit.

Succession: Assigned by the Logistics Section Chief

Ground Support Unit Leader

(Assigned by Logistics Section Chief or Incident Commander)

Purpose: In addition to its primary functions of maintaining and servicing vehicles and mobile equipment, the Ground Support Unit also maintains a transportation pool for major incidents. This pool consists of vehicles (e.g., staff cars, buses, pick-ups) that are suitable for transporting personnel. The Ground Support Unit also provides up-to-date information on the location and status of transportation vehicles to the Resources Unit.

Staff: All employees as appointed by the Logistics Section Chief.

- Maintains and repairs primary tactical equipment, vehicles, and mobile ground support equipment.
- Maintains keys and logs for all vehicles.
- Schedule use of support and transportation vehicles.
- Arrange for and activate towing, fueling, maintenance, and repair services.
- Maintain fuel, parts, and service use records and cost summaries. Forward to Finance Section Chief.
- Maintain inventory of support and transportation vehicles.
- Maintain records of location and use of vehicles.



- Locate safe distribution points for vehicles.
- Ensure drivers have adequate and up-to-date driver's licenses appropriate for the vehicles to be assigned.
- Records usage time for all ground equipment (including contract equipment) assigned to the incident.
- Notify Resources Unit of all changes on support and transportation vehicles.
- In the event of mass evacuations, secure and mobilize all available transportation vehicles to assist in the evacuation.
- Assist the Operations Section in providing safe transportation for emergency evacuation of Special Needs Individuals.
- Supply fuel for all mobile equipment.
- Provides all transportation in support of incident operations.
- Prepare the Ground Support Unit Log.
- Participate in debriefing and after-action report.
- Supervises the Ground Support Unit.

Succession: Assigned by the Logistics Section Chief

#### Medical Unit Leader

(Assigned by Logistics Section Chief or Incident Commander)

Purpose: The Medical Unit is responsible for the effective and efficient provision of medical services to incident personnel. The Medical Unit Leader will develop a medical plan, which will, in turn, form part of the IAP. The medical plan should provide specific information on medical assistance capabilities at incident locations, potential hazardous areas or conditions, and off-incident medical assistance facilities and procedures for handling complex medical emergencies. The Medical Unit will also assist the Finance/Administration Section with the administrative requirements related to injury compensation, including obtaining written authorizations, billing forms, witness statements, administrative medical documents, and reimbursement as required. The Medical Unit will ensure patient privacy to the fullest extent possible.

- Provide first-aid and light medical treatment for personnel assigned to the incident. NOTE: Provisions of medical assistance to the public or to victims of the emergency is an operational function and will be handled by the Operations Section.
- Develop procedures for managing major medical emergencies and emergency medical transportation plan (Medical Plan) for the Incident Action Plan.
- Prepare and submit medical reports including assisting the Finance Section with processing injury-related claims.
- Supervise the Medical Unit.

Succession: Assigned by the Logistics Section Chief

#### Security Unit Leader

(Assigned by Logistics Section Chief or Incident Commander)

Purpose: To oversee security operations provided for various tasks.

Staff: All employees as appointed by the Incident Commander.

- Provide security for Mass Care Shelters.
- Provide security for the Hoopa EOC and any functions of the Hoopa EOC.
- Provide security for any facilities as requested by the Facilities Unit Leader.
- Provide security for any operations as requested by the Hoopa EOC or Incident Commander.

Succession: Assigned by the Logistics Section Chief

#### Supply Unit Leader

(Assigned by Logistics Section Chief or Incident Commander)

Purpose: The Supply Unit provides the support required to receive, process, store, and distribute all supply orders. The unit also handles tool operations, which include storing, disbursing, and servicing of all tools and portable, nonexpendable equipment.

Staff: All employees as appointed by the Incident Commander.

- Oversee the procurement and allocations of supplies and material not normally provided through mutual aid channels.
- Coordinate procurement/purchasing actions with the Finance Section.
- Coordinate delivery of supplies and material as required.
- Coordinate vendor contracts not previously addressed by existing approved vendor lists.
- Supervise the Supply Unit.

Succession: Assigned by the Logistics Section Chief

### Planning Section

#### Planning Section Chief

(Assigned by the IC)

Purpose: The Planning Section Chief oversees all incident-related data gathering and analysis regarding incident operations and assigned resources, develops alternatives for tactical operations, conducts planning meetings, and prepares the IAP for each operational period. This individual will normally come from the jurisdiction with primary incident responsibility and may have one or more deputies from other participating jurisdictions.

Staff: All employees as appointed by the Incident Commander.

- Ensure that the responsibilities of the Planning Section are carried out to include:
- Collecting, analyzing, and displaying situation information;
- Preparing periodic Situation Reports;

- 
- Preparing and distributing the Incident Action Plan and facilitating the action plan meeting;
- Conducting Advance Planning activities and report;
- Providing technical support services to the various Incident Management sections and branches, and
- Documenting and maintaining files. .
- Establish the appropriate level of organization for the Planning Section.
- Exercise overall responsibility for the coordination of branch/unit activities within the section.
- Keeps the Incident Commander (IC) informed of significant issues affecting the Planning Section.
- In coordination with the other Section Chiefs, ensure that the section documentation is used to maintain Branch Status Reports, complete Situation Reports, and to develop the Incident Action Plan.
- Supervise the Planning Section.

Succession:

Cultural Monitoring  
(Assigned by Plans Chief)

Purpose: To monitor any cultural issues during an event or disaster.

Staff: All employees as appointed by the Incident Commander.

- To monitor and report any cultural issues during an event or disaster to the Environmental Unit Leader.
- To provide on-site cultural monitoring during the Incident.
- To act as a liaison between the IC and the Cultural Committee.
- To ensure that prescribed procedures are followed during any ground disturbance or debris removal.
- To monitor status of existing burial sites.
- To supervise the Cultural Monitoring Unit.

Succession: Assigned by the Planning Section Chief

Resource Unit Leader  
(Assigned by the Plans Section Chief)

Purpose: Physical resources consist of personnel, teams, facilities, supplies, and major items of equipment available for assignment to or employment during incidents. The Resources Unit makes certain that all assigned personnel and other resources have checked in at the incident. This unit should have a system for keeping track of the

current location and status of all assigned resources and should maintain a master list of all resources committed to incident operations.

Staff: All employees as appointed by the Incident Commander.

- Coordinate with the other Sections to capture and centralize resource status information.
- Develop and maintain resource status boards in the Plans Section.
- Supervise the Resource Unit.

Succession:

Situation Unit Leader

(Assigned by the Plans Section Chief)

Purpose: The Situation Unit collects, processes, and organizes ongoing situation information; prepares situation summaries; and develops projections and forecasts of future events related to the incident. The Situation Unit also prepares maps and gathers and disseminates information and intelligence for use in the Incident Action Plan (IAP). This unit may also require the expertise of technical specialists and operations and information security specialists.

Staff: All employees as appointed by the Incident Commander.

- Oversee the collection, organization, and analysis of disaster situation information including that from outside agencies.
- Ensure that information collected from all sources is validated prior to posting on status boards or entering into ISUITE
- Ensure that Situation Status Reports are developed on ISUITE for dissemination to the Incident Management staff.
- Ensure that an Incident Action Plan is developed on ISUITE for each operational period, based on objectives developed by each Hoopa EOC Section.
- Ensure that all maps, status boards, and other displays contain current and accurate information.
- Supervise Situation Unit.

Succession:

Technical Specialists

(Assigned by the Plans Chief)

Purpose: The ICS is designed to function in a wide variety of incident scenarios requiring the use of technical specialists. These personnel have special skills and are activated only when needed. Specialists may serve anywhere within the organization, including the Command Staff. No minimum qualifications are prescribed, as technical specialists normally perform the same duties during an incident that they perform in

their everyday jobs, and they are typically specially certified in their fields or professions.

Staff: All employees as appointed by the Incident Commander.

- Technical specialists assigned to the Planning Section may report directly to its chief, may report to any function in an existing unit, or may form a separate unit within the Planning Section, depending on the requirements of the incident and the needs of the Section Chief. Technical specialists may also be assigned to other parts of the organization.

Succession:

Documentation Unit Leader

(Assigned by the Plans Chief)

Purpose: The Documentation Unit maintains accurate and complete incident files, including a complete record of the major steps taken to resolve the incident; provides duplication services to incident personnel; and files, maintains, and stores incident files for legal, analytical, and historical purposes. Documentation is part of the Planning Section primarily because this unit prepares the IAP and maintains many of the files and records that are developed as part of the overall IAP and planning function.

Staff: All employees as appointed by the Incident Commander.

- Collect, organize and file all completed event or disaster related forms, to include: all Hoopa EOC Position Logs, Situation Status Reports, Hoopa EOC Action Plans, and any other related information, just prior to the end of each operation period.
- Provide documentation reproduction services to Hoopa EOC staff.
- Distribute the Hoopa Operational Area EOC Status Reports, Hoopa EOC Action Plan, and other documents, as required.
- Maintain a permanent electronic archive of all Situation Status Reports and Action Plans associated with the event or disaster.
- Assist the Director Emergency Services in the preparation and distribution of the After-Action Report.
- Supervise the Documentation Unit.

Succession:

Demobilization Unit Leader

(Assigned by the Planning Section Chief)

Purpose: The Demobilization Unit develops an Incident Demobilization Plan that includes specific instructions for all personnel and resources that will require demobilization. This unit should begin its work early in the incident, creating rosters

of personnel and resources and obtaining any missing information as check-in proceeds.

Staff: All employees as appointed by the Incident Commander.

- Develop a Demobilization Plan for the HEOC based on review of the pertinent planning documents and status reports.
- Prepare the Demobilization Unit Log.
- Participate in debriefing and after-action report.
- Supervise personnel assigned to the Demobilization Unit.

Succession: Assigned by the Planning Section Chief

## Finance Section

Finance Section Chief

(To be assigned by the IC)

Purpose: The Finance Section is responsible for managing all financial aspects of an incident. Not all incidents will require a Financial/Administration Section.

Staff: All employees as appointed by the Incident Commander.

- Ensure that all financial records are maintained throughout the event or disaster.
- Ensure that all on-duty time is recorded for each person staffing the Hoopa Operational Area EOC.
- Ensure that all on-duty time sheets are collected from Field Level Supervisors or Field Incident Commanders and their staff who are assigned in the Reservation unincorporated and contract areas.
- Ensure that there is a continuum of the payroll process for all Hoopa Tribe employees responding to the event or disaster.
- Determine purchase order limits for the Supply Unit in Logistics.
- Ensure that workers' compensation claims, resulting from the response to the event or disaster by county employees, are processed within a reasonable time, given the nature of the situation.
- Ensure that all travel and expense claims are processed within a reasonable time, given the nature of the situation.
- Provide administrative support to the Hoopa EOC Sections as required, in coordination with the Staffing Unit.
- Activate units within the Finance Section as required; monitor section activities continuously and modify the organization as needed.

Time Unit Leader

(To be assigned by the Finance Section Chief)

Purpose: The Time Unit is primarily responsible for ensuring proper daily recording of

personnel and equipment time, in accordance with the policies of the relevant agencies. The Time Unit also ensures that the Logistics Section records or captures equipment usage time, through the Ground Support Unit for ground equipment.

Staff: All employees as appointed by the Incident Commander.

- Track, record, and report all on-duty time for personnel working during the event or disaster.
- Ensure that all personnel time records, travel expense claims, and other related forms are prepared and submitted the Hoopa payroll office.
- Supervise Time Unit.

Procurement Unit Leader  
(To be assigned by the IC)

Purpose: The Procurement Unit administers all financial matters pertaining to vendor contracts. This unit coordinates with local jurisdictions to identify sources for equipment, prepares and signs equipment rental agreements, and processes all administrative requirements associated with equipment rental and supply contracts.

Staff: All employees as appointed by the Incident Commander.

Succession:

Cost Unit Leader  
(Assigned by the Finance Section Chief)

Purpose: The Cost Unit provides cost analysis data for the incident. This unit must ensure that equipment and personnel for which payment is required are properly identified, obtain and record all cost data, and analyze and prepare estimates of incident costs. The Cost Unit also provides input on cost estimates for resource use to the Planning Section. The Cost Unit must maintain accurate information on the actual costs of all assigned resources.

Staff: All employees as appointed by the Incident Commander.

Track, record, and report all purchases and financial resources expended during the event or disaster.

Ensure proper identification of all equipment and personnel requiring payment.

Analyze and prepare estimates of incident costs.

Maintain accurate records of incident costs.

Prepare the Cost Unit Log.

Participate in debriefing and after-action report.

Supervise the Cost Unit.

Succession: Assigned by the Finance Section Chief

Compensation & Claims Unit Leader  
(Assigned by Finance Section Chief)

Purpose: The Compensation and Claims Unit maintains logs on the personal and property claims, obtains witness statements, and documents investigations and agency follow-up requirements.

Staff: All employees as appointed by the Finance Section Chief  
Oversee the investigation of injuries and property/equipment damage claims involving the Hoopa Tribe and arising out of the event or disaster.  
Complete all forms required by worker's compensation program and the Hoopa Tribe.  
Maintain a file of injuries and illnesses associated with the event or disaster, which includes results of investigations.  
Supervise the Compensation and Claims Unit.

Succession: Assigned by the Finance Section Chief

### Functional Responsibilities

Emergency management positions and departments are assigned primary, secondary or support responsibilities by function. Primary responsibility (P) means that the unit has the lead role in accomplishment of the function assigned. Secondary responsibility (S) units provide assigned support to the lead unit. Departments with support (SP) responsibilities provide assistance to all or any departments and functions. All Tribal departments or programs provide assistance to the response and recovery effort. The following three (3) matrices, Tribal departments and programs, local jurisdictions and agencies, and federal departments and agencies, depict the below specific disaster related functions and their assigned responsibility:

- Alert & Warning
- Communications
- Situation Analysis
- Management
- Public Information
- Fire & Rescue
- Traffic Control
- Evacuation
- Law Enforcement
- Medical
- Public Health
- Coroner
- Care & Shelter
- Hazardous Materials
- Search & Rescue
- Construction & Engineering
- Supply & Procurement
- Personnel



- Roads
- Transportation
- Utilities
- Radiological

## Functional Responsibilities of Tribal Departments and Programs

## Functional Responsibilities of Local Jurisdictions and Agencies

## Emergency Support Functions of Federal Departments and Agencies

## Tribal Emergency Management Roster

## Proclamations

The authority to proclaim a local emergency in the Hoopa Valley Indian Reservation is vested in the Tribal Council, if in session, or the Tribal Chair if the council is not in session. A proclamation of a local emergency by the Chair is invalid after seven days or if the Chair is unavailable or the Proclamation the Director of Emergency Services and the Chief of Police can also jointly declare an emergency for up to 72 hours until either the Chair or the Council can be located, which would become invalid with no further action by either the Tribal Council or the Chair. In event that the Council ratifies the proclamation and the proclamation extends beyond seven days, the Council must review the need to continue the proclamation at least every fourteen days until the local emergency is terminated. In any case, the Council must proclaim the termination of the local emergency as soon as conditions warrant.

When the Humboldt County Board of Supervisors declares a local emergency for the County of Humboldt, a separate declaration by the Council need not be declared.

A proclamation of local emergency provides the Director of Emergency Services or the Council to:

- Provide mutual aid:
- Receive mutual aid from the Humboldt Operation Area, State or Federal governments:
- In the absence of a STATE OF WAR EMERGENCY or STATE OF EMERGENCY, seek recovery of the cost of extraordinary services incurred in executing mutual aid agreements:
- Promulgate orders and regulations necessary to provide for the protection of life and property.
- Promulgate orders and regulations imposing curfew:

Additionally, certain immunities from liability are provided for in the after a local emergency is declared (State of California Emergency Services Act, Chapter 7, Division 1, Title 2, California Government Code).

## Mutual Aid

The Hoopa Valley Tribal Council and the Humboldt Operational Area have entered into a Memorandum of Understanding (MOU) providing for mutual aid. This mutual aid MOU provides that as local resources are depleted, the HVTC may call on the Humboldt Operational Area and its member jurisdictions for assistance.

Mutual aid will not be requested until local resources are committed. These resources are

listed in the Tribal Resource Plan. However, when the need for mutual aid is anticipated, this information will be forwarded to the next higher level of the emergency services organization. Mutual aid will be requested and/or provided according to the following principles:

- Mutual aid is requested and provided because it is needed to respond to an emergency, but not because it is anticipated that local government will be reimbursed by the state or federal disaster funds:
- Responding mutual aid personnel and equipment will receive mission assignments from the requesting agency, but will supervise its own personnel:
- The jurisdiction receiving mutual aid will be responsible for furnishing or arranging for lodging and meals:
- The agency supplying mutual aid is responsible for furnishing or arranging for relief crews, including their own transportation:
- When specialized equipment is sent in response to a mutual aid request, trained operators and personnel will accompany it:
- Mutual aid will not be rendered if this will unreasonably deplete Tribal resources:
- There is no reimbursement for mutual aid rendered (other than food and lodging as described above):

Documentation: Individual jurisdictions providing mutual aid will be responsible for maintaining their own logs, time sheets, travel claims and other documentation necessary as prescribed by their jurisdiction.

Mutual aid, requesting, receiving and providing is outlined in detail in the Tribal Resource Plan.

Copies of Mutual Aid agreements and Memorandum of Understandings are located in the legal Documents section of the appendices.

### Continuity of Government

A major disaster could include death or injury of key government officials, partial or complete destruction of established seats of government, and the destruction of public and private records essential to continued operations of government and industry. Law and order must be preserved and government services maintained.

Continuity of leadership and the government authority is particularly important with respect to emergency services, direction of emergency response operations, and management of recovery activities. Under California's concept of mutual aid, local officials remain in control of their jurisdiction's emergency operations while additional resources may be provided by other jurisdictions upon request. A key aspect of this

control is to be able to communicate official requests, situation reports, and other emergency information throughout any disaster condition.

To ensure continuity of government, the following elements must be addressed at all levels:

- Succession to essential positions required in emergency management
- Pre-delegation of emergency authorities to key officials.
- Emergency action steps provided in emergency plans and emergency action plans
- Emergency operation centers
- Safeguarding vital records
- Protection of government/industrial resources, facilities, and personnel

The Hoopa Valley Tribal Chair, or his/her designate, is responsible to ensure the above elements are addressed, maintained and contained in the appropriate plans, EOC plan, Resource Plan, etc.

## **PART III RESPONSE**

### **Concept of Operations**

Response operations will be accomplished by tribal departments, agencies, volunteer organizations and segments of the private sector. During initial response operations, first responders will place emphasis on saving lives, property, and the environment, controlling the situation, and minimizing the effects of the emergency. The Incident Command System (ICS) will be used to manage and control all response operations. A disaster/event may be controlled solely by tribal emergency responders or with other agencies through mutual aid. As the incident progresses and it appears as if the complexity of the incident is beyond the capabilities of initial assigned resources or the incident will go into the next operational period, a complexity analysis will be completed and the next level of Incident Management may be requested through Mutual Aid or an activation of the Emergency Operations Plan to start the process of a declaration of State of Emergency. At that time the incident may go into an extended response process to identify an incident management organization commensurate to the type and complexity of the incident.

If in the event an emergency or disaster requires an extended response. Extended operations are coordinated in the Tribal Emergency Operations Center utilizing the emergency management structure outlined in Part II of the Emergency Operations Plan, with additional positions as required. An overview of the operational concept of EOC operations, the incident planning process and the reporting process is also provided in Part II for consistency of incident management from notification through recovery.

Initially the Tribal EOC may serve as the Incident Command Post for coordination and communications between the field units, the Humboldt Area Operations Center, and state and federal assisting agencies. Initially the EOC will be set up at the Hoopa Tribal Police Department. A secondary Structure can be the Wildland Fire Department and an additional facility to provide support as a warming shelter, meal preparation, etc. can be the Neighborhood facility. The idea is to limit the amount of moves a person might have to make to secure one location large enough to accommodate all of the necessary staff, associated with management of an incident utilizing NIMS and ICS. All of these facilities work mostly due to their configuration or ability to provide alternate power supplies. Initially either Recreation or Plant Management Staff will be in charge with securing and assessing these locations for a determination on suitability.

### ***Alert and Warning***

Alert and warning involves the notification of emergency response personnel, as well as notifying the affected public. Hoopa Valley Tribe will utilize an Emergency Alert List to alert and activate its emergency response personnel for purposes of activation of the Emergency Operations Plan.



The Emergency Alert List is centered on the five NIMS functions. The list includes personnel who are part of each NIMS function in the Tribal Emergency Operations Center, as well as other technical employees of the Tribe.

The Tribal Police have the primary responsibility in alerting, warning and evacuation of the public, with assistance from other tribal emergency response agencies as requested. Alerting and warning the public may be accomplished through the Emergency Alert System, special broadcasts through the Hoopa Valley Tribe's radio station (KIDE FM 91.3), or driving up and down the streets and roads using the public address system, and going door to door if necessary..

### *Emergency Alert List*

Upon activation of the Emergency Operations Plan, the Emergency Alert List (EAL) will be implemented when the magnitude of the incident affects the HVIR and poses a major threat to life, property, and/ or the environment. The list will only be implemented when directed by a Tribal employee who has been given authority to activate the Emergency Alert List by the Director of Emergency Services. A current copy of the EAL and a list of authorized activators will be maintained in the Tribal Police Department, Volunteer Fire Department, Wildland Fire Department, and the Emergency Dispatch Center. Additional copies will be maintained at the Humboldt County Sheriff's Department's Emergency 911 dispatch center and the Humboldt Operational Area's EOC.

### *Implementation Process*

Once activation is requested and properly authorized, the Emergency Alert will be implemented by the Emergency Dispatch Center, Tribal Police or Fire personnel. Notifications and alerts begin with the Director of Emergency Services who in turn will notify the Tribal Chair/ Agency Administrator. If the Director cannot be reached, then a member of the Local Emergency Planning Committee will be contacted in order as outlined in the Emergency Alert List. Additional designated successor(s) listed on the EAL will be contacted until someone is reached to assume the Director of Emergency Services' role.

The emergency dispatcher will provide the Director or designee with a complete status of the incident or disaster, identifying damage sustained, current response actions, resource status, etc. Based on the information provided by the dispatcher, the DES will determine what parts of the Emergency Alert List will be implemented, including what sections of the Tribal Emergency Operations Center will be alerted and requested to respond.

The Tribal Emergency Alert list consists of the following components to provide ease of notification and identification of resources needed to establish an Incident Management

Organization appropriate for the complexity and type of incident:

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

Additionally, the Local Emergency Planning Committee or their designate must maintain and keep current the Emergency Alert List and ensure that the dispatch centers and the designated personnel and departments have current copies of the EAL.

*Emergency Alert Call Out List*

## *Field Response*

Introduction: The principles of ICS will be used even for all incidents regardless of complexity. In order for ICS to be used at all incidents, the first emergency responder on scene will always take the following basic actions:

- Establish the Incident Command Post (ICP),
- Size up and report of conditions.
- Establish Safety first as the priority for resources and the public
- Establish a complexity analysis to determine complexity.
- Determine organization and resource needs.
- Document all actions and requests
- Develop tactics based on objectives and strategies established

### *Coordination with Cooperators, Special Districts, Private and Volunteer Agencies:*

The level of involvement of special districts, public utilities, private organizations, and volunteer agencies will vary considerably depending upon the kind of incident. In general, special districts or other agencies that have a statutory or jurisdictional responsibility with the incident should be represented at the incident. The form of involvement for these districts and agencies may be as part of the Unified Command or as an Agency Representative who coordinates with a Tribal Liaison Officer

Cooperators supply assistance other than direct tactical resources to the incident control effort. Examples of Cooperating Agencies are; Verizon, Pacific Gas and Electric (PG&E), American Red Cross, and the Salvation Army.

### *Coordination with Tribal EOC:*

The Tribal field response organization has a direct communications and reporting relationship with the Tribal Emergency Operations Center (EOC). When the EOC is activated, the Incident Commander will coordinate directly with the EOC's Operations Manager, if the position has been established, or the EOC Director.

The Tribal Dispatch Center may function in an intermediate role between the incident Commander and the EOC's Operations Manager. The Tribal Dispatch Center has no command authority over field operations.

### *Field Response Checklists:*

The following checklists are guidelines for field responders and are not intended to substitute for an individual Incident Commander's judgment based upon training, experience, the incident and circumstances. Field response checklists are to be developed and incorporated in this Plan and the Department's Emergency Operations Plan. Below are some of the field response checklists already identified and in the development stages:

*Use of the Field Response Checklists:*

- Read your specific position checklist in its entirety before implementing any checklist item;
- Use the checklist as a guideline; some incident-driven actions may not be on the checklists;
- If a checklist item is not applicable to the situation it should be skipped;
- If an incident develops where a previously skipped checklist item becomes relevant, then that check list item should be executed;
- The checklists for each agency are designed to flow from increased readiness actions to general response actions for all incidents, and finally to actions taken in direct response to the specific hazards facing the Reservation;
- For each Tribal agency, the hazard-specific checklists only include those specific hazards for which that agency has a field response responsibility.

Completed in draft

General Response Checklist\*

Generic Checklist\*

Wildfire Checklist\*

Flood Checklist \*

Tsunami Checklist\*

Earthquake Checklist\*

Dam Failure Checklist\*

Hoopla Police Increased Readiness Checklist

Hoopla OES Increased Readiness Checklist

Tribal Roads Increased Readiness Checklist

Kima:w Medical Center Increased Readiness Checklist

Human Services Increased Readiness Checklist

\*In development

Increased Readiness Checklist

Hazardous Materials Checklist

Emergency Alert & Warning Checklist

Extreme Weather/Storm Checklist

Power Failure Checklist

Transportation Emergencies Checklist

Landslides Checklist

Coroner Operations Checklist

Tribal Police Department Civil Disturbances Checklist

Tribal Police Department Terrorism Checklist

Tribal Police Department Evacuation Checklist

## GENERAL RESPONSE CHECKLIST

- The Director of Emergency Services will evaluate the situation and determine the appropriate level of Operational Area response.
- Review emergency plans, procedures and assemble maps and technical resources necessary to respond to the Incident.
- Coordinate the initial activities of Hoopa Tribe's Dispatch and Hoopa OES.
- The Director of Emergency Services will consider activating the Hoopa EOC and recalling necessary departmental and other Hoopa EOC representatives.
- Depending on the situation, implement the appropriate Hoopa Tribe specific incident response checklist (Earthquake, Flood, Haz Mat, etc.).
- The Director of Emergency Services will consider the appropriateness of declaring an emergency or disaster for the Tribe and notify the Chair who will in turn work with the Tribal Council for approval.
- Deploy a forward Command Post in the area(s) most affected by the incident for optimum on-scene communications and coordination of resources.
- Ensure all responding/ deployed units conduct intelligence/damage assessment duties during all transit and on-scene assignments.
- For all tribal personnel, upon notification and request to respond to an incident, report to the Incident Command Post or to the Operations Section Chief or other assignment, and obtain an incident briefing.
- Determine resource needs and begin plans for staging resources and ICS staff, including food, water and shelter for staffing if required.
- Assess the need to provide assistance to:
  - Special Needs Persons
  - Fishermen
  - Tribal Employees Working in the Field
  - Domestic and Farm Animals
  - Area Businesses

## GENERIC CHECKLIST

All personnel assigned or checking in

### Activation Phase

- Check in with the Personnel Unit (in Logistics) upon arrival at the Hoopa EOC or the Incident Command Post and provide your cell phone number and emergency contact information, etc.
- Report to Incident Commander, Section Chief, Branch Director, Unit Supervisor or other assigned Supervisor.
- Determine the name and contact information for your assigned supervisor.
- Review your position responsibilities.
- If applicable, set up your workstation.
- Establish and maintain a position log (ICS-214) which chronologically describes your actions taken during your shift.
- Determine your resource needs, such as a computer, phone, maps, plan copies, ICS organizational chart and other reference documents.
- Ensure communications, safety, field response, and other equipment assigned to you is fully operational.
- Check with your supervisor prior to each operational period.

### Demobilization

- Deactivate your assigned position and close out logs when authorized by the Incident Commander.
- Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section (Documentation Unit), as appropriate, prior to your departure.
- Be prepared to attend and contribute to a debriefing and to provide input to the after-action report.
- If another person is relieving you, ensure they are thoroughly briefed before you leave your work station.
- Clean up your work area before you leave.
- Leave a forwarding phone number where you can be reached.

## Wildland/ Structural major fire checklist

- Implement “General Response Checklist”
- Report to the Incident Command Post or Hoopa Emergency Operations Center and receive a briefing from the Incident Commander or the Operations Section Chief, if activated.
- In coordination with Hoopa Police and fire agencies, and as directed by the Operations Section Chief, take the following actions:
  - Establish a perimeter to isolate the incident.
  - Control access to the incident site restricting access to emergency responders only.
- Contact 530-625-4202, request that the Hoopa Police Chief or on duty supervisor respond to the incident, and activate any systems as required.
- Contact all departments and organizations on the notification contact list.
- Contact County OES for date and time of operational area meetings to coordinate.
- If evacuation of affected areas is requested by the Incident Commander, take the following actions in coordination with area law enforcement and fire agencies:
  - Identify safe evacuation routes.
  - Identify and establish adequate evacuation reception areas.
  - Evacuate on foot, if possible, follow evacuation routes.
  - Request that the American Red Cross activate a shelter if long-term evacuation is expected.
  - Determine if evacuation of domestic and farm animals are needed, provide shelters.
  - Provide security for evacuated areas.
- In coordination with area law enforcement and fire agencies, take the following actions in response:
  - Develop and implement a traffic control plan coordinating with Hoopa Roads and/or County Public Works and/or



Hoopla Police and/or CALTRANS for the use of street barricades.

- Obtain updated copy of disabled and special needs households and coordinate plan to transport them out of affected areas.
- Provide for crowd control.
  
- Provide regular status reports on all response action to the Incident Commander or the Operations Section Chief, if activated.
  
- Ensure that all emergency public information is transmitted through the Public Information Officer.
  
- Forward all incident documentation, including reports to Hoopa OES for the preparation of the after-action report.

## Flood Checklist

- Implement “General Response Checklist”
  
- Report to Incident Command Post or Hoopa Emergency Operations Center and receive a briefing from the Incident Commander or the Operations Section Chief, if activated.
  
- In coordination with area law enforcement and agencies, and as directed by the Operations Section Chief, take the following actions:
  - Establish a perimeter to isolate the incident.
  - Control access to the incident site restricting access to emergency responders only.
  
- Through Hoopa Dispatch #625-4202, request that the Hoopa Police Chief or on duty Supervisor respond to the incident, and activate any systems as required
  - Identify and establish adequate evacuation reception areas.
  - Request that the American Red Cross activate a shelter if long-term evacuation is expected.
  - Provide security for evacuated areas.
  - Evacuate Special Needs Persons
  
- In coordination with area law enforcement and fire agencies, take the following actions in response to flooding:

- Develop and implement a traffic control plan coordinating with Hoopa Roads and/or County Public Works and/or Hoopa Police and/or CALTRANS for the use of street barricades.
- Provide for crowd control.
- Provide regular status reports on all response actions to the Incident Commander or the Operations Section Chief, if activated.
- Ensure that all emergency public information is transmitted through the Public Information Officer.
- Forward all incident documentation, including reports, to Hoopa OES for the preparation of the after-action report.

## TSUNAMI CHECKLIST

- Implement Flood Checklist and the General Response Checklist.
- Receive information and determine if the tsunami is from a local or non-local seismic event and if the effects will cause flooding in the Hoopa Area.
- A local high magnitude seismic event will provide little or no warning of an impending tsunami and will usually follow a high magnitude earthquake. Evacuate to high ground immediately. Expect several surges over a period of several hours.
- A non-local seismic events\ may provide much longer warning and alert times.
- If it is safe to do so (a non-local tsunami) General and Command Staff are to report to the Hoopa Emergency Operations Center and receive a briefing from the Incident Commander or the Operations Section Chief, if activated.
- In coordination with area law enforcement and fire agencies, and as directed by the Operations Section Chief, take the following actions:
  - Establish a perimeter to isolate the incident.
  - Control access to the incident site restricting access to emergency responders only.
- Request that the Hoopa Police Chief or on duty supervisor respond to the incident, and activate any systems as required.
- Contact all departments and organizations on the Hoopa Emergency Alert List and provide them an Incident briefing, evacuation instructions and safe zone locations.
- If an evacuation of affected areas is requested by the Incident Commander, take the following actions in coordination with area law enforcement and fire agencies:
  - Identify safe evacuation routes.
  - Identify safe zones.
  - Identify and establish adequate evacuation reception areas.
  - Evacuate on foot, if possible, follow evacuation routes.
  - Request that the American Red Cross activate a shelter if long-term evacuation is expected.
  - Determine if evacuation of domestic and farm animals are needed and provide shelters.
  - Provide security for evacuated areas.

- Evacuate Special Needs Persons
- Notify area businesses

In coordination with area law enforcement and fire agencies, take the following actions in response to flooding and earthquake damage.

- Develop and implement a traffic control plan coordinating with Hoopa Roads and/or County Public Works and/or Hoopa Police and/ or CALTRANS for the use of street barricades.
- Provide for crowd control.
- Provide regular status reports on all response actions to the Incident Commander or the Operations Section Chief, if activated.
- Ensure that all emergency public information is transmitted through the Public Information Officer (PIO).
- Obtain status report on safety of bridges and transportation routes.
- When it is clear to do so, the Operations Chief will send rescue workers to evacuate safe zones.
- Forward all incident documentation, including reports to Hoopa OES for the preparation of the after-action report.

## Earthquake Checklist

- Check for injured personnel and provide first aid.
- If a large scale earthquake occurs in the trinity river area, activate a flood watch warning and follow instructions for flooding along the Trinity River and tributaries.
- Check internal status (damage assessment and availability of resources):
  - Facility
  - Communications equipment
  - Other equipment
- Establish specific functional positions:
  - Communications/Dispatch
  - Rumor Control
  - Situation Status
- Implement “General Response Checklist”
- Poll field units and determine status and availability.
- Establish communications with Operational Area member jurisdictions’ dispatch centers (Humboldt OES).
- Monitor and document situation status:
  - Damage assessments
  - Utility system status
  - Resource availability
  - Bridge and Roadway Safety & Closures
  - Injured and Trapped Persons
- Coordinate warning and emergency public information with Hoopa OES and Hoopa Public Information Officer (PIO).
- Utilize the Hoopa Emergency Alert list to notify key personnel and activate the Hoopa EOC as directed by the Incident Commander or authorized representative.
- When the Hoopa EOC is activated, provide complete and up-to-date situation status.
- Contact for maintenance and service of communications equipment.

- Contact Plant Management to maintain and service the emergency generators if applicable.

## Dam Failure Checklist

- Ascertain the name of the dam that has failed, time of failure and Pacific Corp. or Bureau of Reclamation (BOR) notification level (Level 1, Level 2, etc.).
- Confirm reliability of information with Pacific Corp. BOR or County OES. Time is of the essence, since evacuation deadlines are dependent upon the amount of time that has elapsed since the dam failed.
- Implement “General Response Checklist”
- Report to the Incident Command Post or Hoopa Emergency Operations Center and receive a briefing from the Incident Commander or the Operations Section Chief, if activated.
- In coordination with Hoopa Police, Fire and Medical agencies, and as directed by the IC/ Operations Section Chief, take the following actions:
  - Establish a perimeter to isolate the incident.
  - Control access to the incident site restricting access to emergency responders only.
- If evacuation of affected areas is requested by the Incident Commander, take the following actions in coordination with law enforcement and fire agencies:
  - Contact county OES to determine date and time of multi-agency operational meetings
  - Identify safe evacuation routes
  - Review list of special needs/disabled persons and arrange to assist with their evacuation
  - Identify and establish adequate evacuation reception areas.
  - Evacuate on foot, if possible, follow evacuation routes.
  - Request that the American Red Cross activate a shelter if long-term evacuation is expected.
  - Ensure evacuation of special needs persons.
  - Determine if evacuation of domestic and farm animals is needed, provide shelters.
  - Assemble vans, busses, and /or vehicles to assist with evacuation efforts
  - Provide security for evacuated areas.



- In coordination with area Hoopa Police and fire agencies, take the following actions in response to flooding:
  - Develop and implement a traffic control plan coordinating with Hoopa Police and/or County Public Works and/or CALTRANS for the use of street barricades.
  - Provide for crowd control.
- Move tribal vehicles and equipment to high ground.
- Move boats and rescue equipment to high ground and ensure equipment is properly fueled.
- Provide status reports on all response actions to the Incident Commander or the Operations Section Chief, if activated.
- Ensure that all emergency public information is transmitted through the Public Information Officer.
- Forward all incident documentation, including reports to Hoopa OES for the preparation for the after-action report.

## Hoopla Police Department Increased Readiness Checklist

- Upon notification of potential emergency/disaster situation, adopt an increased readiness posture by reviewing appropriate plans, guidelines, and checklists including mutual aid agreements.
- Consider alerting and/or recalling off-duty personnel.
- Prepare an emergency work schedule and work patterns.
- Assess the availability and condition of resources including the number of on-duty officers and vehicle.
- Assess and determine the necessity of specialized equipment and resources, including the availability of transport vehicles, rescue boats, fuel, generators, communication equipment, search and rescue supplies, etc.
- Review potential escape routes and ensure keys to locked gates are available to essential field responders.
- Provide resource status report to HTOES.
- Stage equipment and personnel in strategic locations as deemed necessary.
- Coordinate emergency public information with HTOES and the Public Information Officer.
- Obtain status reports promptly.
- Establish a clear line of communications with the Incident Commander (IC).
- Review or prepare a list of Special Needs Persons and formulate plans to evacuate these individuals if necessary.
- Maintain a log of all incident activities.

## Hoopa Office of Emergency Services Increased Readiness Checklist

- Upon notification of a potential emergency/disaster situation, adopt an increased readiness posture by reviewing appropriate plans, guidelines, and checklists.
- Contact Tribal Chair/ Agency Administrator and the Local Emergency Planning Committee and apprise them of the situation.
- Make all necessary preparations to activate the Hoopa EOC in the event activation is required or requested.
- Provide a status report to the Hoopa Police Department and coordinate any notification functions.
- Establish communications with key Hoopa Tribe officials as necessary to assess the situation.
- Establish communications with Operational Area.
- Determine that the EOC is fully functional
- Ensure that the Hoopa Emergency Activation List and Emergency Contact Lists, Vendors Lists are up to date and readily available.
- Determine the availability of essential maps, and photographs
- Assemble a ICS Kit, including emergency forms, ICS name placards, copies of emergency plans, and essential supplies and equipment (laptops, copiers, radios, fax machines, etc.).
- Ensure NOAA emergency alert radio is functioning properly.
- Perform a communications for all assigned radio frequencies.
- Anticipate EOC logistical needs (feeding, lodging, re-supply, etc.).
- Coordinate emergency public information with the Hoopa Tribe Public Information Officer.

## Tribal Roads Increased Readiness Checklist

- Upon notification of a potential emergency/disaster situation, adopt an increased readiness posture by reviewing appropriate plans, guidelines, and checklists.
- Consider alerting and/or recalling off-duty personnel.
- Assess resources and determine the need for staging equipment for the protection of roadways and to ensure open evacuation routes on the reservation.
- Contact Hoopa Public Utilities District to provide a status report, assess resources and determine the need for staging equipment for the protection of water systems on the reservation.
- Prepare an emergency work schedule and manpower patterns (i.e., two people per vehicle).
- Assess the availability and condition of resources including the number of on-duty personnel, vehicle status, and communications systems.
- Assess and determine the necessity of specialized equipment and resources such as barricades, road repair equipment, traffic cones, water purification supplies, generators, fuel, hand tools, safety equipment, etc.
- Provide a resource status report to Hoopa OES and EOC.
- Stage equipment and personnel in strategic locations as deemed necessary. Coordinate with EOC for an assignment.

## Kimaw Medical Center Increased Readiness Checklist

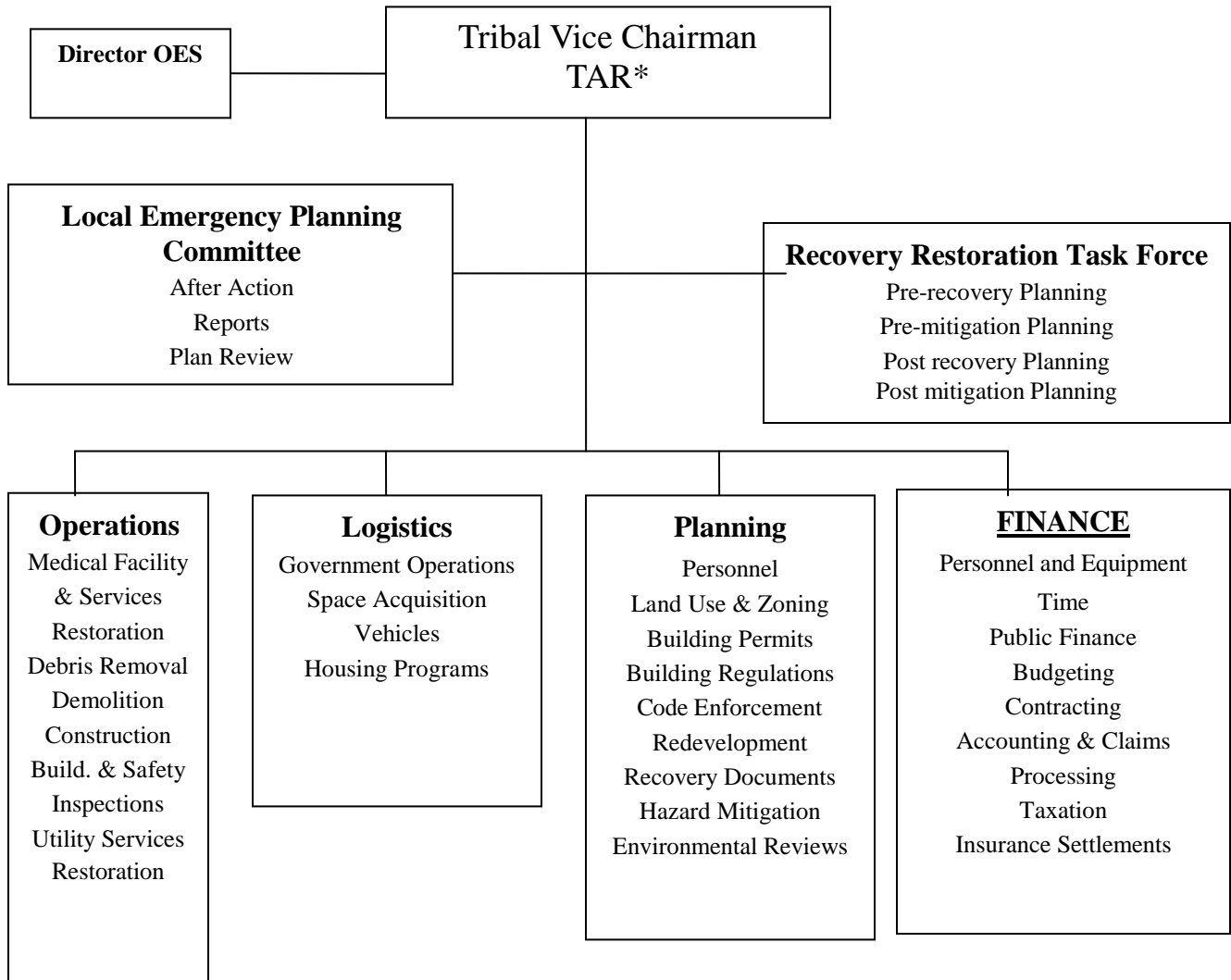
- Upon notification of a potential emergency/disaster situation, adopt an increased readiness posture by reviewing appropriate plans, guidelines, and checklists.
- Alert Kimaw Medical Center administrators and consider alerting and/or recalling off-duty personnel.
- Assess the availability and condition of resources including the number of on-duty personnel, number of open hospital beds, availability of ambulances, and the status of medical supplies and other specialized equipment.
- Provide a resource status report to Hoopa OES and EOC.
- Stage equipment and personnel in strategic locations as deemed necessary.
- Coordinate emergency public information with Hoopa OES and the Hoopa Public Information Officer.

## Behavioral Health, Increased Readiness Checklist

- Upon notification of a potential emergency/disaster situation, adopt an increased readiness posture by reviewing appropriate plans, guidelines, and checklists.
- Assess the availability and condition of resources including the number of on-duty personnel and service facilities.
- Consider alerting and/or recalling off-duty Social Services Departmental personnel as well as alerting voluntary agencies.
- Alert Hoopa Food Distribution
- Assess the need to alert Bureau of Indian Affairs and United States Department of Agriculture (USDA) for increased response services.
- Assess the need to contact the American Red Cross and begin contingency plans for emergency sheltering including the assessment of motel room availability.
- Alert United Indian Health Services Mental Health Department if appropriate.
- Provide a resource status report to Hoopa OES and EOC.
- Alert Mental Health , Clinicians, Case Managers and support personnel.
- Assess the availability and condition of resources including the number of on-duty personnel, number of sites available for service delivery, availability of transportation to affected areas, and the status of ancillary services available (i.e., hospitals, acute units, crisis units) for provision of mental health interventions.
- Stage personnel in strategic locations as deemed necessary.
- Coordinate emergency public information with Hoopa OES and the Hoopa Tribe Public Information Officer.

## PART IV Recovery and Mitigation

### Recovery and Mitigation Organizational Chart



### Concept of Operations

The Hoopa Valley Tribal Council supports this dual approach, to recovery and mitigation, which is addressed in detail in the separate “Recovery and Mitigation Plan.” A disaster or major emergency, by definition, automatically involves recovery operations as a disaster means an event occurred resulting in the destruction of property, adverse effects on the people involved and a negative impact on the environment. After the event, action is taken to return back to normal. Thus, we have recovery,

Recovery is the activities to rebuild after a disaster. Recovery activities include

rebuilding homes, businesses and public facilities; clearing debris; rebuilding roads and bridges; and restoring water, sewer and other essential services.

Mitigation is sustained actions taken to reduce or eliminate long-term risk to people and property from hazards and their effects.

After disasters, repairs simply restore damaged property to pre-disaster conditions. Such efforts expedite a return to normalcy. However, replications of pre-disaster conditions result in a cycle of damage, reconstruction, and repeated damage. Mitigation is needed to ensure that such cycles are broken, that post-disaster repairs and reconstruction take place after damages are analyzed, and that sounder, less vulnerable conditions are produced.

An overview of this approach, assigned responsibilities, and recovery avenues are provided in order to maintain continuity of this plan from notification of the event through recovery and mitigation.

After a major disaster, the Hoopa Tribe, with the assistance of federal, state, and local governments, and outside agencies will be involved in recovery operations on the Hoopa Reservation. Typically there will be a need for services such as:

- Assessment of the extent and severity of damage to tribal buildings, homes, infrastructure, and other property.
- Assessment of the extent and severity of damage to the environment and natural resources;
- Restoration of services to communities, such as water, food, and medical assistance.
- Repair of damaged homes and property;
- Professional counseling for individuals and families to cope with the aftermath of a disaster.

The Hoopa Tribe can help individuals, families, the land and natural resources; recover from a disaster by advocating for and seeking additional resources to meet tribal and communities' needs. Recovery will occur in two phases:

#### Short Term Recovery

The goal of short-term recovery is to restore local government to at least a minimal capacity. It is expected that during the short term recovery phase, there may be a need to deviate from building codes, zoning, plan reviews, ordinances and other prescribed policies and procedures to ensure a rapid recovery and to minimize the impacts on victims of the disaster.



Short-term recovery activities include:

- Debris removal;
- Cleanup operations;
- Orderly and coordinated restoration of essential services (electricity, water, fuel and sanitation services);
- Establishment of temporary Shelter;
- Social, medical, and mental health services;
- Reestablishment of transportation routes
- Inspections of infrastructure such as bridges, roadways and levees;
- Abatement and removal of hazardous structures, debris and materials;
- Coordinated opening of FEMA tele-registration centers for Federally declared disasters;
- Identification and pursuit of disaster funding within prescribed deadlines to assist in the long-term recovery process.

### Long Term Recovery

The goal of long-term recovery is to restore facilities to pre-disaster conditions. Long-term recovery shall also include updating hazard mitigation plans and emergency planning and preparedness activities. Long-term recovery shall include assisting individuals, families and businesses on the Hoopa Reservation in their efforts to identify and seek outside assistance for their long-term recovery.

Long Term Recovery activities include:

- Coordinated delivery of social, health services;
- Coordination of long term housing assistance for eligible individuals and families who permanently lost their housing during the disaster (Note: this section does not apply to single family residential fires);
- Improved land use and hazard mitigation planning;
- Updating of the Hoopa Emergency Operations Plan;
- Re-establishment of the tribal economy to pre-disaster levels;
- Recovery of disaster response costs.

### Expediting Aid, Assistance, Emergency Services, Reconstruction and Rehabilitation

Disasters can cause human suffering, loss of life, loss of income, and property damage; disasters can additionally disrupt the normal functioning of the tribal government and community. Special measures are needed to assist the Tribe in expediting the rendering of aid and assistance, emergency services, and the reconstruction and rehabilitation of devastated areas.

Public safety will be the primary concern during both the short-term and long-term recovery process. Contractors, equipment and supplies rapidly become scarce as other localities quickly compete for these essential resources. It is imperative that the Tribe be expeditious in implementing disaster response and recovery or lengthy delays can occur

in the rendering of aide and recovery as surrounding communities position themselves for emergency goods and services.

Rapid recovery may require temporary adjustments to policies and procedures to streamline the recovery process and to minimize the impacts to the public.

Examples may include:

An informal method for securing services or supplies that do not cost more than \$100,000 by obtaining written price quotes from different sources.

Expediting Tribal permits and concurrences, such as air quality permits, water quality permits and historic preservation concurrence or non-concurrence.

Developing special agreements with engineers, inspectors and other outside consultants in advance of a disaster to assist the Hoopa Tribe in performing damage assessments and conducting safety inspections.

Foregoing normal hiring practices and hiring aid and recovery workers near the scene of the incident;

Temporarily reassigning tribal staff to assist in the response and recovery process.

Renting or leasing response and recovery equipment and operators from tribal and outside vendors to ensure the availability of essential goods and services (note: rental rates must be reasonable and not more than rates charged before the disaster);

Modify existing policies and procedures to assist victims of a disaster and protect natural resources and the environment in a timely manner.

## Emergency Assistance Programs - FEMA

The Federal Emergency Management Agency shall provide emergency assistance only after the President of the United States makes a declaration that an emergency exists. The Governor of the affected State shall make all requests for a declaration by the President that an emergency exists. Indian Tribes must make their requests for a federal declaration through the Governor of the State of California. Such a request shall be based on a finding that the situation is of such severity and magnitude that effective response is beyond the capabilities of the State and the affected local governments and that Federal assistance is necessary. As part of such request, and as a prerequisite to emergency assistance under this Act, the Governor shall take appropriate action under State law and direct execution of the State's emergency plan. The Governor shall furnish information describing the State and local efforts and resources, which have been or will be used to alleviate the emergency, and define the type and extent of Federal aid required. Based upon such Governor's request, the President may declare that an emergency exists.

## FEMA Categories of Emergency Work

### Category A: Debris Removal

Clearance of trees and woody debris; building wreckage; mud, silt, and gravel; vehicles; and other disaster-related material deposited on public and, in very limited cases, private property.

### Ineligible Debris Removal:

Removal of debris from private property unless debris is so widespread that public health, safety, or economic recovery of the community is threatened and FEMA approves removal; removal of debris from natural (unimproved) wilderness areas; removal of pre-disaster sediment from engineered channels; removal of debris from a natural channel unless the debris poses an immediate threat of flooding to improved property.

### Category B: Emergency Protective Measures

Measures taken before, during, and after a disaster to save lives, protect public health and safety, and protect improved public and private property. If the Tribe does not have sufficient equipment or supplies to respond effectively to the disaster, FEMA may assist in purchasing the needed equipment and supplies. However, the Tribe may be required to compensate FEMA for the fair market value of the cost of the equipment and supplies when the items are no longer needed. Leasing equipment is considered a reasonable alternative to purchasing new equipment. Leasing costs must be reasonable and total-leasing costs cannot exceed the purchase price.

Examples of eligible emergency protective measures are:

- Warning Devices (barricades, signs, and announcements);
- Search and rescue;
- Security forces (police and guards);
- Construction of temporary levees;
- Provision of shelters or emergency care;
- Sandbagging;
- Bracing/shoring damaged structures;
- Provision of food, water, ice and other essential needs;
- Emergency Repairs;
- Emergency Demolition;
- Removal of health and safety hazards.

### Category C: Roads and Bridges

Repair of roads, bridges, and associated features, such as shoulders, ditches, culverts, lighting and signs.

### Category D: Water Control Facilities

Repair of irrigation systems, drainage channels, and pumping facilities.

### Category E: Buildings and Equipment

Repair or replacement of buildings, including their contents and systems; heavy equipment; and vehicles.

#### Category F: Utilities

Repair of water treatment and delivery systems; power generation facilities and distribution lines; and sewage collection and treatment facilities.

#### Category G: Parks, Recreational Facilities and Other Items

Repair and restoration of parks, playgrounds, pools, cemeteries, and beaches. This category is used for any work or facility that cannot be characterized adequately by Categories A-F.

#### Engineering and Design Services

Engineering and design services necessary to complete eligible work are eligible for public assistance, but are generally limited to 3 percent of the estimated construction cost. Estimates for engineering are generally not included in small project estimates.

#### Fire Management Assistance

Fire Management Assistance is administered on a real time active “incident fire basis”, under which the Tribe and/or State submits a request for assistance to the FEMA Regional Director at the time a “threat of a major disaster” exists. The entire process is accomplished on an expedited basis (telephone/fax) and a FEMA decision is rendered in a matter of hours. Fire Management Assistance does not require the declaration of a major disaster by the President. Fire Management Assistance is available for the mitigation, management, and control of any fire on public or private forestland or grasslands that threaten such destruction as would constitute a major disaster. Program assistance is coordinated with State and Tribal foresters and emergency managers.

Eligible costs include:

- Field camps and meals;
- Use of publicly-owned equipment;
- Use of federally owned equipment;
- Tools, materials, and supplies expended or lost;
- Safety items for firefighter health and safety;
- Mobilization and demobilization;
- Limited pre-positioning.

#### Military Assistance

During the immediate aftermath of an incident, which may ultimately qualify for

assistance under Stafford Act, the Governor of the State of California may request the President to direct the Secretary of Defense to utilize resources of the Department of Defense for the purpose of performing on public and private lands any emergency work which is made necessary by such incident and which is essential for the preservation of life and property. This emergency work may only be carried out for a period not to exceed 10 days. Rules Applicable to Debris Removal. Any removal of debris and wreckage carried out under this subsection shall be subject to section 407(b), relating to unconditional authorization and indemnification for debris removal.

## Incident Period

The Incident Period is the time span during which the disaster-causing incident occurs. This period varies in length, depending on the type of incident. For example, the Incident Period for a flood event could be several weeks, because the water has to crest and recede. Damage resulting from the disaster must fall within the incident period or be a result of events occurring during the incident period to be eligible. FEMA established the incident period. FEMA posts Major disaster declarations on their website at <http://www.fema.gov/news/disasters.fema>.

Eligibility for Federal assistance under the Stafford Act shall begin on the date of the occurrence of the event which results in a declaration by the President that a major disaster exists; except that reasonable expenses which are incurred in anticipation of and immediately preceding such events may be eligible for Federal assistance under this Act.

## Documentation

Documentation of eligible recovery costs is essential for the Tribe to receive reimbursement of expenses from FEMA and other agencies. Damage assessment documentation, including photographs of damage before work commences, is critical in establishing the basis for eligibility of disaster assistance.

Tribal Departments and entities should maintain a library of photographs of their Tribal facilities and equipment to assist in demonstrating the degree of damage occurred to Tribal property. Under Federal disaster assistance programs, documentation must be obtained regarding damages sustained to:

- Roads;
- Water control facilities;
- Public buildings and related equipment;
- Public utilities;
- Facilities under construction;
- Recreational and park facilities;
- Educational institutions; and
- Certain private non-profit facilities;
- Debris removal;

Emergency response costs.

It is the responsibility of the Hoopa OES to collect documentation of these damages and submit them to the assigned Hoopa Recovery Manager.

### Davis -Bacon Act

Generally, the provisions of the Davis-Bacon Act do not apply to contracts for work completed using public assistance funds under the Stafford Act. However, the provisions may apply to contracts let by other Federal agencies, such as the U.S. Army Corps of Engineers, Bureau of Indian Affairs, Indian Health Services and others.

### Amount of FEMA Assistance Provided

The Federal share for assistance provided from FEMA under the authority of the Stafford Act shall be equal to not less than 75 percent of the eligible costs. Other agencies, such as, Indian Health Services, Housing and Urban Development and Bureau of Indian Affairs, FHWA ERFO may provide services at 100 percent of the eligible costs.

### Limit on Amount of FEMA Assistance

In General the total assistance provided by FEMA under the authority of the Stafford Act for a single emergency shall not exceed \$5,000,000. The limitation may be exceeded when the President determines that:

Continued emergency assistance is immediately required;  
There is a continuing and immediate risk to lives, property, public health or safety; and  
Necessary assistance will not otherwise be provided on a timely basis.

The cost of repairing, restoring, reconstructing, or replacing a public facility is based upon the design of the facility as it existed immediately prior to the major disaster and in conformity with current applicable codes, specifications, and standards (including floodplain management and hazard mitigation).

### Eligible Labor Costs

Labor costs associated with conducting eligible work may be claimed at an hourly rate. Labor rates can include actual wages paid plus fringe benefits paid or credited to personnel. The Tribe's own labor forces are known as force account. For permanent work performed by the Tribe, both regular time and overtime are eligible for all employees. Overtime may be credited in actual wages or in compensatory time off.

For emergency work, only overtime labor is eligible for:

Permanent employees;  
Reassigned employees;  
Seasonal employees used during the season of anticipated employment.

Both regular time and overtime labor are eligible for non-budgeted employees assigned specifically to perform emergency work, including:

Temporary employees;  
Essential employees called back from administrative leave;  
Permanent employees funded from an external source such as grants.

#### Immediate Needs Funding

Immediate Needs Funding is intended to meet the Tribe's urgent needs in the initial aftermath of a disaster. FEMA can provide these funds for work the Tribe performs within the first 60 days after the disaster declaration. The funding is available for emergency work only; it cannot be used to complete permanent repairs. Eligible activities typically include debris removal, emergency protective measures, and removal of health and safety hazards. The funding may be used to cover such costs as overtime payroll, equipment costs, materials purchases, and contracts when these costs are incurred for emergency work.

#### Price Gouging

The Clayton Act (15.U.S.C. 12 et. seq.) more commonly known as the Anti-Price Gouging Act of 2005 provides that:

During any time of national disaster, it shall be unlawful for any person engaged in commerce, in the course of such commerce, to sell, lease, or license, or to offer to sell, lease, or license, any necessary good or service at an unconscionable price in the United States. For purposes of determining whether a price is unconscionable, the following shall be considered: Whether the price charged or offered by the person grossly exceeded both—The price charged by the person for the same or a similar good or service during the 10-day period immediately preceding the time of national disaster; and The price at which the person usually offers the same or a similar good or service.

Whether the price charged or offered by the person grossly exceeded the price at which the same or a similar good or service was readily obtainable in the relevant trade area during the 10-day period immediately preceding the time of national disaster.

Whether the price charged or offered by the person was attributable solely to an additional cost incurred by the person in connection with the sale, lease, or license of the good or service, including an additional cost imposed by the person's source. Proof that

the person incurred such additional cost during the time of national disaster shall be prima facie evidence that the price charged or offered during such time of national disaster was not unconscionable.

Whether the price charged or offered by the person was attributable solely to a regular seasonal or holiday adjustment in the price charged or offered for the good or service. Proof that the person regularly increased the price for the good or service during a similar period occurring in the time of national disaster shall be prima facie evidence that the price charged or offered during such time of national disaster was not unconscionable during such similar period.

For purposes of this section—

The term 'necessary good or service' means any good or service for which demand does, or is likely to, increase as a consequence of the national disaster and includes, but is not limited to, water, ice, consumer food items or supplies, property or services for emergency cleanup, emergency supplies, communication supplies and services, medical supplies and services, home heating fuel, building materials and services, tree removal supplies and services, freight, storage services, housing, lodging, transportation, and motor fuels; and

The term 'time of national disaster' means the period during which there is in effect a declaration of a major disaster, or a declaration of an emergency, issued by the President under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5122 et seq.).

Incidences of price gouging or uncommonly poor results in craftsmanship or materials will be fully investigated. If during a declared State of Emergency, it is suspected that price gouging has occurred, the Hoopa Tribal Legal Department will immediately investigate the incident. If it appears that there is evidence of price gouging, then the Senior Attorney will report the incident to the State Attorney Generals office for prosecution. All payments for overcharges will be withheld until the matter is resolved.

## Flood Insurance

The Tribe shall participate in the National Flood Insurance Program established by the National Flood Insurance Act of 1968. The Chief Fiscal Officer shall be responsible for maintaining flood insurance on all tribal facilities located within the 100-year flood plain. If flood insurance is not maintained, the facility will receive no assistance after a disaster.

## Time Limits

FEMA has established Time Limits for requesting assistance and for completing work using the Public Assistance Program.



## Requesting Assistance

An applicant must submit a Request for Public Assistance within 30 days of the date that the area was designated a disaster area.

Project information must be submitted to FEMA within 60 days of the Kick-off meeting. FEMA will take action on granting funds for a specific project within 45 days of receiving all the information for the project.

## Completing Work

The time frames for completing eligible work are also measured from the date of declaration of the disaster and vary depending on the type of work.

Type of Work	Months After Designation
Debris Clearance	6
Emergency Work	6
Permanent Work	18

### Time Extension

All time frames are set by regulation; however, if extenuating circumstances or unusual project conditions exist, the Tribe may request a time extension. FEMA has the authority to extend the time frames for completion of debris removal and emergency work by 6 months and permanent work by 30 months.

## Sequence of Recovery Events

The following list outlines the general sequence of events during a disaster. This sequence may depend upon the disaster.

- Disaster occurs.
- Local Response – emergency operations center activation.
- Appoint the Hoopa Recovery Manager who will be responsible for coordinating initial damage assessments for the purpose of Individual and Public Disaster Declarations. Damage assessments to be turned into:
  - FEMA Region IX Office, Oakland, CA.
  - California State OES, Mather, CA
  - Humboldt County OES.
  - Perform initial damage assessments of:

- 
- Tribal facilities, infrastructure, buildings, equipment and furnishings
- Individual property;
- Business property.
- Continue emergency work – maintain records (labor, equipment, materials, and contracts).
- Compile initial estimated damage. Report estimated damage to the County OES, State of California Office of Emergency Services and to FEMA directly.
- Evaluate needs and request County, State/Federal assistance.
- Federal/State survey of need – Preliminary Damage Assessment.
- Governor’s request for Federal assistance.
- Presidential Declaration.
- Designate Applicant’s agent for the Hoopa Tribe.
- Attend Applicant’s Briefing and submit a Request for Public Assistance. (Note: There will be a meeting for local governments coordinated by the State OES and County OES and another one for the Hoopa Tribe. It is recommended that Hoopa OES representatives attend both local government Applicants’ Briefing and the Hoopa Tribe’s Applicant Briefing).
- Attend Hoopa Tribe Kickoff Meeting with Public Assistance Coordinator (PAC).
- Prepare Project Worksheets – work with PAC.
- Address applicable Special Considerations (floodplain management, insurance, hazard mitigation and compliance with environmental and historic preservation laws).
- Complete application for Federal funds.
- Maintain required documentation (labor, equipment, materials, and contracts).
- Receive payment of small projects – for Federal share.
- Obtain Historic Preservation Concurrence.
- Obtain Tribal Permits, ie. air quality, water quality, etc.
- Complete approved disaster work within time allowed.
- Request final inspections.
- Submit an appeal for net small project cost overruns within 60 days of completion of the Tribe’s last small project.
- Submit documents for final inspection, program review and closeout. FEMA does not perform a final inspection for small projects; however the Tribe must

- certify that they completed the work in compliance with all applicable laws, regulation, and policies.
- Keep all documentation for 3 years after Applicant final expenditure report.
- Audit disaster records with the Tribe's annual Single Audit.

Hoopla Recovery and Restoration Task Force (HRRTF)

Primary Departments

Hoopla Office of Emergency Services  
 Hoopla Tribal Administration  
 Hoopla Tribe Environmental Protection Agency  
 Hoopla Tribal Planning

SUPPORT DEPARTMENTS

To be determined by the hazard and scope of the disaster, but will normally include the following tribal departments, tribal entities and outside Agencies:

Tribal Departments

Hoopla Tribal Council	Hoopla Human Resources
Hoopla Public Utilities	Hoopla Housing Authority
Hoopla Human Services Department	Hoopla Fisheries
Hoopla Forestry	Hoopla Fiscal Department
Hoopla Legal Department	Hoopla Tribal Court
Hoopla Fire Department	Hoopla Volunteer Fire Department
Hoopla Forest Industries	Hoopla Wildland Fire Department

Outside Agencies

American Red Cross  
 United Way  
 Salvation Army  
 United Indian Health Services  
 Indian Health Services  
 Bureau of Indian Affairs  
 Federal Emergency Management Agency  
 U.S. Army Corps of Engineers  
 U.S. Coast Guard  
 U.S. Department of Agriculture (USDA)  
 Food Commodities  
 Natural Resources Conservation  
 U.S. Department of Energy  
 U.S. Department of Labor  
 U.S. Federal Highways Emergency Relief for Federally Owned Roads (ERFO)

U.S. Forest Service  
U.S. Housing and Urban Development  
U.S. National Guard  
Redwood State & Federal Parks  
Cal Trans  
Cal Fire  
Humboldt County Public Works

## Hoopa Response and Recovery Task Force

### A. Purpose

The purpose of this section is to establish uniform policies for effective coordination to accomplish recovery and restoration tasks resulting from a natural or manmade emergency or disaster.

### B. Scope

Recovery and restoration actions following any emergency or disaster will be determined by the specific event. Several tribal, federal, state, and local jurisdictions may be involved depending on the hazard and scope of the situation. The Hoopa will lead recovery activities on the Hoopa Reservation.

### C. Activation

A Hoopa Recovery and Restoration Task Force (HRRTF) will be activated when a significant reservation wide emergency exists or a federal disaster assistance request is anticipated. The Vice Chair or TAR, Director of Emergency Services, Local Emergency Planning Committee and the Tribal Environmental Protection Agency Director will confer immediately following a disaster to discuss the need, if any, to formulate a HRRTF. If it is determined that a HRRTF will be needed to adequately recover from the disaster, then a meeting will be held with the various departments and

tribal entities needed to assist in recovery as soon as possible. Outside agencies will be brought into the recovery process as they become available to assist.

## Policies

### A. Emergencies or Disasters

Recovery and restoration activities are operational in nature and begin while response operation activities are still underway. If warranted, the Hoopa Office of Emergency Services may recommend that the Tribal Council make a disaster declaration and request that the Governor of the State of California seek federal disaster assistance for disaster recovery.

### B. Catastrophic Disasters

In the wake of a catastrophic disaster, it can be assumed that the formulation of the Hoopa Recovery Task Force (HRRTF) will be required. The purpose of the HRRTF is to recommend and coordinate efforts to restore normalcy to areas adversely impacted by the disaster.

### C. Events Involving Special Hazards

Emergencies or disasters involving radiological or chemical materials will require special attention in the recovery and restoration phase. Outside assistance will be required to assist in recovery and restoration from radiological or chemical incidents.

## Situation

### A. Emergency/Disaster Conditions and Hazards

See Part II Hoopa Emergency Operations Plan.

### B. Planning Assumptions

1. An emergency or disaster has occurred.
2. The emergency or disaster has caused significant damage so as to require recovery and restoration activities.
3. Outside agencies and jurisdictions will support and act upon the recommendations of the HRRTF.

## Concept of Operations

### A. General

1. The HRRTF will serve as the guidance group to the Tribal Council and Agency Administrator on recovery and restoration plans.
  - a. Determining the economic and environmental impact of the recovery to the federal, state and local agencies and jurisdictions, people, property, businesses, and industry.
  - b. Determining the measures for losses necessary to continue recovery such as:

Contamination clean-up.  
Debris removal.  
Restoration of water supplies and utilities.  
Restoration of bridges and transportation routes.  
Restoration of watersheds and natural resources.  
Protection of cultural resources.  
Financial aid and compensation.

c. Continuing public information activities such as public announcements on recovery and restoration and instructions on applying for financial aid and compensation.

## B. Organization

### Recovery and Restoration Task Force, Core Members

The Hoopa Tribe core designees to the HRRTF will be supplemented by other tribal departments and by federal, state and local agencies depending upon the severity of the situation. The core members of the HRRTF shall include:

Hoopa Tribal Chair/ Agency Administrator  
Hoopa Environmental Protection Agency Director  
Hoopa Tribal Planning  
Hoopa Tribal Roads  
Cultural Resources  
Hoopa Human Services Director  
Hoopa Housing Authority Director  
Hoopa Forestry  
Hoopa Chief Fiscal officer  
Office of Self Governance  
Chief of Police  
Volunteer Fire Chief  
Fire Management Officer for Hoopa Fire Department

## C. Procedures

1. Recovery and restoration operations begin in the Hoopa EOC. The Information Analysis and Planning and the Recovery Unit personnel in the Incident Management Organization provide the HEOC with situation assessments as they are developed. The Recovery Unit personnel are normally assigned the task of collecting initial damage assessments and making recommendations to the Incident Commander regarding the need for the Tribal Council and Governor's Proclamation of Emergency to request appropriate federal assistance. The Incident Commander may also make recommendations to the Director of Emergency Services regarding the need to activate the HRRTF.

2. The first major task of the HRRTF, if activated, is to formulate a recovery and restoration plan. Among the elements of this Plan are:

- a. Task Force Composition.
- b. Priority of efforts.
- c. Phasing/milestones.
- d. Support requirements.
- e. Coordination requirements.
- f. Methodologies.
- g. Reporting requirements.

#### D. Mitigation Activities

Primary Department  
Hoopa Office of Emergency Services

All individuals and agency representatives involved in recovery and restoration activities will be alert for opportunities to lessen the effects of future emergencies or disasters. Any suggestions would be forwarded to the Hoopa OES.

#### E. Support Agencies

All individuals and agency representatives involved in recovery and restoration activities will be alert for opportunities to lessen the effects of future emergencies or disasters. Any suggestions would be forwarded to the Hoopa OES. Provides support in preparation, updating and review of the Hoopa hazard mitigation plan.

#### F. Preparedness Activities

Primary Department  
Hoopa Office of Emergency Services

- a. Prepares procedures;
- b. Prepares and provides a HEOC.

#### 2. Support Departments Hoopa Tribal Planning

Provides assistance with developing, drafting and reviewing emergency plans and procedures.

Provides support in the designing and implementation of preparedness exercises and training activities.

Actively participates in preparation and review of recovery policies and procedures. Supports HRRTF activities with tribal resources available for disaster recovery.

Hoopa Tribe Environmental Protection Agency  
Provide assistance with developing, drafting and/or reviewing emergency plans and

procedures. Provide support in preparation and updating the hazard mitigation plan.



## Recovery operations Responsibilities

<u>Function</u>	<u>Lead Department/Agency</u>
Political process management; interdepartmental coordination; policy development; decision making; and public information.	Hoopa Tribal Council
Land use and zoning variance; permits and controls for new development; revision of building regulations and codes; code enforcement; plan review; and building and safety inspections.	Hoopa Tribal Planning Hoopa Environmental Protection Agency
Restoration of medical facilities and associated services.	Kimaw Medical Services
Coordination of debris removal; demolition; construction; management of and liaison with construction contractors; and restoration of utilities.	Hoopa Tribal Planning Hoopa PUD Hoopa Roads
Housing programs; assistance programs for the needy and low income and special housing needs.	Hoopa Housing Authority
Budgeting, accounting and claims processing and insurance settlements.	Hoopa Fiscal Department
Coordination of the restoration of natural resources and the environment.	Hoopa Environmental Protection Agency Hoopa Fisheries Hoopa Forestry
Applications for disaster financial assistance; liaison with assistance providers; onsite recovery support; and disaster financial assistance project management.	Hoopa Office of Emergency Services with assistance from Hoopa Planning, Environmental and Fisheries Departments
Advise on emergency authorities, actions, and associated liabilities; preparation of legal opinions; and assistance with the preparation and review of new ordinances and resolutions.	Hoopa Legal Department
Government operations and approval of communications; space acquisition; supplies and equipment; vehicles; personnel and related support necessary for response and short term recovery during an official activation of the ICS to respond to a federally declared disaster or catastrophic incident.	Hoopa Office of Emergency Services
Long term recovery obligations and expenditures.	Tribal Council

## Part V Resources

The Resource Plan is a separate emergency plan that:

- Sets channels of procurement during emergencies that is not available under normal conditions.
- Authorizes specific department heads to expand emergency spending thresholds.
- Describes the request for and effective use of mutual aid resources and volunteer assistance.
- Sets the procurement request procedures, forms and management organization.
- Establishes receipt procedures and delivery sites.
- Establishes the logistics accounting system including inventory maintenance procedures.
- Maintains a list of all emergency response personnel including home address, home telephone, cross reference by emergency position, title or function. (Includes directions to home, etc. if normal communications system are not operating).
- Maintains a list of all ICS and EOC trained and qualified personnel by function as outlined in the “Training and Qualifications” annex of this Plan.
- Maintains a list of Tribal Emergency Response Resources: personnel, heavy equipment, hand tools, etc.
- Maintains a list of contractors, heavy equipment and technicians available within the Reservation.
- Maintains a list of mutual aid contact persons of neighboring jurisdictions and governmental agencies.
- Maintains list of contractors, heavy equipment and technicians available outside of the Reservation but within reasonable response limits.
- Maintains a list of volunteer organizations, their function, request protocol, and response capabilities on the Reservation, in the Operational Area, within the State and/or nation wide.
- Maintains a list of emergency response personnel for the Humboldt Operational Area, Coastal Region - State of California Office of Emergency Services, and appropriate Federal agencies.

## PART VI APPENDICES

### Glossary

CRF: Code of Federal Regulations

CFS: Cubic feet per second - water flow

DES: Director of Emergency Services (Tribal Chair)

DOC: Department Operations Center

DSR: Damage Survey Report

DWI: Disaster Welfare Inquiry

EAL: Emergency Alert List

IMO: Incident Management Organization

EOC: Emergency Operations Center

EOP: Emergency Operations Plan

EPA: Environmental Protection Agency

EPI: Emergency Public Information

FEMA: Federal Emergency Management Agency

HAZMAT: Hazardous Materials

HOA: Humboldt Operational Area

HVIR: Hoopa Valley Indian Reservation

HVT: Hoopa Valley Tribe

HVTC: Hoopa Valley Tribal Council

HRRTF: Hoopa Response and Recovery Task Force

IAP: Incident Action Plan

IC: Incident Commander

ICP: Incident Command Post

ICS: Incident Command System

LEPC: Local Emergency Planning Committee, SARA Title III requirements

LMO: Local Mitigation Officer (Also TAR - Tribal Authorized Representatives)

MOU: Memorandum of Understanding

NIMS: National Incident Management System

NRP: National Response Plan

OES: Office of Emergency Services (City, County or State)

ORAD: Office of Research and Development

PIO: Public Information Officer (Includes Tribal PIO and field PIO's)

REOC: Regional Emergency Operations Center (Coastal Region 1)

SARA: Superfund Amendments and Reauthorization Act of 1986

SEMS: Standardized Emergency Management System (Section 8607 Emergency Services Act of 1992, State of California)

SIT STAT: Situation Status Report

SOP: Standard Operating Procedures

TAR: Tribal Authorized Representative, SARA Title III requirements (Also known as LMO, Local Mitigation Officer)

TEPA: Tribal Environmental Protection Agency

TERC: Tribal Emergency Response Commission, SARA Title III requirements

TITLE III: Emergency Planning and Community Right-to-Know Act of 1986 (Also Known as EPCRA or SARA Title III)

USACE: United States Army Corps of Engineers

## GLOSSARY OF TERMS

**AFTER ACTION REPORT:** A report covering response actions, application of SEMS, 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 been 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 at the incident, or to the Liaison Coordinator at the EOC level.

**ALLOCATED RESOURCES:** Resources dispatched to an incident.

**ASSIGNED RESOURCES:** Resources checked in and assigned work tasks on an incident.

**AVAILABLE RESOURCES:** Incident-based resources that are available for immediate assignment.

**CARE AND SHELTER:** A function that provides food, clothing, and housing needs for people on a mass care basis.

**CHECKLIST:** Written (computerized) enumeration of actions to be taken by an individual or organization, meant to aid memory rather than provide detailed instructions.

**CONCEPT OF OPERATIONS:** A general notion of the methods agencies use to organize their response to disasters. Disasters typically progress through identifiable phases and certain responses are appropriate during each of these phases.

**CONTAMINATION:** The undesirable deposition of a chemical, biological, or radiological material on the surface of structures, areas, objects or people.

**CONTINGENCY PLAN:** A sub or supporting plan which deals with one specific type of emergency, its probable effect on the jurisdiction, and the actions necessary to offset these effects.

**DAM:** A barrier built across a watercourse for the purpose of impounding, controlling, or diverting the flow of water.

**DAMAGE ASSESSMENT:** The process used to appraise or determine the number of injuries and deaths, damage to public and private property, and the status of key facilities and services such as hospitals and other health care facilities, fire and police stations, communications networks, water and sanitation systems, utilities, and transportation networks resulting from a man-made or natural disaster.

**DEBRIS:** Material scattered about or accumulated by either natural process or human influences.

**DIRECTOR OF EMERGENCY SERVICES (DES):** The individual within each political subdivision that has overall responsibility for jurisdiction emergency management. This responsibility is commonly assigned by local ordinance.

**DISASTER:** A sudden and extraordinary misfortune; a calamity which threatens or effects extraordinary loss of life or property.

**DISPATCH CENTER:** A facility from which resources are assigned to an incident.

**EARTHQUAKE:** The sudden motion of trembling of the ground produced by abrupt displacement of rock masses, usually the upper 10 or 20 miles of the earth's surface.

**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 warning of an earthquake or volcanic prediction, or an earthquake or other conditions, other than conditions resulting from a labor controversy.

**EMERGENCY ALERT SYSTEM (EAS):** A digital technology (voice/text) communications system consisting of broadcast stations and interconnecting facilities authorized by the Federal Communications Commission. The system provides national, state, and local officials the means to broadcast emergency information to the public before, during, and after disasters.

**EMERGENCY MANAGEMENT:** The provision of overall operational control or coordination of emergency operations at each level whether by the actual direction of field forces or by the coordination of joint efforts of governmental and private agencies.

**EMERGENCY PROGRAM MANAGER:** An individual duly appointed who is responsible for developing and maintaining the emergency management plans and programs of his jurisdiction. All departments and agencies of the government of this jurisdiction share the responsibility of serving and protecting their people from day to day and during times of emergency or disaster.

**EMERGENCY OPERATIONS:** Those actions taken during the emergency period to protect life and property, care for the people affected, and temporarily restore essential community services.

**EMERGENCY OPERATIONS CENTER:** The protected site from which government officials coordinate, monitor, and direct emergency response activities during an emergency.

**EMERGENCY OPERATIONS PLAN:** A document that describes how people and property will be protected in disaster and disaster threat situations; details who is

responsible for carrying out specific actions; identifies the personnel, equipment, facilities, supplies, and other resources available for use in the disaster; and outlines how all actions will be coordinated.

**EMERGENCY RESPONSE AGENCY:** Any organization responding to an emergency, whether in the field, at the scene of an incident, or to an EOC, in response to an emergency, or providing mutual aid support to such an organization.

**EMERGENCY RESPONSE PERSONNEL:** Personnel involved with an agency's response to an emergency.

**EOC ACTION REPORT:** The plan developed at EOC levels which contain objectives, actions to be taken, assignments, and supporting information for the next operational period.

**EVACUATION:** Organized, phased, and supervised dispersal of people from dangerous or potentially dangerous areas.

1. **SPONTANEOUS EVACUATION:** When residents or citizens in the threatened areas observe an emergency event or receive unofficial word of an actual or perceived threat and without receiving instructions to do so, elect to evacuate the area. Their movement means, and direction is unorganized and unsupervised.
2. **VOLUNTARY EVACUATION:** This is a warning to persons within a designated area that a threat to life and property exist or is likely to exist in the immediate future.
3. **MANDATORY OR DIRECTED EVACUATION:** This is a warning to persons within the designated area that an imminent threat to life and property exists and individuals must evacuate in accordance with the instructions of local officials.

**EVACUEES:** All persons removed or moving from areas threatened or struck by a disaster.

**FEDERAL AGENCY:** Any department, independent establishment, government cooperation, or other agency of the Executive Branch of the Federal Government.

**FEDERAL ASSISTANCE:** Aid to disaster victims, state or local governments by federal agencies under the provisions of the Federal Disaster Relief Act (P.L. 93-288) and other statutory authorities of federal agencies.

**FLASH FLOOD:** Caused by the rapid buildup of runoff following high intensity rainfall. Existing streams and dry watercourses are transformed into torrents, sweeping away everything in the path of the water.

**FLOOD:** A general and temporary condition of partial or complete inundation of normally dry land areas from overflow of inland or tidal waters, unusual or rapid accumulation or runoff of surface waters, or mudslides/mudflows caused by accumulation of water.

**FLOOD PLAIN:** Any flat or nearly flat lowland that borders a stream and is covered by its water at flood stage.

**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 level, the General Staff consists of:

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

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

**HAZARD MITIGATION:** Any action taken to reduce or eliminate the long-term risk to human life and property from hazards. The term is sometimes used in a stricter sense to mean cost-effective measures to reduce the potential for damage to a facility or facilities from a disaster event.

**HAZARDOUS MATERIAL:** Any substance or material that when involved in an accident and released in sufficient quantities, poses a risk to people's health, safety, and/or property. These substances and materials include explosives, radioactive materials, flammable liquids or solids, combustible liquids or solids, poisons, oxidizers, toxins, and corrosive materials.

**HIGH-HAZARD AREAS:** Geographical locations that for planning purposes have been determined through historical experience and vulnerability analysis to be likely to experience the effects of a specific hazard resulting in vast property damage and loss of life.

**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 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):** A nationally used standardized on-scene emergency management concept specifically designed to allow its users to adopt an integrated organizational structure wqual to the complexity and demands of single or multiple incidents without being hindered by jurisdictional boundaries. ICS is the field level component of SEMS. It is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, with responsibility for the management of resources to effectively accomplish stated objectives pertinent to an incident.

**INCIDENT OBJECTIVES:** Statement 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.

**INITIAL ACTION:** The actions taken by resources which are the first to arrive at an incident.

**INITIAL RESPONSE:** Resources initially committed to an incident.

**JURISDICTION:** The range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority for incident mitigation. Jurisdictional authority at an incident can be political/geographical, or functional.

**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, earthquake or other conditions ;which are, or are likely to be, beyond the control of the services, personnel, equipment, and facilities of a political subdivision and require the combined forces of other political subdivision to combat.

**LOCAL GOVERNMENT:** Any county, city, village, town, district, or other political subdivision of any state, any Indian tribe or authorized tribal organization that includes any rural community or incorporated town or village or other public entity for which an application for assistance is made by a state or political subdivision thereof.

**MASS CARE:** The actions that are taken to protect evacuees and other disaster victims from the effects of the disaster. Activities include providing temporary shelter, food, medical care, clothing, and other essential life support needs for those people that have been displaced from their homes because of a disaster or threatened disaster.

**MITIGATION:** The process of preventing disasters or reducing related hazards . Methods of limiting damage can be as simple as placing a fuse box higher on a wall in a flood-prone area, or as costly as strengthening a buildings structure to withstand an earthquake.

**MEDIA:** All means of providing information and instructions to the public, including radio, television, and newspapers.

**MUD FLOODS AND MUDFLOWS:** Can be extremely damaging because the debris and sediment carried into structures is very difficult to clean up. Often the result of runoff in areas previously denuded of vegetation by fires, etc.

**MULTI-AGENCY OR INTER-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 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.

**MUTUAL AID:** Voluntary aid and assistance in the event that a disaster should occur, by the interchange of services and facilities, including, but not limited to: fire, police, medical and health, communications, and transportation services and facilities, to cope with the problems of rescue, relief, evacuation, rehabilitation, and reconstruction which would arise in the event of a disaster. Mutual aid is designed to ensure that adequate resources, facilities, and other support are provided to jurisdictions whenever their own resources prove to be inadequate to cope with a given situation.

**MUTUAL AID AGREEMENT:** An agreement authorized under the Emergency Services Act, in which two or more parties agree to furnish resources and facilities and to render services to each and every other party of the agreement to prevent and respond to any type of disaster or emergency.

**MUTUAL AID REGION:** A subdivision of the state emergency services organization, established to facilitate the coordination of mutual aid and other emergency operations within an area of the state, consisting of two or more county Operational Areas.

**NORMAL HIGH WATER:** A water level attained commonly during runoff season.

**OPERATIONAL AREA:** An intermediate level of the state emergency services organization, consisting of a county and all political subdivisions within the county area. The Operational Area is a special purpose organization created to prepare for and coordinate the response to emergencies within a county area. Each county is designated as an Operational Area. An Operational Area may be used by the county and the political subdivisions comprising the Operational Area for the coordination of emergency activities and to serve as a link in the system of communications and coordination between the state's emergency operating centers and the operating centers of the political subdivisions comprising the operational area. The Operational Area augments, but does not replace, any member jurisdiction.

**OPERATIONAL PERIOD:** The period of 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.

**PLAN:** An emergency management document which describes the broad, overall jurisdictional response to potential extraordinary emergencies or disasters.

**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 large incidents, the planning meeting is a major element in the development of the Incident Action and EOC Action Plans.

**POLITICAL SUBDIVISION:** Any city, city and county, county, district, other local governmental agency or public agency, or Tribal governments authorized by law.

**PRELIMINARY DAMAGE ASSESSMENT:** A mechanism used to determine the impact and magnitude of damage and the resulting unmet needs of individuals, businesses, the public sector, and the community as a whole. Information collected is used by local, operational area, and the State as a basis for request for a declaration of State of Emergency/Disaster.

**PUBLIC INFORMATION OFFICER:** An emergency management official responsible for preparing and coordinating the dissemination of emergency public information.

**RECOVERY:** The long-term activities beyond the initial crisis period and emergency response phase of disaster operations that focus on returning all systems in the community to a normal status or to reconstitute these systems to a new condition that is less vulnerable.

**RESOURCES:** Personnel and equipment available, or potentially available, for assignment to incidents or to EOC's. Resources are described by kind and type, and may be used in tactical support or supervisory capacities at an incident or at EOC's.

**RESOURCE MANAGEMENT:** Those actions taken by a government to: identify sources and obtain resources needed to support disaster response activities; coordinate the supply, allocation, distribution, and delivery of resources so they arrive where and when most needed, and maintained accountability for the resources used.

**RICHTER SCALE:** A scale used to measure the magnitude of an earthquake of seismic disturbance in terms of the energy dissipated. A 2 on the Richter Scale indicates the smallest earthquake that can be felt; 4.5 is an earthquake causing slight damage; 8.5 is very severe earthquake causing extensive damage.

**RIVERINE FLOODING:** The most common type of flooding in California and occurs when a stream channel fills with more water than it can carry, resulting in overflow into the adjacent floodplain.

**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.

**SECONDARY HAZARDS (EFFECTS):** A threat whose potential would be realized as the result of a triggering event that of itself would constitute an emergency. For example, dam failure might be a secondary hazard associated with earthquakes.

**SHELTERING-IN-PLACE/IN-PLACE PROTECTION:** To direct people to quickly go inside a building and remain inside until the threat passes. It may also include closing all windows, doors, and other protective measures.

**STANDARDIZED EMERGENCY MANAGEMENT SYSTEM (SEMS):** That consistent act of rules and procedures governing the overall operational control or coordination of emergency operations specified in regulations (CCD Title 19, Division 2, 2400 et sec). It identifies at each level of the statewide emergency organization, the direction of field forces and the coordination of joint efforts of government and private agencies. ICS is the field level component of SEMS.

**STANDARD OPERATING PROCEDURE (SOP's):** A set of instructions constituting a directive, covering those features of operations which lend themselves to a definite, step-by-step process of accomplishment. SOP's supplement EOP's by detailing and specifying how tasks assigned in the EOP are to be carried out.

**STATE OF EMERGENCY:** The duty 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 pollutions, fire, flood, storm, epidemic, riot, drought, sudden and severe energy shortage, plant or animal infestation or disease, the Governor's warning of an earthquake or volcanic prediction, or an earthquake or other condition, other than conditions resulting from a labor controversy or conditions causing a "state of war emergency." These conditions 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, or with respect to regulated energy utilities, a sudden and severe energy shortage requiring extraordinary measures beyond the authority vested in the California Public Utilities Commission.

**TERRORISM:** The use of -- of threatened use of -- criminal violence against civilians or civilian infrastructure to achieve political ends through fear and intimidation, rather than direct confrontation. Emergency management is typically concerned with the consequences of terrorist acts directed against large numbers of people.

**TSUNAMI:** Sea waves produced by an undersea earthquake. Such sea waves can reach a height of 80 feet and can devastate coastal cities and low-lying coastal areas.

**UNIFIED AREA COMMAND:** A Unified Area Command (Unified Command) is established when incidents under an Area Command are multi-jurisdictional.

**UNIFIED COMMAND:** An ICS management process which allows all agencies who have jurisdictional or functional responsibilities for the incident to jointly develop a common set of incident objectives and strategies. This is accomplished without losing or

giving up agency authority, responsibility, accountability, or sovereignty.

**VOLUNTEERS:** Individuals who make themselves available for assignment during an emergency who are not paid for the work they do.

**WARNING:** The alerting of emergency response personnel and the public to the threat of extraordinary danger and the related effects that specific hazards may cause. A warning issued by the National Weather Service that a storm warning exists for a defined area indicates that the particular type of severe weather is imminent in that area.

**WATCH:** Indication by the National Weather Services that, in a defined area, conditions are favorable for the specified type of severe weather.

## ICS Forms

## ALERT LISTS

Hoopa Valley Tribe  
Office of Emergency Services  
Tribal Police (Dispatch Broadcast)  
SCOP  
Hoopa Volunteer Fire Department  
Hoopa Fire Department  
Hoopa Tribal Court

Tribal Education  
Child Development  
Daycare  
Early Head Start  
Even Start  
Head Start

Klamath Trinity Joint Unified School District  
Hoopa High School  
Hoopa Elementary School  
Captain John High School  
Six Rivers Community School  
Willow Creek Elementary School

Verizon (Phone Tree Alert Activation)

Cellar Phone Service Carrier(s) Tower (Alert Activation)

A Sample of the alert list(s) will continue to be developed

## TRAINING AND QUALIFICATIONS

The Incident Commander, Command and General Staff will have attended ICS courses 100, 200, 300, 400 and IS-700 and IS-800.

Field Supervisors of Emergency First Responders and Emergency Service Workers will have ICS 100, 200, 300 and IS-700 and 800.

Emergency First Responders and Emergency Service Workers will have ICS-100, 200 and IS-700.

Training requirements and qualifications for all personnel to be established.



PART VII ANNEX'S

## Annex A, Air Quality

- Purpose

The Hoopa Valley Tribe has express authority under the Clean Air Act and the Tribal Authority Rule to manage air quality on the Hoopa Indian Reservation. EPA provides technical assistance and resources to help the Hoopa Tribal EPA build its program capacity. Historical Air Quality emergencies from wild land fires, have had a drastically negative effect on the residents of The Hoopa Valley Indian Reservation. The effects of the Megram Fire in 1999, and the Public Health Threat of 2008 have prompted an initiation of a very aggressive air quality monitoring program as well as the capturing of data to quantify air quality.

- Situation and Assumptions

Smoke from wildfires can cause problems for those with respiratory and cardiac disease as well as the very young and elderly. Smoke from forest and grass fires contains particles that can irritate eyes, throat and lungs. These can be bothersome to many people, but especially so to those with compromised lungs. Particulate-laden smoke can also worsen cardiac disease. Inhaled particles trigger the release of chemical messengers into the blood that may increase the risk of blood clots, angina episodes, heart attacks and strokes. People with chronic cardiac conditions are more susceptible to chest pain, heart attacks, cardiac arrhythmias, acute congestive heart failure or stroke.

### Concept of Operations

- a. General

- i. The Hoopa Valley Tribe, Environmental Protection Agency (TEPA) is the lead Tribal agency for smoke monitoring within the Hoopa Valley Indian reservation.

- ii. The Hoopa Office of Emergency Services (OES) is the lead Tribal Agency for responses to all smoke emergencies that threaten the health and safety of the whole community.

- iii. The Kimaw Medical Center is the leading Tribal Public Health agency that uses the data captured by TEPA and with recommendation from Tribal OES develops a response to all smoke or health emergencies resulting from exposure to long term or cumulative effects of wild fire smoke emissions.

- b. Response

- i. All reports from staff, council or the public on the possibility of threats from wildfire smoke or the potential of negative effects to wild fire smoke will be immediately reported to OES.
- ii. Hoopa OES will make notifications with the appropriate tribal department or programs of a potential smoke emergency for public health threat.
- iii. Hoopa OES will notify the Office of Tribal Chair of a pending emergency and start the process of looking at a declaration of a state of emergency to initiate assistance from outside agencies as appropriate.
- vi. The Tribal Chair and the Tribal Council control the ratification of a declaration for a state of emergency.
- v. Incident Command of the incident will be the responsibility of the OES Director or his/ her designee.

#### Direction and Control

##### a. General

- i. The Hoopa Office of Emergency Services Director controls the activation of all public warning notices and Public Service Announcements of levels of smoke that are above the moderate level within the Hoopa Valley Community.
- ii. The Kimaw Medical Center, Chief Executive Officer controls all interactions, and direction to Kimaw Employees, including all medical staff and clinical staff.
- iii. Hoopa Valley Tribe, Emergency Operations Plan (EOP) controls the levels of response appropriate for the emergency
- iv. Notification to the public will be through e-mail transmission, faxes, public posted flyers and radio announcements.
- v. All notifications shall be immediate and properly documented.
- vi. If an emergency requires the activation of the EOP, the Hoopa Tribal OES Director will be responsible for coordinating the emergency response, and is the Tribal Chair's (Agency Administrator's Authorized Representative), and can be delegated as the Incident Commander by the Tribal Chair.

a. Mutual Aid and Volunteer Assistance

vii. The OES Director or designated Incident Commander of an incident may enact Mutual Aid agreements or other methods of assistance to mitigate the effects of an incident.

viii. Volunteer organizations I.E., Tribal CERT teams may be activated.

b. Plan Development and Maintenance

ix. This Annex, and all attachments, shall be maintained and updated by the OES

x. All updates shall be submitted to the Hoopa Office of Emergency Services (OES) for inclusion in the Hoopa Emergency Operations Plan (EOP).

## Annex B, Blue Green Algae

### Concept of Operation

#### b. General

- i. The Hoopa Tribal Environmental Protection Agency shall be the lead tribal department responsible for monitoring for the presence of Blue Green Algae on the Hoopa Reservation.
- ii. The Hoopa tribal Environmental Protection Agency shall be the lead agency for issuing advisories to the tribal council, tribal employees and the general public when toxic levels of blue-green algae are present in recreational areas or work zones.

#### c. Response

- i. All reports from staff, council or the public on the possibility of Blue Green Algae in the Trinity River shall be immediately directed to the Tribal Environmental Protection Agency (TEPA).
- ii. The TEPA Director shall be immediately notified.
- iii. If the TEPA Director cannot be located then the Assistant TEPA Director shall be notified.
- iv. The TEPA Director shall determine:
  1. Type of testing to be required
  2. Location where samples are to be taken
  3. Number of samples to be taken
  4. Laboratory where samples will be tested.
- v. The TEPA Director shall immediately contact the Hoopa Director of Emergency Services of the potential of Blue Green Algae in the Trinity River.
- vi. The TEPA Director shall immediately notify the Hoopa Director of Emergency Services of the results of any testing that is conducted for the presence of Blue Green Algae whether the test is positive or negative for toxic levels.
- vii. The TEPA director shall issue written advisories to the tribal council, tribal staff and the general public when toxic levels of Blue Green Algae are found to be present in the Trinity River.
- viii. The following methods of notification shall be prescribed to:

1. E-mails to tribal staff and council members
2. Notification shall be faxed and/or e-mail to:
  - a. Humboldt County Health Department
3. Flyers will be posted at the following locations:
  - a. Hoopa Post Office
  - b. 76 Gas Station
  - c. Hoopa Tribal Office
  - d. Kima:w
  - e. Hoopa Police Department
  - f. Hoopa Fisheries
  - g. Rays Market
  - h. Wildland Fire Station
  - i. Hoopa Volunteer Fire Department
  - j. Public Facilities; Tish Tang Camp ground, River access's etc.
  - k. Other areas as designated by
4. Radio Announcements

#### Direction and Control

##### d. General

- i. The Hoopa tribal environmental protection agency Director controls the activation of all public warning notices for the presence of toxic levels of Blue Green Algae in the Trinity River.
- ii. The Hoopa tribal environmental protection agency Director controls when tribal employees shall be restricted from the Trinity River due to occupational safety hazards.
- iii. The Tribal Council controls the decision to close access to the Trinity River due to elevated Blue Green Algae concerns.
- iv. Notification to the public will be through e-mail transmission, faxes, public posted flyers and radio announcements.
- v. All notifications shall be immediate and properly documented.
- vi. If an emergency requires the activation of the HOES, the Hoopa Tribal Emergency Program Director will be responsible for coordinating the emergency response.
- vii. The Incident Commander will insure that utilization of emergency equipment and resources are prioritized to meet the greatest need.

##### e. Mutual Aid and Volunteer Arrangements

- i. All mutual aid and volunteer forces will function under the direction of the Hoopa tribal environmental protection agency director, or designee i.e.; Incident Commander.
- ii. The Hoopa tribal environmental protection agency director shall act as the Incident Commander unless another person is designated by the Agency Administrator.
- iii. The Incident Commander will determine the need for Incident Command Posts.
- iv. Mutual aid at the incident scene will be coordinated by the Incident Command Post.
- v. Mutual aid forces will work under the immediate control of their supervisor.

#### Organization and Assignment of Responsibility

- f. Hoopa tribal environmental protection agency Director shall report to the Hoopa Director of Emergency Services.

#### Plan Development and Maintenance

- g. This Annex, and all attachments, shall be maintained and updated by the Hoopa tribal environmental protection agency (TEPA).
- h. All updates shall be submitted to the Hoopa Office of Emergency Services (HEOS) for inclusion in the Hoopa Emergency Operations Plan (HEOP).

## Annex C, Dam Failure

- Implement "General Response Checklist"
- Report to the Incident Command Post or Emergency Operations Center and receive a briefing from the Incident Commander or the Operations Section Chief, if activated.
- In coordination with area law enforcement and fire agencies, and as directed by the Operations Section Chief, take the following actions:
  - Establish a perimeter to isolate the incident
  - Control access to the incident site restricting access to emergency responders only
- Through Tribal Dispatch, request that off-duty resources be recalled to duty.
- Direct Tribal Dispatch to request that the Operational Area Law Enforcement Mutual Aid Coordinator respond to the incident. Activate the Law Enforcement Mutual Aid System as required.
- If evacuation of affected areas is requested by the Incident Commander, take the following actions in coordination with area law enforcement and fire agencies:
  - Identify safe evacuation routes.
  - Identify and establish adequate evacuation reception areas.
  - Request that the American Red Cross activate a shelter if long-term evacuation is expected.
  - Provide security for evacuated areas.
- In coordination with Tribal law enforcement and fire agencies, take the following actions in response to flooding:
  - Develop and implement a traffic control plan coordinating with County Public Works and/or CALTRANS for the use of street barricades.
  - Provide for crowd control.
- Provide regular status reports on all response actions to the Incident Commander or the Operations Section Chief, if activated.
- Ensure that all emergency public information is transmitted through the Public Information Officer.
- Forward all incident documentation, including reports, to OES for the preparation of the after-action report.



## Annex D, Drought, Water Shortage & Low River Flows

### Purpose

This annex provides the process and guidelines to monitor adequate domestic water supplies and river flows, including:

- Anticipating potential drought problems
- Maintaining the health of the tribal fishery
- Reducing incidences of fish mortality, such as the fish kill that occurred in 2002
- Mobilizing tribal and federal resources in the event of drought or over usage of basin water resources, occur
- Gathering and disseminating pertinent water supply and water use information
- Managing the tribe's water resources effectively during times of water shortage; and
- Providing relief and assistance to those seriously affected by drought so as to minimize the overall impacts of drought and reduced river levels upon citizens and environment of the Hoopa Reservation.

### Background

#### Primary Drought Impacts and Areas of Concern:

- Low river flows
- Warmer water temperatures and increased water borne diseases
- Damage to fish and wildlife habitat
- Increased fish disease and migration impediments
- Increased wildlife, aquatic resources, pet, and livestock mortality rates
- Reduced forestry productivity, crops, and rangeland
- Increased fire hazard
- Reduced water supplies for residents, business, agricultural, power uses
- Reduced tourism and recreational activities
- Unemployment
- Serious health risks to residents

### Concept of Operation

The Hoopa Office of Emergency Services, Hoopa tribal environmental protection agency, Hoopa Public Utilities District, Hoopa Tribal Fisheries and the National Weather Service conduct ongoing water supply monitoring, and forecasting. This forecasting provides an opportunity for early recognition of conditions indicating a possible drought or reduction in river flows.

## Organization and Responsibility

- The responsibility for initial response in the event of a water supply emergency on the Hoopa Reservation is the Hoopa Tribe.
- When water supplies are not sufficient to meet human and animal needs the affected individuals should first contact the Hoopa Public Utilities District.
- If it is determined that the problem is not a maintenance problem, but rather a water shortage caused by a drought, the Hoopa Office of Emergency Services should be contacted for assistance.
- The Hoopa Emergency Services Director shall meet with the Hoopa tribal environmental protection agency, Hoopa Public Utilities District, Hoopa Tribal Fisheries
- The Hoopa Office of Emergency Services should then implement emergency water supply operations to the full extent of their available resources.
- When tribal resources are expended, additional emergency water supply assistance may be obtained by the County, State, FEMA.

## Responsibility

The Hoopa Emergency Services Director will direct and control distributions of water supplies with the assistance of the Agency Administrator

## Annex E, Earthquake

Responsible: Office of Emergency Services

Objective: to ensure safety as much as possible during an earthquake

Keep updated information about the number of employees in your Department, including cell phone numbers, home telephone numbers and emergency contact information.

Keep updated information on where the employees are working in the field, including sign-in and sign-out sheets.

### During

Drop, cover and hold on under a desk, table or in doorways.

Stay away from windows or heavy objects that can move.

### After

When the shaking stops, all tribal employees are to immediately report to their Supervisor.

Do a roll call of all employees to determine their location and condition.

Help injured or trapped persons. Give first aid where appropriate. Call for help. Do not move seriously injured persons unless they are in immediate danger of further injury.

If the earthquake lasts 20 seconds or longer, there may be an imminent threat of aftershocks and a Tsunami warning may be initiated

Seismic action may be the only advance warning before the tsunami approaches the coastline.

Assess your facility for damage and determine if it is safe to utilize.

Do not attempt to travel until it has been determined by emergency personnel that it is safe to do so.

Do not travel on roadways and bridges until it has been determined that they are safe.

If I the event of an evacuation, return evacuated population to their residences or shelters as designated by tribal OES.

Call the OES and request further instruction, during a catastrophic earthquake, OES may be overwhelmed and will require time to become organized.

Upon returning to regular work duties, prepare a final report including activities executed, results and recommendations.

## Annex F, Extreme Heat

### Purpose

- Limit the adverse public health effects from excessive heat
- Identify conditions that would warrant activation of the Heat Emergency
- Response Plan
- Provide a framework for coordinating the efforts of the Hoopa Office of Emergency Services, Humboldt county and other agencies that provide services to the homeless, seniors and medically-at-risk persons, to reduce the health risks associated with extreme hot weather

### Background:

Exposure to excessive heat can cause illness, injury and death. Nationwide, approximately 400 people die each year from direct exposure to heat due to weather conditions. The elderly, the very young, and people with chronic health problems are most at risk. However, even young and healthy individuals can succumb to heat if they participate in strenuous physical activities during hot weather. Additionally, some behaviors also put people at greater risk: drinking alcohol; taking part in strenuous outdoor physical activities in hot weather; and taking medications that impair the body's ability to regulate its temperature or that inhibit perspiration.

### Heat-related Illnesses

Heat-related illnesses range from minor problems, such as heat stress and heat cramps, to serious illnesses such as heat exhaustion and heat stroke. Heat exhaustion often occurs after several days of high temperatures during which the patient loses water and salt through perspiration. Symptoms include cool, moist, pale, or flushed skin, heavy perspiration; headache; nausea or vomiting; dizziness; and exhaustion. Body temperature will be near normal.

Heat stroke, the most dangerous heat-related illness, can be fatal. It occurs when body temperature rises above 105 degrees. The patient initially feels lethargic, then often becomes confused and eventually loses consciousness. Symptoms include hot, red skin; changes in consciousness; rapid, weak pulse; and rapid, shallow breathing.

If you or someone you know begins to experience symptoms of heat-related illness, seek shelter in a cool place. Drink water and use a cool, damp cloth on the face, arms and neck. Seek medical help if the symptoms persist.

Glossary of Terms:

1. Heat Advisory - Conditions of a Heat Wave are present.
2. Heat Disorders - When the body is unable to maintain a normal temperature, the results are called heat disorders. There are four major heat disorders:

Medical Condition	Medical Attributes	Responses
Sun Burn	Redness of the skin and pain. In severe cases, swelling of the skin, blisters, fever and headaches	Limit sun exposure, wear protective clothing and wear sunscreen.
Heat Cramps	Painful spasms usually in leg muscles and possibly the abdomen, heavy sweating	Apply firm pressure on cramping muscle or gently massage to relieve spasm. Give sips of water; if nausea occurs discontinue water intake. Consult with a clinician or physician if individual has fluid restrictions (e.g. dialysis patients)
Heat Exhaustion	Heavy sweating weakness cold, pale and clammy skin, possible fainting and vomiting. Normal temperature possible.	Move individual out of sun, lay the person down, and loosen clothing. Apply cool wet cloths. Fan or move individual to air-conditioned room. Give sips of water, if nausea occurs, discontinue, seek immediate medical attention. Consult with a clinician or physician if individual has fluid restrictions (e.g. dialysis patients)
Heat Stroke	High body temperature (106E F or higher). Hot, dry skin. Rapid and strong pulse. Possible unconsciousness	Heat stroke is a severe medical emergency. Summon emergency medical assistance or get the individual to a hospital immediately. Delay can be fatal.  Move individual to a cooler, preferably air-conditioned, environment. Reduce body temperature with a water mister and fan or sponging. Use air conditioners. Use fans if heat index temperatures are below the high 90s. Use extreme caution. Remove clothing. If temperature rises again, repeat process. Do not give fluids.

3. Heat Index (also referred to as the “apparent temperature”) - The heat index, given in degrees Fahrenheit, is an accurate measure of how hot it really feels when relative humidity (RH) is combined with the actual air temperature.
4. Heat Wave (Extreme Heat) - Temperatures reach 10 degrees or more above the average high temperature for the region, last, or are predicted to last, for a prolonged period of time. A Heat Wave is often accompanied by high humidity.

### Cooling Centers

During periods of extended, extreme heat, Hoopa Office of Emergency Services may open community centers as cooling centers. The HOES recommends that the cooling centers open when for three consecutive days the heat index has been 105 degrees or more for three or more hours during the day and when the heat index is 80 degrees or more at night, and when forecasters predict a fourth consecutive day of the same heat index.

### Precautions

During intense heat waves, health experts recommend the following precautions:

- Stay inside or in shaded areas.
- Use air conditioning, if your home has it. If it does not, use fans where possible, keep windows shaded and stay on the lowest level because heat rises.
- Visit a place that is air-conditioned: a store, community center, or the home of a friend or relative who has air conditioning.
- Avoid cooking. Eat cold or prepared foods. Operating a stove causes a house to heat dramatically.
- Drink plenty of water or non-alcoholic beverages.
- Wear loose-fitting, light-colored clothing and a wide-brimmed hat. Apply sunscreen 20 minutes before going out into the sun; use a sunscreen with an SPF of 15 or higher.
- Avoid strenuous activity. If you must, do it during the coolest part of the day between 4 am and 7 pm.

### The Heat Index

The Office of Homeland Security and Emergency Management considers the area in a period of possible heat emergency when the National Weather Service forecasts a Heat Index (a combination of air temperature and relative humidity) exceeding 110 degrees for three consecutive days. When the heat index exceeds 105 degrees for two consecutive days and is expected to continue, the Hoopa Office of Emergency Services will begin a heat watch. Public

information officers will release information encouraging citizens to take protective actions.

When the heat index exceeds 105 degrees for three consecutive days and is forecast to continue, emergency planners will begin a heat warning. During a heat warning, county officials and public information officers will pursue an aggressive media campaign to alert the public to the dangers of heat exhaustion and heat stroke.

The National Weather Service (NWS) issues three types of heat-related messages.

1. Heat Advisory – issued when the temperature is forecast to be unusually hot but not life-threatening
2. Excessive Heat Watch – issued when conditions are likely to result in a life-threatening heat emergency within the next 24 to 48 hours.
3. Excessive Heat Warning – issued when a life-threatening heat emergency exists or is imminent.

These bulletins are based on four factors – temperature, humidity, amount of cloudiness, and the expected duration of these conditions. The combination of factors that will trigger one of these heat-related messages varies according to the time of year. These warnings may be issued for a single county or a larger portion of the state.

Concept of Operations:

The activities in this plan are based on the heat-related message categories from the National Weather Service (NWS).

#### 1. Heat Advisory

Incident Commander

1. Makes recommendations to the county to review and update their heat emergency response plans
2. Makes recommendations to county to notify cities, towns and other agencies regarding emergency actions for special healthcare needs populations.

Command Staff/Public Information Officer

1. Drafts heat health alert messages for the public



## Operations

2. Notifies the schools in the area of the heat advisory and they will be encouraged to limit outdoor activities for students.
3. Disseminates the information on the 24-hour information line, available resources and public health information via e-mail to the affected area
4. Dispatches Hoopa Police to begin home visits to elderly and disabled residents in the affected area. Officers will make sure that residents are taking the appropriate precautions to stay cool. If the resident does not have an air conditioning system the officer will provide that home with a portable air conditioning unit and generator for the duration of the heat advisory.
5. Identifies licensed facilities by type (e.g. behavioral health, assisted living, long-term care) in affected area to target communication with those facilities or identify potential intake locations in the event that there is inadequate cooling for individuals.
6. Provides technical assistance to licensed providers by answering questions about licensing requirements, identifying nearby or unaffected facilities for emergency transfers, and passing on public health information.

## Logistics/Communications

1. Sends heat and other health alerts to various groups (healthcare providers, health officers, local health departments, stakeholders) and to hospital emergency departments.
2. Open a 24-hour information line.
3. Excessive Heat Watch

In addition to above activities:

### Incident Commander

Notifies local health and emergency management departments to implement their heat emergency response plans

## Operations/Behavioral Health Branch

1. Increase outreach efforts and contact outreach teams as applicable.
2. Informs local residents that conditions are likely to result in a life-threatening heat emergency within the next 24 to 48 hours.
3. Initiate outreach efforts and utilize available staff to assist with communication and welfare checks for vulnerable populations and clients who may be at risk of severe health impacts due to extreme heat.
4. Post and distribute heat warnings and guidance materials at all clinics and service provider locations.

## 4. Excessive Heat Warning

In addition to above activities:

### Incident Commander

- Notifies local health and emergency management departments to implement their heat emergency response plans and increase surveillance for heat related illness.
- May consider opening the Emergency Operations Center (EOC)

## Operations/Behavioral Health Branch

- Works in conjunction with local providers to advise area hospitals of the excessive heat warning and urge them to consider the extreme weather conditions when discharging patients.
- Coordinates with local health and emergency management departments, Kimaw, Red Cross, Salvation Army and others to have trained Crisis Intervention Specialists, if needed, provide behavioral health screening, coordination and crisis counseling at cooling stations, hydration centers, emergency shelters or other locations established by county as a result of the emergency.
- Relocate residents if needed.

## Operations/Licensing Services Group

- The Licensing Services group will serve in any capacity necessary to assist consumers and providers of health care and childcare in licensed facilities during a response to extreme heat.

### Plan Maintenance:

It is the responsibility of the Hoopa Office of Emergency Services to ensure that the plan is reviewed and updated on an annual basis. The debriefing and review will consist of:

- Reviewing plan implementation, coordination and activation of what worked and which of the above action steps require further refinement.
- Establishing an on-going core team of emergency contacts or their designees.
- Identifying all agencies contacted and any additional steps needed from their perspective.
- Making necessary changes to the protocol based on information gathered and available resources.
- Evaluating responses and developing recommendations for improvement in subsequent years.

## Annex G, Flood

In case of a flood, possible slide and mudflow warnings due to the effects of heavy rainfall.

Responsible: Tribal Office of Emergency Services

Objective: To warn the Population and if needed evacuate the population and take them into safe temporary shelters or safe zones.

### Employees

Keep updated information about the number of Tribal employees, including cell phone numbers, home telephone numbers and emergency contact information.

Keep updated information on where the employees are working in the field, including sign-in and sign-out sheets.

Keep updated maps showing, gathering points, routes and destination points.

Immediately before the possible impact of the hazard, inform all employees of the hazard. Call or radio all employees out in the field.

All employees essential to the emergency operation are to report to their supervisors for instructions.

If it is safe to do so, and OES has stated it does not need their assistance, allow all non-essential employees to return to their homes. Before releasing a non-essential employee from work, obtain their updated home telephone number, cell phone and emergency contact number.

Provide the employee with the telephone number of their Supervisor so the employee can call them each morning before 8:00 a.m. to determine if their services as a Disaster Service Worker are necessary to provide emergency response, disaster relief or recovery.

### During

If in the Office, remain in the office and notify OES of your location.

If floodwaters enter the office, seek higher ground.

### After

Assemble at the pre-arranged meeting place to be determined by OES and your Supervisor. Call roll call of all employees to determine their location and condition.

Request information from OES by radio or phone.

## Annex H, Major Transportation Accidents

- Purpose

Many transportation systems run through the Hoopa Reservation including air, water and roadways. All of these systems and supporting transportation resources provide services on a national, regional, and local basis.

US Highway 96, County Roads, and the Hoopa Air Port

- Situation and Assumptions

- a. Highways

- i. Privately owned vehicles, commercial trucks, and busses provide the primary means of transportation on the Hoopa Reservation. Highways and roads serve the area. The Hoopa Reservation area is vulnerable to all types of transportation emergencies. Rain, fog, snow, and ice are common especially during the winter months.

- b. Airways

- c. Waterways

- i. The Trinity River serves as a transportation and recreation route on the Hoopa Reservation.

- Concept of Operation

- a. General

- b. Response

- c. Recovery

- Direction and Control

- Organization and Assignment of Responsibility

- Plan Development and Maintenance

## Annex I, Tsunamis

### PURPOSE

The purpose of this annex is to provide an outline of activities that would be implemented in response to a tsunami alert or emergency. This annex establishes a format that identifies actions to be taken before, during and immediately following the flood emergency.

### SITUATION AND ASSUMPTIONS

#### Situation

Most often an earthquake or undersea landslide will generate a tsunami. The emergency waves produced by seismic activity will travel along the ocean floor eventually reaching a landmass. When the energy wave reaches shallow waters, a greater than normal sea wave will result. The wave, or series of waves, because of its height and energy, travels further inland and at greater velocity.

Damage from the wave penetration is greater as the waters recede or “down draw” back to the ocean. The continued pounding of wave penetration and down draw will destroy structures not designed to withstand the repeated force of the tsunami.

#### Assumption

The greatest threats of a tsunami disaster are low lying areas bordering the Pacific Ocean shoreline which are not protected by natural cliffs. However, given the size of the wave, inland properties such as the Hoopa Valley Indian Reservation are equally at risk. The people and property in vulnerable areas when a Tsunami alert is issued is at danger not only from the wave but from the flooding that proceeds.

### CONCEPT OF OPERATIONS

#### General

When major earthquakes occurring in the Pacific Rim have magnitudes large enough to warrant concern, the National Oceanic & Atmospheric Administration’s (NOAA) Pacific Tsunami Warning Center will notify authorities and others through advisory messages. These messages are information bulletins, warnings or watches. The message will be posted at the PTWC Web site. The type of messages will depend on the situation as interpreted from seismic data.

Once the Hoopa Office of Emergency Services is notified of the possibility that a tsunami is inevitable they should then communicate the threat with as much of the reservation as possible.

As conditions worsen and property is affected, additional response Agencies would be activated by the Hoopa Office of Emergency Services, to establish a unified Command structure at the HEOC supporting the Incident Commander.

#### Sources of Emergency Information

Reports of situations that may endanger the public may come from a variety of sources, including private citizens, responding emergency services personnel, the National Warning System, the National Weather Service, major news wire services, government agencies, industries, and utilities.

#### Dissemination of Alert and Warning

Public alerting and warning can be accomplished through one or a combination of means. These include:

##### Selected indoor alerting/warning systems

Door-to-door alerting and warning (If time allows), and route alerting and warning performed by law enforcement, fire fighter, or other designated emergency personnel utilizing vehicle, boat or aircraft-mounted public address systems. (Written warnings will be used to warn the hearing-impaired or non-English speaking persons.)

Telephone fan-out calls to Tribal offices, schools, businesses, employers, clinics, child-care centers, etc.

Radios/Pagers carried by key emergency response personnel, and people who usually work outside.

Mass media, i.e., radio and television, through public announcements, and/or the Emergency Alert System (EAS).

#### DIRECTION AND CONTROL

The Hoopa Police Communications Center is the Hoopa Tribe's primary contact point for the receipt and dissemination of emergency alert and warning.

When time permits, e.g., in slowly developing disasters such as floods, the decision to disseminate the alert and warning to the general public will be made by the Hoopa Office of Emergency Services, or his/her designee, in coordination with the Tribal Agency Administrator

In some situations, an Incident Commander may initiate alerting and warning.

Any such situation requiring the warning of a substantial number of private citizens will be reported to the Hoopa Office of Emergency Services in sufficient detail to permit them to evaluate the action that has been taken and to determine any additional actions to be initiated.

Incident Commanders are authorized to carry out area, community, etc. warning and evacuation on their own in fast-developing emergency situations, e.g., hazardous materials incidents, in accordance with Incident Command Procedures and this plan.

The activation of the EAS normally will be authorized by the Agency administrator or designated representative, or as described in hazard-specific appendices.

## ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

### Organization

The National Weather Service will send initial notification of the probability of a seismic generated wave.

The HEOC will be activated and Response Agencies will report to coordinate activities, receive initial instructions.

### Responsibilities

Any situation requiring the alerting and warning of the citizens of the Hoopa Reservation would undoubtedly be received by the Hoopa Office of Emergency Services through notification of the Agency Administrator

In situations involving imminent attack, significant radiological or chemical hazard, the dispatcher receiving the warning will, after verification, immediately activate the appropriate public alert system throughout the Reservation.

The Hoopa Volunteer Fire Department will be notified, and the Sheriff's Department will be alerted at the same time such an alert and warning is disseminated.

During slower-developing abnormal or extreme emergencies, authority to activate sirens, etc., rests with the Director, Hoopa Office of Emergency Services and the Chief of Police. All notifications and messages received will be verified when these notifications and messages refer to emergency classification levels, protective action recommendations or other serious emergency matters, following those procedures in the appropriate hazard-specific appendix.

The Chief of Police and the Director, Hoopa Office of Emergency Services or their designated representatives may direct that additional warnings and protective actions be disseminated to the public.



## ADMINISTRATION AND LOGISTICS

### General

The maintenance of the Hoopa Office of Emergency Services (HOES) and associated alert and warning equipment is the responsibility of the Director, Hoopa Office of Emergency Services. These responsibilities further include all procedures, personnel staffing and training related to emergency operations.

Administration associated with normal emergency services alert and warning dispatching is accomplished by the Hoopa Office of Emergency Services.

### Emergency Alert System (EAS)

The EAS is composed of commercial AM and FM radio and television broadcast stations authorized by the Federal Communications Commission to remain on the air during a declared emergency and to broadcast announcements as directed by local emergency management officials.

Radio Station KIDE 91.3 FM is the "Local Primary Radio Station" for the Hoopa Reservation

Information concerning activation of EAS, and those authorized to do so, may be found in the appendices to this annex.

All statewide emergency broadcasts must be processed through the California State Office of Emergency Services in Sacramento, California for the State "Primary Station".

Priorities for the EAS are:

One - Presidential message

Two - Local (County)

Three - State programming

Four - National Weather Service and Regional

## PLAN DEVELOPMENT AND MAINTENANCE

The development and maintenance of this annex is the responsibility of HOES. It will be coordinated throughout the Reservation emergency management organization and emergency services.

## Annex J, Wildfires

### Concept of Operation

#### a. General

- i. The Hoopa Office of Emergency Services (OES) will monitor the threat of wildfire and its potential for major conflagration and threaten the Health and Safety of the Hoopa Valley Tribe and the Community.
- ii. The Hoopa Fire Department will be the lead agency and have primary responsibility for the suppression of all wildland fires that threaten the Tribal Trust Resource.
- iii. The Chief of the Hoopa Fire Department will be in close contact with the Director of OES in the strategical planning process for all wildland fires that activate the Hoopa Tribes Emergency Operations Plan (EOP), above Response Level 1.
- iv. The OES Director and the Hoopa Fire Department Chief will work collectively and incorporate the Hoopa Volunteer Fire Department for any incident that activates a structure protection planning process.

#### b. Response

- i. All reports of a wildland fire that threatens the whole community will prompt notification to OES.
- ii. The OES Director shall be immediately notified by Tribal Dispatch, or any emergency services agency Chief, or their assistants.
- iii. If the OES Director cannot be located then the OES Coordinator shall be notified.
- iv. The Fire Chief of the Hoopa Fire Department or the Hoopa Volunteer Fire Department shall immediately contact the OES, Director of the potential for a major fire incident that threatens large areas of trust land, or that go into multiple operational periods, or an Incident Management Team is activated or requested

## Direction and Control

### c. General

- i. Hoopa OES controls the activation of all public warning notices in the event of a major conflagration event.
- ii. The Hoopa Fire Department and the Hoopa Volunteer Fire Department Chief's will work in collaboration with the Director of OES.
- iii. The Hoopa OES Director will assist Hoopa Fire Agencies in obtaining assistance through mutual aid agreements, activation of the CFMA, development of a FMAG request for assistance if there is major damage to the infrastructure of the Hoopa Valley Tribe.
- iv. Notification to the public will be through e-mail transmission, faxes, public posted flyers and radio announcements.
- v. All notifications shall be immediate and properly documented.
- vi. If an emergency requires the activation of OES. The Hoopa OES Director will be responsible for coordinating the emergency response, and will be delegated authority through the EOP.

### d. Mutual Aid and Volunteer Arrangements

- i. The Hoopa Tribe is party to the California Mobilization Guide, the National Mobilization Guide and the CFMA, as well as the AOP with fire agencies in Humboldt County.
- ii. The OES Director shall act as the Incident Commander for those emergencies that require Unified Command, unless another person is designated by the Agency Administrator.
- iii. The OES Director will work closely with all tribal resources, to mitigate the effects of a large fire incident on the Hoopa Indian Reservation.

### Organization and Assignment of Responsibility

- e. Hoopa OES Director shall report directly to the Tribal Chair or Agency Administrator

### Plan Development and Maintenance

- f. This Annex, and all attachments, shall be maintained and updated OES
- g. All updates shall be submitted to the Hoopa Office of Emergency Services for inclusion in the Hoopa Emergency Operations Plan (EOP).

Annex K, Pandemic Flu

**(Place Pandemic Plan here)**

## Annex L, Terrorism

### Purpose

The purpose of this annex is to provide a coordinated County response in the event of a chemical, biological or nuclear threat affecting the Hoopa Reservation. Hazard specific appendices to this plan contain additional information for such specific emergencies.

### Situation and Assumptions

Although historically, the Hoopa Reservation has not been a prime target of terrorist activity, the threat of terrorism throughout the world has been growing. A frequent target for terrorists has traditionally been the U.S. military. However military targets are by no means the only likely targets. Terrorist activity may range from hostage situations to the threat against a fixed nuclear facility. This plan is not meant to prevent terrorism but to help minimize the effects of a terrorism event conducted against any of the citizens or property on the Hoopa Reservation.

### Concept of Operations

#### General

Primary responsibility for counter-terrorist activities rests with The Hoopa Reservation Tribal government, if the attack is directed against a non-military target. Initial response is to prevent loss of life or personal injury. It may include evacuation or isolation of the incident.

Requests for County, state and federal assistance if the Hoopa Reservation resources are exhausted in response to a terrorist activity or threat of a terrorist activity are the same as presented in the EOP concerning a request for additional law enforcement or state assistance for any type of disaster.

The Tribe and County's public safety agencies may perform in a unified command structure. Because time is a critical factor, prompt notification to the Hoopa Police Department is of great importance.

### Phases of Emergency Management

- See HEOP part II.

### Response;

- County departments and agencies will continue to function in their respective normal roles, varying routines, emphasis,

actions, and priorities to meet the exigencies of the situation, and to carry out any additional emergency functions which may be assigned.

#### Direction and Control

- Overall the Hoopa Office of Emergency Services will accomplish direction and control, from the Hoopa Reservation Emergency Operation Center.
- Throughout the effort, close coordination will be accomplished among all participants of the assigned Incident Management Organization

#### Organization and Assignment Responsibilities

##### Hoopa Office of Emergency Services

- Direct development of supporting plans, procedures, and checklists based on the guidance contained in this annex in order to effectively deal with a terrorist situation that may occur within the Hoopa Reservation.
- Organize and train Hoopa Tribal forces to deal with the potential problems associated with isolated terrorist activities.

##### Terrorist warning notification system

- Listing and identifying probably terrorist targets in the county using existing evacuation plans and adapting them for a terrorist threat.

##### Hoopa Tribal Police / and Tribal Agencies

- The County's Public Safety Agencies have adopted a unified command structure to be followed during terrorist events. The Police Department initially will control intervention and intelligence gathering operations.
- Direct and control all activities at the scene of the incident.
- Evaluate the nature, credibility and implications of the threat.
- Coordinate all investigative efforts with appropriate state and federal law enforcement agencies.

- Conduct hostage rescue operations by providing tactical, negotiations, intelligence and logistical support personnel.
- Provide equipment to include unconventional heavy weapons, chemical, air, communications, and transportation capabilities.
- Director, Hoopa Office of Emergency Services/ Incident Commander
- Coordinates and supervises all aspects of the effort.
- Notifies appropriate government agencies and private sector organizations when plans are to be initiated.
- Authorizes the use of any necessary material, equipment or personnel required to complete the process in an expedient manner.
- Submits consolidated reports to the County government and FEMA, as required.
- Coordinates information requests from County, State or Federal authorities.

#### The Hoopa Reservation Agencies and Departments

Agencies and departments should recheck security systems that are now in place to protect property and employees. Emergency notification lists should be updated to reflect personnel changes or additions. Emergency equipment or supplies in agencies should be checked for usability and reliability (emergency generators lighting systems). Employees should be made aware of a possibility of terrorist activities in relation to their agency's activities. Federal Government Department of Justice responsible for ensuring the federal response to acts of domestic terrorism.

#### Federal Bureau of Investigation (FBI)

- The FBI has been designated as the primary operational agency for the management of terrorist incidents that occur in the territories and confines of the United States of America.

Federal agencies that may respond as needed;

- Law Enforcement Assistance Administration (LEAA)
- Immigration and Naturalization Service (INS)
- Department of the Treasury



- Department of Defense
- Department of Energy
- National Institute of Health

#### Administration and Logistics

- Damage survey reports will be consolidated at the Hoopa Office of Emergency Services. A summary of this information will be forwarded to FEMA as soon as possible.
- Release of specific damage assessment information to private appraisers, insurance adjusters, and others may be obtained only with the consent of Tribal/ County authorities. When available, such information will be limited to the minimum necessary to expedite adjustment of claims.
- The EOC will be utilized to document data and produce reports.

#### Plan Development and Maintenance

The development and maintenance of this annex is the responsibility of the Hoopa Office of Emergency Services in coordination with all participating departments and agencies.

## Annex M, Chemical Emergencies

## Annex N, Fish Kill

# **Klamath-Trinity Joint Unified School District**

## **Standard Operating Procedure Incident active plan - Air quality**

**2008 – 2009**

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### **Board of Trustees**

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## *PREFACE*

The Klamath Trinity Joint Unified School District has been experiencing heavy smoke from vicinity fires in the Eastern Humboldt and Trinity County areas. Current air quality conditions are classified as **HAZARDOUS stage**, and are expected to remain or improve to **VERY UNHEALTHY stage**. Smoke is **NOT** expected to clear in the near future. The District realizes the smoke causes sensitive people to experience aggravation in breathing and could develop into long term health problems. In an effort to mitigate those health issues staff and students should avoid all physical activity outdoors. Teachers are instructed to keep their classroom air filters on during school hours and visit the clean air staging zones at least once during the 4 hour summer school schedule and twice during the regular school day as well as,

- Turn on your air filters.
- Avoid physical activity outdoors
- Call your medical provider if you are experiencing symptoms of respiratory illness.
- Clean air zones are located in the cafeteria, gym and/or libraries of each school site.

The National Weather Service will issue up to date special Weather and Fire Weather Statement. HCOE is currently alerting the district with up dates as well.

Humidity levels are expected to drop as temperatures rise, increasing the risk of extreme fire behavior and the Smoky conditions are likely to be active through the month of October.

*"A Standard Operating Procedure is a document which describes the regularly recurring operations relevant to the quality of the investigation. The purpose of a SOP is to carry out the operations correctly and always in the same manner. A SOP should be available at the place where the work is done".*

The District has purchased air purifying portable units for every classroom throughout the district. Classrooms that are equipped with their own installed air conditioning units have an annual maintenance and filter change. The portable units will receive the same maintenance procedure.

Staff and students currently attending summer school have been instructed to stay indoors as the smoky weather prevails. No busing service is available so students are not standing along their roadway waiting in the inclement smoky conditions. The district has set up clean air staging zones to be used on a rotating bases so all staff and student will benefit from the clean air. These staging zones are located in the school cafeteria, library and/ or gymnasium.

The table below identifies the Matrix of the district

Site	# of classrooms w/installed air units	# of classroom portable air units	Total # of students	cafe	gym	library
Trinity Valley	6	10	230	X	X	X
Hoopla Elementary	4	25	426	X	X	X
Hoopla High	2	24	221	X	X	X
Orleans Elementary	0	5	56	X	X	X
Weitchpec	0	2	5			
Jack Norton	0	3	27	X		
Captain John	3	0	46			

# Evacuation Routes & Staging Areas

## North, South, East, West

In the event of an emergency evacuation for the Klamath Trinity Area and/or schools, the Klamath Trinity Joint Unified School District Buses would line up in the Hoopa Elementary play ground area as is standard protocol for regular elementary bus runs.

The Transportation department has established four routes for travel in the event that the emergency requires transportation evacuation.

### **North:** Hwy 96 North

Staging areas:

- Hostler Field Ceremonial ground
- Weitchpec School Play ground
- Martins Ferry - Bald Hill - Hwy 101
- Orleans Elementary Playground/Gym

### **South:** Hwy 96 South

Staging areas:

- Tish Tang Campground, Hwy 96 side
- TV Elementary Playground/Gym
- Hwy 299 East Rest area – West Hwy 299 East Fork Camp ground

### **East:** Hwy 96 / Tish Tang Road

Staging areas:

- Tish Tang Campground, Tish Tang Road side
- Big Hill Road

### **West:** Supply Creek Road - Pine Creek-Bald Hill-Hwy 101

Staging areas:

- Heliport Supply Creek Road, (approx. 8 miles up)
- Blue Lake Elementary Playground/Gym
- Bald Hill Road

Orick Elementary Playground/Gym