



Hoopa Valley Tribe Emergency Operations Plan

September 2016

Emergency Operations Basic Plan

*Prepared in Accordance with the National Preparedness
Directorate (NPD)*



FEMA

Promulgation Statement

Ryan Jackson
Tribal Chairman
Hoop Valley Tribe

Hoop Valley Tribe Emergency Operations Plan,
Promulgation

The primary goal of government is to provide for the welfare of its citizens. The welfare and safety of citizens is never more threatened than during disasters. The goal of emergency management is to ensure that mitigation, preparedness, response and recovery actions exist so that public welfare and safety is preserved.

The Hoopa Valley Tribe Emergency Operations Plan provides a comprehensive framework for Hoopa Valley Tribal-wide emergency management. It addresses the roles and responsibilities of government organizations and provides a link to local tribes, State, Federal and private organizations with resources that may be activated to address disasters and emergencies in Hoopa Valley Tribe.

The Hoopa Valley Emergency Operations Plan ensures consistency with current policy guidelines and describes the interrelationship with other levels of government. The plan will continue to evolve, responding to lessons learned from actual disaster and emergency experiences, ongoing planning efforts, training and exercise activities and Federal guidance.

Therefore, in recognition of the emergency management responsibilities of the Hoopa Valley Tribal government and with the authority vested in me as Tribal Chairman of the Hoopa Valley Tribe, I hereby promulgate the Hoopa Valley Tribe Emergency Operations Plan.

Date _____

Approval and Implementation

This plan supersedes the Hoopa Valley Tribe Emergency Operation Plan dated September 2013. The transfer of management authority for actions during an incident is done through the execution of a written delegation of authority from an agency to the incident commander. This procedure facilitates the transition between incident management levels. The delegation of authority is a part of the briefing package provided to an incoming incident management team. It should contain both the delegation of authority and specific limitations to that authority.

The Hoopa Valley Tribe Emergency Operations Plan Delegates Tribal Chairperson's authority to specific individuals in the event that he or she is unavailable. The chain of Agency Administrator succession in a major emergency or disaster is as follows:

1. Vice Chairman, Hoopa Valley Tribe
2. Emergency Services Director
3. Assistant Chief of Emergency Services
4. Fire Chief, Hoopa Fire Department

_____, Chairman

Date

Tribal Resolution inserted here

Record of Changes

Change #	Date	Part Affected	Date Posted	Who Posted

Record of Distribution

Plan #	Office/Department	Representative	Signature
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			

Basic Plan

I. Purpose, Scope, Situation, and Assumptions

- A. Purpose - The purpose of this Emergency Operations Plan (EOP) is to provide comprehensive framework for effective utilization of the Hoopa Valley Tribe (HVT), Federal, State, neighboring Tribes, local governments and private sector resources to mitigate and respond to emergencies in order to protect the lives, property, environment, economy, traditions, and culture of the residents of HVT and its interests. Application of the National Incident Management System (NIMS) principles and practices are to be used to ensure compatibility with Federal, State and local jurisdictional emergency response plans. For Federally Recognized Tribal Governments, SRIA amended the Stafford Act to SRIA amended the Stafford Act to provide Federally-recognized Indian tribal governments the option to make their own request for a Presidential emergency or major disaster declaration independently of a state or to seek assistance under a declaration for a state.” (Federal Emergency Management Agency (FEMA), 2016)

- B. Scope - This plan applies to all participating departments and agencies of the jurisdictions contained within the geographical boundary of Hoopa Valley Tribe in the State of California. This plan applies to all natural and technological hazards identified in Part 3, Hazard Identification and Vulnerability Assessment of this plan. This plan covers actions to be taken by all jurisdictions within the borders of the HVT and any ceded areas, the HVT along the Trinity River as well as traditional areas, and provide utilization of resources from all jurisdictions as well as private sector and volunteer agencies.

- C. Situation Overview
 - 1. Characteristics
 - a. Location
 - i. Hoopa Valley Tribe includes Humboldt County, and State of California.
 - b. Geographic

- i. The Hoopa Valley Indian Reservation, California's largest Indian Reservation is located in the northeastern portion of Humboldt County. The Hoopa Valley Indian Reservation is shaped geometrically similar to a square with sides approximately 12 miles in length. The valley itself lies near the center of the Hoopa Valley Indian Reservation. Hoopa Valley is located about 65 miles east of Eureka and 120 miles west of Redding. It is 12 miles north of Willow Creek and 10 miles south of Weitchpec, where the Trinity River flows into the Klamath River. The valley floor, an alluvial plain approximately 6 miles long by 1-mile-wide and considered the Urban Zone, is bisected in a north-south direction by the meandering Trinity River. The Hoopa Reservation is separated into 8 districts, or fields, which represent traditional villages of the Hoopa people. The field names are: Norton, Soctish/Chenone, Mescat, Hostler, Agency, Bald Hills, Matilton and Campbell. Except for the relatively flat Hoopa Valley, most of the Reservation is steep and heavily forested.
- c. Demographic
 - i. Hoopa Valley Tribe has a population of 3,424 residents as per the 2010 US CENSUS. Daytime population in Hoopa Valley Tribe exceeds 5,000 due to large K-12 area and Federal and industrial areas in the southwestern portion of the jurisdiction. The jurisdiction is also a popular base for outdoor adventurers, attracting a large number of tourists each year.
- d. Designated Areas of Interest
 - i. Village / Dance / Ceremonial grounds
- e. Special Events
 - i. In mid-August, Hoopa Valley Tribe celebrates Sovereign Days. The fair is usually attended by 2500+ people.
- f. Economic Base and Infrastructure
 - i. Hoopa Valley Tribe's economy has evolved from its traditional tourism and textile dependence into one of great diversity. Today's commercial and industrial manufacturing base is complemented by solid and growing trade and service sectors.

Much tourism activity is centered on the Hoopa Valley Indian Reservation. Lucky Bear Casino and Shopping Mall, Hoopa Mini Mart, Central Coast Credit Union, Tswenaldin Inn, Airport, provide the economic diversification supporting local employment. As a result, unemployment rates have been above State and national averages since the mid-1990s.

ii. UPDATES

iii. Recent updates include:

- 1) upgrades to existing medical facilities,
- 2) adoption of a comprehensive Incident Command System,
- 3) long-term training program,
- 4) comprehensive studies on seismic activity and fault line locations,
- 5) environmental monitoring,
- 6) valley wide Mass Notification Warning Systems,
- 7) east and west side response/stockpile centers,
- 8) implementation of best management practices under the Forest Management Plan (FMP) and associated Fuels Management Plan (revised and approved in 2008) for fuels reduction, evacuation plans, and most importantly public outreach.

2. Hazard Profile

a. Potential Hazards

Hoopa Valley Tribe, Humboldt County, State of California is a Federally Recognized Tribe subjected to the effects of many disasters, varying widely in type and magnitude from local communities to statewide or nationwide in scope.

The Hazard Identification & Risk Assessment (HIRA) process determined disaster conditions could result of a number of natural phenomena such as:

- Air Quality
- Blue Green Algae

- Drought – Water Storage or Low Water Flows
- Earthquake
- Extreme Heat (New)
- Major Transportation Accidents (New)
- Wildfire
- Pandemic
- Terrorism

Disaster conditions can cascade to include a number of technological hazards such as:

- Dam Failure
- Computer System
- Loss or corruption of Data
- Chemical Hazards
- Radiological Hazards
- Nuclear Attack
- Wildland and Forest Fires.

Apart from natural disasters, Hoopa Valley Tribe is subject to a myriad of other disaster contingencies, such as supply chain disruption, aircraft accidents, transportation accidents involving chemicals and other hazardous materials, plant explosions, chemical oil and other hazardous material spills, leaks or pollution problems, dumping of hazardous wastes, building or bridge collapses, utility service interruptions, energy shortages, civil disturbances or riots, terrorism, warfare, applicable criminal acts, or a combination of any of these.

3. Vulnerability Assessment

a. Hoopa Valley Tribe

The vulnerability assessment checklist for Hoopa Valley Tribe is in the Hazard Specific Annex.

D. Planning Assumptions

1. Effective prediction and warning systems have been established that make it possible to anticipate certain disaster situations that may occur throughout the jurisdiction or the general area beyond the jurisdiction's boundaries.
2. It is assumed that any of the disaster contingencies could individually, or in combination, cause a grave emergency situation within Hoopa Valley Tribe.
3. It is also assumed that these contingencies will vary in scope and intensity, from an area in which the devastation is isolated and limited to one that is wide-ranging and extremely devastated. For this reason, planning efforts are made as general as possible so that great latitude is available in their application, considering they could occur in several locations simultaneously.
4. Within the response planning process, the initial actions must include the information from the local cultural SMEs.
5. Initial actions to mitigate the effects of emergency situations or potential disaster conditions will be conducted as soon as possible by the Hoopa Valley Tribal government.
6. Assistance to the affected jurisdiction(s) by response organizations from another jurisdiction(s) is expected to supplement the efforts of the affected jurisdiction(s) in an efficient, effective, and coordinated response when jurisdiction officials determine their own resources to be insufficient.
7. Tribal, Local, Federal and State disaster assistance, when provided, will supplement, not substitute for, relief provided by Hoopa Valley Tribe jurisdiction.
8. It is the responsibility of officials under this plan to save lives, protect property, relieve human suffering, sustain survivors, repair essential facilities, restore services, and protect the environment.

9. When a jurisdiction receives a request to assist another jurisdiction, reasonable actions will be taken to provide the assistance as requested.

II. Concept of Operations

A. General

1. The CONOPS section explains in broad terms the decision maker's or leader's intent with regards to an operation, including a discussion on activation levels. This section will give an overall picture of how the response organization will accomplish a mission.
2. Hoopa Valley Tribal Chair with concurrence from the Director of the Office of Emergency Services (OES) may declare Tribal states of emergency and request outside assistance. After which, requests for outside assistance should go through the now activated Incident Command System structure.

B. Activation Process

1. The decision to activate the EOP, and request ratification of a proclamation of disaster or emergency declaration by the Council is made by the Tribal Chair, with concurrence from the Director of the Office of Emergency Services (OES). This declaration names the Tribal Chair as "Agency Administrator".
2. Tribal Chair - The Tribal Chair under a disaster or emergency declaration is acknowledged as "Agency Administrator".
 - a. Agency Administrator - The Agency Administrator has responsibility for the authorization and delegation of authorities given to the Incident Management Team responsible for the management of the incident. The Tribal Chair also serves as Chair to the Tribal Emergency Response Commission (TERC).
 - b. The Agency Administrator retains no command authority for resources assigned to an incident under command of an Incident Commander with delegated authority. The Agency Administrator identifies the Delegation of Authority; objectives of the incident; and reviews the objectives daily for purpose, effectiveness and

efficiency; and may change the objectives or parameters of the delegation to best fit the goals and objectives of the Hoopa Valley Tribe.

- c. The Agency Administrator may send a request directly to the County of Humboldt (Operational Area) for support, validation or concurrence of the declaration.
 - d. The Agency Administrator may request to be included in a Presidential Disaster Declaration (PDD) requested by the County to the State.
 - e. The Agency Administrator may send a request directly, through the Federal Emergency Management Agency Regional Administrator, to the President of the United States (POTUS) for a Presidential Disaster Declaration (PDD).
3. Tribal Council - Upon notification of a Level 2 emergency, the Tribal Council will convene to:
- a. Proclaim a Tribal Emergency disaster or event OR
 - b. Ratify a proclamation made by the Tribal Chair, or in his/her absence the Vice Chairperson, Director of Office of Emergency Services, Assistant Chief of Emergency Services or the Fire Chief of the Hoopa Fire Department in accordance with the approval and implementation plan as outlined in Page 2 of this document. However, the declaration must be ratified within 72 hours to be validated OR the emergency will no longer be declared.
 - c. Coordinate with LEPC as TERC. The Tribal council retains no command authority for resources assigned to an incident under command of an Incident Commander
4. Tribal Emergency Response Committee (TERC) / Local Emergency Planning Committee (LEPC) - The TERC is the Tribal Council. The LEPC is overseen by the TERC as authorized by resolution. The LEPC consists of representatives from:
- a. Office of Emergency Services (Lead)
 - b. Tribal Environmental Protection Agency (TEPA)
 - c. Tribal Police Department

- d. K'ima:w Medical Center
 - e. Public Utilities District
 - f. Hoopa Fire Department
 - g. Tribal Planning Department
 - h. Office of Tribal Attorney (OTA).
 - i. Tribal Insurance/ Risk Management
 - j. Tribal Fisheries
5. The LEPC is appointed by the Tribal Council and is authorized responsibility for:
- a. Maintaining a dynamic analysis of hazards (natural, technological & man-made) on or near HVT including both fixed facilities and transportation routes.
 - b. Staffing the Emergency Operations Center (EOC) as requested and under the command of the EOC manager (Director of Emergency Services or a designee)
 - c. Notifying TEPA of all facilities covered under SARA Title III planning requirements or as designated by the TERC as subject to the requirements of SARA Title III.
 - d. Maintaining procedures to receive and process public requests for information collected.
 - e. Requesting information as needed.
 - f. Requesting information and guidance from the US EPA on "trade secret" chemicals that could cause health effects and maintain information for the public.
 - g. Identifying typed resources (on and off reservation) available for emergency response.
 - h. Designating the "Community Coordinator".
 - i. Maintaining database of identified facility coordinators or point of contact.
 - j. Coordinating with identified facilities to collaborate on preparation, testing, training, exercising and evaluation of emergency management plans and procedures.

Emergency Operations Plan

- k. Implementing External Affairs (ESF#15)/Emergency Public Information for notifying community of emergency status.
 - l. Implementing situation analysis to determine level of emergency, affected demographics and probable affected areas.
 - m. Coordinating federal grant proposals to sustain emergency management system.
 - n. Maintaining long-term training strategy focusing on building capacity.
 - o. Assuring liability is reduced by using proven methods and training schedules to increase capacity.
 - p. Increasing opportunities in emergency management volunteerism using new employee orientation; public meetings; Community Emergency Response Team (CERT) and Teen CERT.
6. The Director of the Office of Emergency Services is responsible for activation of the EOP and any applicable annexes and any other supporting plan at the onset of the incident or emergency.
- a. The Director of the Office of Emergency Services is responsible for demobilization and deactivation at the conclusion of the emergency or disaster.
 - b. The Director of the Office of Emergency Services is responsible for providing overall direction and control of HVT government resources while involved in the response to an emergency or disaster.
 - c. The Director of the Office of Emergency Services will also serve as liaison with the Humboldt County Emergency Management Director, as well as Federal and State emergency management personnel.
7. Office of Tribal Attorney - Serves as representative on the Local Emergency Planning Committee (LEPC) to guide and clarify discussions of civil action, facility ownership, and owners who fail to comply with SARA Title III and Tribal Codes and Ordinances and mitigate Liability.
- a. Review, the approval and activation of:
 - i. Mutual Aid Agreements

- ii. Joint Power Agreements
- iii. Participating Agreements
- iv. Memorandum of Understanding
- v. involving any other jurisdiction and HVT regarding emergency operations, with concurrence or recommendation.

III. Coordination

- A. OES - OES is the Subject-Matter-Expert (SME) in emergency management.
- B. Organization and Assignment of Responsibilities - This section will provide an overview of key functions that HVT will accomplish during an emergency, including the roles that Local departments and agencies; state agencies; regional organizations; Federal agencies; Tribal Governments; Government-sponsored resources and private sector and voluntary organizations will take to support local operations.
 - 1. When the EOC is activated, the Tribal Chair becomes the Office of Primary Responsibility and is named Agency Administrator and the Director of Emergency Services or a designee will be the EOC Manager.
 - 2. Hoopa Valley Tribe EOCs will serve as clearinghouses for response and recovery operations and for deployment of resources within the tribal boundaries, including outside resources within the reservation.
 - 3. Planning for recovery will be implemented at the same time local governments are taking the emergency response actions necessary to protect the public. Preparations will be made for rapid deployment of resources necessary to facilitate recovery.
- C. Hazard Control and Assessment – The Hazard Specific Annexes provide local information of hazards and threats. The process includes:
 - 1. Perceive the threat
 - 2. Assess the hazard

3. Select control strategy
 4. Control hazard
 5. Monitor hazard
- D. Protective Action Selection
1. Analyze the hazard
 2. Determine protective action
 3. Determine public warning
 4. Determine protective action implementation plan
- E. Public Warning
1. Determine message content
 2. Select appropriate public warning system(s)
 3. Disseminate public warning
- F. Protective Action Implementation
1. Monitor progress of protective action implementation
 2. Control access and isolate danger area
 3. Evacuation support
 4. Decontamination support
 5. Medical treatment
 6. Special population support
 7. Search and rescue
- G. Short-term Needs
1. Shelter operations
 2. Unite families
 3. Continued medical treatment

- 4. Increase security
- 5. Stabilize the affected area
- H. Long-term Needs
 - 1. Re-entry
 - 2. Recovery

IV. Organization and Assignment of Responsibilities

- A. General - Most departments/agencies of government have emergency functions in addition to their normal, day-to-day duties. These emergency functions usually parallel or complement normal functions. Each department/agency is responsible for developing and maintaining its own emergency management procedures.

RECOVERY OPERATIONS

Function	Lead HVT Department / HVT Agency	Federal Partner	Volunteer Organization Active in Disaster (VOAD)
Policy and political process; interdepartmental coordination; policy development; decision making; public information; budget approval and cultural oversight. Communication and collaboration with fusion center (EOC).	Hoopa Tribal Council – Primary	NA	Verizon Pacific Gas and Electric (PG&E) American Red Cross Salvation Army
Land use and zoning variance; permits and controls for new development; revision of building regulations and codes; code enforcement; plan review and building safety inspections.	Hoopa Tribal Planning – Primary Hoopa TEPA – Secondary	US EPA	NA
Restoration of medical facilities and associated services.	K’ima:w Medical – Primary	HHS	Medical Reserve Corps (MRC)
Coordination of debris removal; demolition; management of liaison with construction contractors; and restoration of utilities.	Hoopa Tribal Planning – Primary Hoopa Public Utilities Department – Secondary Hoopa Roads – Tertiary	US DOT	

Hoopa Valley Tribe (95546), State of California

Emergency Operations Plan

Housing program; assistance programs for the needy, low income and specialized housing needs.	Hoopa Housing Authority – Primary	HUD	
Budgeting, time-keeping, cost accounting, claims processing and insurance settlements	Hoopa Fiscal Department - Primary	NA	
Coordination of the restoration of natural resources and the environment	Hoopa Environmental Department Hoopa Fisheries Hoopa Forestry	USEPA US Fish & Game USFS	
Applications for disaster financial assistance; individual assistance technical assistance; onsite recovery support; and disaster financial assistance project management	Hoopa Office of Emergency Services Hoopa Planning Hoopa Environmental Protection Agency Hoopa Fisheries	US DHS FEMA US EPA NOAA	
Advise on emergency authorities, action and associated liabilities; preparation of legal opinions; assistance with preparation and review of new ordinances and resolutions	Hoopa Legal Department	US DHS FEMA	
Government operations and approval of communications; space acquisitions; supplies and equipment; vehicles; personnel and related support necessary for response and short term recovery during an official activation of the EOP to respond to a federally declared disaster or catastrophic incident	Hoopa Office of Emergency Services	US DHS FEMA CalOES CountyOES	
Fusion Center	See below for regional contact.	See below for Regional Contact.	
Long term recovery obligations and expenditures	Hoopa Tribal Council	NA	

V. Fusion Center

A. California State Threat Assessment Center, Mather, California

1. PHONE: 916-874-1100
2. EMAIL: STAC@CalOES.ca.gov
3. WEBSITE: www.calstac.org

B. Central California Intelligence Center, McClellan, California

1. PHONE: 916-808-8383
2. TOLL-FREE: 888-884-8483

3. EMAIL: info@sacrtac.org
 4. WEBSITE: www.sacrtac.org
- C. Assignment of Responsibilities – Position Specific Annex contain the Incident Command Structure (ICS) references to specific positions in the Command and General Staff. The following is provided for overall general reference.
1. Chief Elected Officials
 - a. Disaster declarations
 - b. Evacuation orders
 - c. Re-entry decisions
 - d. Other protective action decisions as necessary
 2. Homeland Security and Emergency Management Agencies
 - a. EOC staffing and functioning
 - b. Communications
 - c. Operations of the shelter system in conjunction with the American Red Cross
 - d. Emergency public information
 - e. Alert and warning systems
 - f. Assistance from other jurisdictions
 - g. State assistance
 - h. Federal assistance
 - i. Emergency control and use of resources
 - j. Homeland security and emergency preparedness training and education
 - k. Rumor control
 - l. Damage assessment
 - m. Comprehensive homeland security and emergency preparedness planning
 3. Law Enforcement Agencies

- a. Maintaining law and order
 - b. Controlling traffic
 - c. Protecting vital installations
 - d. Controlling and limiting access to the scene of the disaster
 - e. Supplementing communications
 - f. Assisting with all evacuation efforts
 - g. Search and rescue
4. Fire Departments
- a. Providing fire protection and the combating of fires
 - b. Search and rescue
 - c. Decontamination
 - d. Damage assessment
5. Emergency Medical Services Agencies
- a. Emergency medical transportation
 - b. Emergency medical treatment
 - c. Triage or assisting with triage
 - d. Assisting with special needs evacuation
6. Health Departments
- a. Emergency medical care information and coordination
 - b. Emergency hospital treatment information and coordination
 - c. Medical support to shelters
 - d. Health advisories
 - e. Identification of local health facilities, including hospitals, clinics, dialysis centers, and nursing or rehabilitation centers, and supplying and using medical and health items
 - f. Identification of special needs populations, including the elderly and very young, and populations requiring specific life-saving services (e.g., dialysis or assistance with breathing)

- g. Emergency interment coordination
 - h. Insect and rodent control
 - i. Pest control as required
 - j. Inoculations for the prevention of disease
 - k. Sanitation
7. Hospitals
- a. Emergency medical care
 - b. Limited on-site decontamination
 - c. Hospital evacuation
 - d. Traditional hospital medical services
8. Public Works Agencies
- a. Maintaining designated major streets and avenues, highways, and other designated routes of travel
 - b. Assisting with heavy rescue
 - c. Decontamination
 - d. Engineering services as required
 - e. Transportation
 - f. Debris removal
 - g. Inspection of shelter sites for safe occupancy
 - h. Inspection of damaged buildings, public and private, for safe occupancy
 - i. Enforcement of building codes
 - j. Maintenance of vehicles and other essential equipment of the various departments and agencies
 - k. Development of a plan of priorities to be used during the period of increased readiness that addresses the repair of vehicles and equipment
 - l. Maintenance of a reserve supply of fuel

- m. Provisions for the immediate repair of emergency service vehicles and equipment, both in the field and in the shop, as the situation permits
9. Departments of Education
 - a. Providing the use of facilities for emergency public education
 - b. Providing facilities for emergency housing of evacuees and relief forces
 - c. Providing facilities for emergency first aid stations, emergency hospitals, or emergency morgues
 - d. Providing personnel for shelter managers and staff
 - e. Providing recreation plans for shelter occupants' use during shelter-stay period
 - f. Coordinating transportation
 10. Legal Department
 - a. Providing legal advice as required
 - b. Performing other necessary legal functions
 - c. Serving as a liaison with other legal and judicial agencies and sections of the government
 11. Finance Department
 - a. Maintaining economic stabilization as required
 - b. Maintaining a list of suppliers, vendors, and items of critical emergency need (through the appropriate procurement division)
 12. Local Emergency Planning Committee
 - a. Furnishing information, including maps or materials, as needed, for the emergency management agency or emergency preparedness coordinator. This includes Tier II reports and other industry-specific information to produce general detailed planning for chemical, transportation, or industrial accidents.
 - b. Augmenting EOC staff as necessary
 13. Office of Family Support or Social Services

- a. Supporting shelter managers
- b. Emergency welfare services
- c. Emergency lodging
- d. Emergency feeding
- e. Emergency clothing
- f. Emergency registration and inquiry
- g. Coordinating services for the area homeless population
- h. Coordinating religious services
- i. Coordinating private welfare groups
- j. Identifying non-English-speaking persons and provisions for translation
- k. Identifying special needs population (by culture, language, or age-specific requirements)
- l. Maintaining an up-to-date list and supporting memorandums of agreement (MOAs) with shelter facilities and their points of contact

D. Support Functions

1. Support from other local tribes, Humboldt County, and other local jurisdictions may be requested through the State office of emergency management. Military assistance will complement and not be a substitute for local participation in emergency operations. Military forces will remain at all times under military command, but will support and assist response efforts.
2. Support from State government departments and agencies may be made available in accordance with the State plan.
3. Private sector organizations within the jurisdiction may assist with a wide variety of tasks based on their capabilities.
4. Volunteer agencies, such as the American Red Cross, local church/synagogue congregations, and assistive organizations, such

as the Salvation Army, are available to give assistance with sheltering, feeding, and other issues, as necessary.

5. Assistance from surrounding jurisdictions may be available through the execution of a memorandum of understanding (MOU) or MOA.

E. Continuity of Government

1. Succession of Command

Describes the hierarchy of command succession at the Tribal levels.

a. Tribal Government Succession

This will be arranged in accordance with the Hoopa Valley Tribe Constitution. In general, the line of succession may be designated in a manner similar to the following:

- i. Tribal Council
- ii. Chairman
- iii. Vice Chairman
- iv. Chairman's Administrative Assistant

b. District/ Field Succession

The Lines of succession will be the Tribal Chairman, Vice Chairman to represent districts or fields until that person can be replaced according to the Constitution.

2. Relocation of Government

Each jurisdiction is responsible for designating facilities that will accommodate the relocation of government. Preservation of Records

a. Tribal Program / Department Level

Each program/department is responsible for maintaining and recording all legal documents affecting the organization and administration of emergency management functions. It is the

Formatted: Bullets and Numbering

further responsibility of agency/department officials to ensure that all records are secure and protected from elements of damage or destruction at all times.

b. Tribal Administration Level

It is the responsibility of elected officials to ensure that all legal documents of both public and private nature recorded by the designated official of the Tribal Council, be protected and preserved in accordance with applicable Federal and Tribal laws. Examples include ordinances, resolutions, meeting minutes, land deeds, and tax records.

VI. Direction, Control, and Coordination

A. Authority to Initiate Actions

1. Tribal Council – Upon notification of a Level 2 Emergency, the Tribal Council will convene to:
 - a. Proclaim a Tribal Emergency or Disaster OR to
 - i. Ratify a proclamation made by the Tribal Chair, OR in his/her absence the Director of Office of Emergency Services.
 - 1) NOTE: The Memorandum must be ratified within 72 hours to be valid or the emergency will be void.
 - ii. Coordinate with the LECP as TERC
2. Tribal Chairman – The decision to activate the EOP and request ratification of a proclamation of disaster or emergency declaration by the Council is made by the Tribal Chairman, with concurrence from the Director of the Office of Emergency Services (OES).
3. Responsible for activating the EOP. The decision will be made by the responsible public official(s) and the on-scene commander within the jurisdiction.
4. Assign responsibility for implementation of the EOP.

B. Command Responsibility for Specific Actions

1. General guidance of emergency operations

The Incident Commander is assigned by the Agency Administrator. 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 the command of an Incident Commander with Delegated Authority.

2. Direction of response

The OES Director is responsible for overall direction of the disaster response activities. During emergencies, those responsibilities will normally be coordinated from the EOC.

a. Each district or field elected official has the responsibility for addressing threats to his or her jurisdiction. This authority shall include, but not be limited to, requesting a declaration of an emergency condition or disaster declaration within the district.

b. The OES Director will act as the chief advisor to elected officials during any declared emergency affecting the health and safety of the Hoopa Indian Reservation.

Formatted: Bullets and Numbering

c. IF another agency assumes command of an incident scene, designated personnel trained in the NIMS Incident Command System (ICS) are appointed by the IC.

d. State and Federal officials will coordinate their operations through the HVT's Multi-Agency Coordination Group of designated representatives. (EOC)

3. Incident Command System

The HVT incident command structures are responsible for directing on-scene emergency operations and maintaining command and control of on-scene incident operations. If a disaster affects multiple widely separated facilities or jurisdictions, separate incident command operations a inter-tribal unified command may be set up.

4. Assistance

If the jurisdiction's own resources are insufficient or inappropriate to respond to the emergency situation, a request may be made for assistance from other jurisdictions, the State, or Federal government or other Tribes. All response agencies are expected to fulfill mission assignments directed by the incident commander.

VII. Information Collection and Dissemination

- A. Disaster information, managed by the Hoopa Valley Tribe Emergency Operations Center, is coordinated through LEPC representatives located in the EOC. These representatives collect information from and disseminate information to counterparts in the field. These representatives also disseminate information within the EOC that can be used to develop courses of action and manage emergency operations.
- B. Detailed procedures that identify the type of information needed, where it is expected to come from, who uses the information, how the information is shared, the format for providing the information, and specific times the information is needed are maintained at the Hoopa Valley Tribe Emergency Operations Center.
- C. Media releases and public information must be coordinated and approved by the Agency Administrator in collaboration with the EOC manager

VIII. Communications

- A. Communication protocols and coordination procedures are described in detail in the Hoopa Valley Tribe Communications Plan. (this plan is in the development stages) Please refer to this plan for additional information.

IX. Administration, Finance, and Logistics

- A. General Policies
This section outlines general policies for administering resources, including the following:

1. Appointment of Officials
The LEPC in the EOC will assist with coordination of the incident.
2. Funding and Accounting
Data Deficiency.
3. Records and Reports
These are the requirements for tracking the source and use of resources and expenditures.
 - a. The Planning Section Chief has overall responsibility for submitting HVT reports to Federal and State agencies. The overall responsibility for reports rest with the HVT Office of Emergency Services Director.
 - b. The Director of the OES maintains records of expenditures and obligations in emergency operations. They should also support the collection and maintenance of narrative and long-type records of response to all declared disasters.
4. Agreements and Understandings
This section references any mutual aid agreements or emergency response and recovery contracts that exist. It also indicates who is authorized to activate those agreements or contracts.

INTRODUCTION

This California Disaster and Civil Defense Master Mutual Aid Agreement -- signed by Governor Earl Warren on behalf of the State and all its departments and agencies as well as Secretary of State Frank M. Jordan on November 15, 1950 -- provides that the parties to the agreement will engage in mutual aid in case of disaster and civil-defense emergencies.

ABSTRACT

The parties to the agreement consist of the State of California, including its various departments and agencies, and all of its political subdivisions, municipal corporations, and other public agencies. The overall intent of the agreement is that all of the

parties which sign it will make available to the other parties the resources and facilities needed to prevent and combat the effects that may result from such disasters as flood, fire, earthquake, disease, war, sabotage, and riot. The types of resources to be made available to other parties would include, but not be limited to, fire, police, medical and health, communications, and transportation services and facilities. Such resources would address the problems of rescue, relief, evacuation, rehabilitation, and reconstruction resulting from a disaster. The agreement provides that each party will develop a plan that provides for the effective mobilization of all its resources and facilities, both public and private, to cope with any type of disaster. Further, each party agrees to furnish resources and facilities, as well as render services, to each and every other party to the agreement, so as to prevent and combat any type of disaster in accordance with duly adopted mutual aid operational plans. This agreement also binds the parties to comply with the provisions of any mutual aid agreements into which the State of California enters with other States and the Federal Government. Specifications for the approval or execution of the agreement, as well as termination of participation, are provided.

The 2014 version of the CA Disaster and Civil Defense Master Mutual Aid Agreement can be found at <http://www.caloes.ca.gov/FireRescueSite/Documents/CalOES%20-%20Fire%20and%20Rescue%20-%20Mutual%20Aid%20Plan%20-%2020141201.pdf>.

B. Additional Policies

1. When the resources of local government are exhausted or when a needed capability does not exist within a local government, the local units of government call for assistance from local Tribes, Humboldt County, Federal resources and the State of California.
2. The incident commander will submit periodic situation reports to the appropriate authority during a major disaster using standard ICS formats.

X. Plan Development and Maintenance

A. Development

1. The Hoopa Valley Tribe OES are responsible for coordinating emergency planning.
2. The director of each department / agency is responsible for supporting emergency planning.

B. Maintenance

1. Requirements

- a. The emergency management coordinator will maintain, distribute, and update the EOP. Responsible officials in State or local agencies should recommend changes and provide updated information periodically (e.g., changes of personnel and available resources). Revisions will be forwarded to people on the distribution list.
 - i. To comply with requirements outlined in Nuclear Regulatory Commission Regulation 0654/FEMA-REP-1, the plans of jurisdictions located within the emergency planning zones with nuclear power plants must annually review, update (if needed), and certify plans to be current.
- b. Directors of supporting agencies have the responsibility of maintaining internal plans, SOPs, and resource data to ensure prompt and effective response to and recovery from emergencies and disasters.

2. Review and Update

a. Review

The Basic Plan and its appendices should be reviewed monthly by the LEPC. OES will establish a process for the monthly review of planning documents by those tasked in those documents, and for preparation and distribution of revisions or changes.

b. Update

i. Changes

Changes should be made to plans and appendices when the documents are no longer current. Changes in planning documents may be needed:

- 1) When hazard consequences or risk areas change
- 2) When the concept of operations for emergencies changes
- 3) When departments, agencies, or groups that perform emergency functions are reorganized and can no longer perform the emergency tasks laid out in planning documents
- 4) When warning and communications systems change
- 5) When additional emergency resources are obtained through acquisition or agreement, the disposition of existing resources changes, or anticipated emergency resources are no longer available
- 6) When a training exercise or an actual emergency reveals significant deficiencies in existing planning documents
- 7) When State/territorial or Federal planning standards for the documents are revised

ii. Methods of updating planning documents

1) Plan Revision

A revision is a complete rewrite of an existing EOP or appendix that essentially results in a new document. Revision is advisable when numerous pages of the document have to be updated, when major portions of the existing document must be deleted or substantial text added, or when the existing document was prepared using a word

processing program that is obsolete or no longer available. Revised documents should be given a new date and require new signatures by officials.

2) Formal Plan Change

A formal change to a planning document involves updating portions of the document by making specific changes to a limited number of pages. Changes are typically numbered to identify them, and are issued to holders of the document with a cover memorandum that has replacement pages attached. The cover memorandum indicates which pages are to be removed and which replacement pages are to be inserted in the document to update it. The person receiving the change is expected to make the required page changes to the document and then annotate the record of changes at the front of the document to indicate that the change has been incorporated into the document. A change to a document does not alter the original document date; new signatures on the document need not be obtained.

XI. Authorities and References

A. Legal Authority

1. Federal
 - a. The Robert T. Stafford Disaster Relief and Emergency Assistance, Public Law 93-288 as amended
 - b. Public Employees Occupational Safety and Health Act (PEOSHA) regulations
2. Volunteer, Quasi-Governmental

- a. Act 58-4-1905, American National Red Cross Statement of Understanding, December 30, 1985.
- b. Mennonite Disaster Services – Agreement with FDAA, 1974.
- c. Public Law 93-288.

B. References

1. Federal

- a. Comprehensive Preparedness Guide (CPG) 101: Developing and Maintaining State, Territorial, Tribal, and Local Government Emergency Plans, March 2009.
- b. Homeland Security Exercise and Evaluation Program (HSEEP), February 2007.
- c. National Incident Management System (NIMS), December 2008.
- d. National Response Framework, Federal Emergency Management Agency, January 2008.

2. State

- a. State EOP
- b. State map with homeland security and emergency management regions

This page intentionally left blank.