

**McCLOUD COMMUNITY SERVICES DISTRICT**  
**Policy and Procedure Manual**

**POLICY TITLE:**       **Emergency Response**  
**POLICY NUMBER:**   **3300**  
**ADOPTED:**           **06/14/10**  
**REVIEWED:**         **12/18/13, 07/19/18**  
**AMENDED:**          **08/27/18**

**3300.10. Background** - The Federal Government has implemented a unified response plan to address a variety of emergencies. This system has been implemented through state, county and city governmental agencies. This system includes a standardized organizational process, communications, and protocols to ensure that emergencies from minor traffic accidents to catastrophic disasters are managed in a manner that effectively utilizes the necessary resources. When an emergency occurs, the first response is to utilize local resources. As the emergency escalates, resources are efficiently and rapidly dispatched to address the emergency.

Siskiyou County Government has established an emergency response plan consistent with the Federal Standards and has created an Office of Emergency Services to address emergencies within the county. As such, McCloud falls under that plan. However, McCloud as a local community needs to develop its own plan, consistent with the county, to insure an effective working relationship that will quickly address emergencies.

**3300.20. State of Emergency** – When McCloud faces an emergency due to natural or man-made causes, the District has certain responsibilities to assist in addressing the problem. Specifically, the District can act as:

- Emergency response planning to ensure that community resources are well coordinated and effectively utilized
- Command Center, directing the allocation of local resources specific to the emergency
- Communication Center as the central point of information for the community residents to ensure safety and action as required
- Authority to declare a state of emergency, which requires the action of the District Manager, the Fire Chief and the Board President or their designees.
- Emergency contracting in accordance with the Brown Act to provide additional resources through private contractors.

**3300.20.1** Emergency response planning coordination – FEMA has instituted the National Incident Management System which standardizes disaster response procedures and processes. In order for the District to maximize its effectiveness in responding to a local emergency and

to insure fiscal responsibility, it is essential that an emergency response plan be developed that conforms to the National, State and County processes. It is also important that this plan look to the variety of potential emergency conditions which this area could face such as fire, volcano, power outages, flood, chemical hazmat etc. This type of planning requires attention to detail, training, utilization of resources and many other aspects. This is a continuous planning process that considers the safety of the area residents as its primary responsibility.

**3300.20.2 Command Center** – The initial state of an emergency requires a command center to coordinate the allocation of resources as well as being a recognized authority for communication or Incident Command. As a general rule, the District Office will be staffed and serve as the Command Center for local emergencies until such time that events dictate a change of location. This requires that the District be provided with sufficient power resources to fully operate the facility regardless of external power providers.

**3300.20.3 Communication Center** – The District Office will serve when possible as a source of information for the community, for communication with the Office of Emergency Services and in coordination with various groups in McCloud that are providing emergency services to assist in the effective and efficient response to an emergency.

**3300.20.4 Authority to declare a state of emergency** – As an unincorporated part of the county, the Siskiyou County Board of Supervisors can declare a state of emergency for McCloud. This generally happens during widespread power outages. However, in some circumstances, it may be necessary for the local government to make that declaration. In that event, this declaration is made by the General Manager, Fire Chief and Board President or their designees (i.e., chain of command).. The request is sent to the Office of Emergency Services in Yreka and if it concurs is forwarded to the State of California. Declaration of a State of Emergency clears the way for state and, if needed, federal resources to respond to a local emergency.

**3300.20.5 Emergency contracting** – When a state of emergency exists that requires contractor help such as a major water line break, the MCSD board under the Brown Act may conduct an emergency meeting to approve a contract without bidding to quickly address the issue

**3300.30 Board Member responsibilities** – Board members have specific responsibilities in the face of an emergency. The responsibilities are limited to making decisions as a board if an emergency meeting is called. Board members are **not** authorized to direct any emergency procedures as individuals unless authorized by the appropriate command structure to which they are assigned during the emergency. This is especially important in the passing on of information. Unless a board member is designated as the Public Information Officer, they are not authorized to release information to the public since an emergency by its nature can change very quickly.

**3300.40. Board Member training** – All Board members must receive Incident Command Structure (ICS) training within one (1) year of their appointment or election to the MCSD Board of Directors. This training equips the board members with an understanding of how ICS works and how they can best assist in responding to local emergencies.