

Reclamation District 404 Boggs Tract

Emergency Operations Plan
(California Water Code Section 9650)

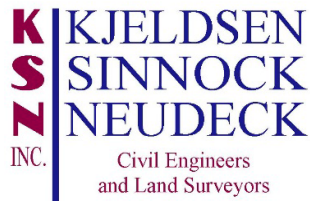


**San Joaquin Operational Area
October 2015**

This document was last updated on October 19, 2015.

Prepared by KJELDSSEN SINNOCK & NEUDECK, INC. for Reclamation District 404 - Boggs Tract, with funds awarded under the California Department of Water Resources Flood Emergency Response Grant Program—Delta, Contract No. 4600010754.

This document satisfies the requirements of California Water Code Section 9650.



Kjeldsen, Sinnock & Neudeck, Inc.
711 N. Pershing Ave
Stockton CA 95203
KSN by Phone:
(209) 946-0268
(916) 403-5900

Plan Promulgation

October 19, 2015

To whom it may concern:

This document and accompanying annex map, having been duly reviewed and approved by the Board of Trustees of Reclamation District 404 – Boggs Tract (hereinafter Reclamation District 404), is hereby promulgated as the official emergency plan of the District. District staff is directed to use this plan as the basis for emergency response to flood events. This plan meets the safety plan requirements of Section 9650 of the California Water Code and is compliant with the National Incident Management System (NIMS) and the National Response Framework.

The District Secretary is hereby directed to distribute this plan to outside agencies in accordance with the Record of Initial Distribution to ensure proper inter-agency coordination during emergency operations. Copies of the plan shall be provided to additional agencies upon request.

The District Secretary and District Engineer shall review this plan and accompanying annex annually for needed changes and updates and are authorized to make routine updates and changes to the plan as required by changes in district operations and personnel and changes to outside agency plans that affect district operations.

The Board of Trustees of Reclamation District 404 shall review this plan at least once every three years and after any major flood event where the plan was used to guide District response. The District Secretary shall maintain a record of Board plan reviews and approval actions in accordance with District documentation procedures and policies.

Sincerely,

Jason P. Cashman, President
Board of Trustees
Reclamation District 404

Record of Changes

Revision #	Sections Revised	Date of Distribution	Name of Approving Authority

Record of Initial Distribution

Agency Name	Address	Date Provided
San Joaquin County Office of Emergency Services	2101 E. Earhart Stockton, CA	
City of Stockton Office of Emergency Services	425 N. El Dorado Stockton, CA	
Department of Water Resources Flood Operations Branch	3310 El Camino Ave Sacramento, CA	
California Office of Emergency Services, Inland Region	630 Sequoia Pacific Blvd. Sacramento, CA 95811	
Central Valley Flood Protection Board	3310 El Camino Ave., Rm 151 Sacramento, CA 95821	
Port of Stockton	2201 W Washington St., Stockton, CA 95203	

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Section 1 - Plan Introduction

1.1 Purpose

The purpose of this Flood Safety Plan is to ensure the effective performance of Reclamation District 404 responsibilities in a flood emergency in collaboration with other jurisdictions performing emergency functions within and around the District. This plan will be used in conjunction with the emergency operations plans of the State of California and the San Joaquin Operational Area to facilitate multi-jurisdictional coordination within District boundaries. Although this is a public document, specific procedures and information of a sensitive nature, as well as personal information, may be removed from publicly available versions. The full document is subject to restricted-use handling procedures. This plan meets the requirements of Section 9650 of the California Water Code.

1.2 Scope

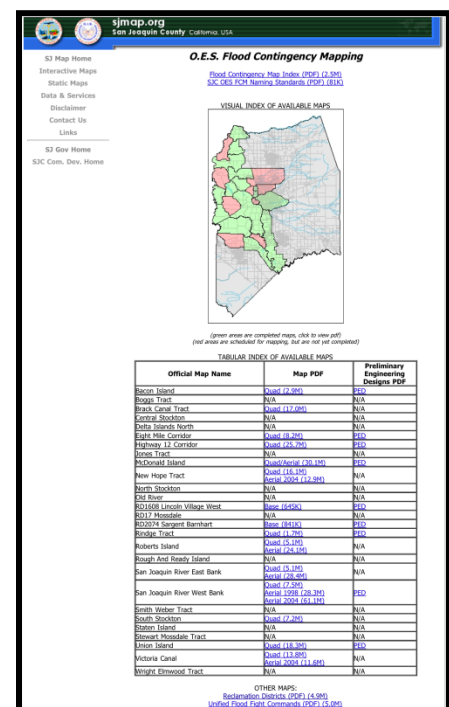
Reclamation District 404 is an independent jurisdiction with responsibility for the operation and maintenance of the levee system within its jurisdictional boundaries. This emergency operations plan describes detailed procedures for meeting this District responsibility. Operational plans of other jurisdictions with public safety responsibilities within the District are only referenced in this plan.

This plan will cover in detail the following;

- District Flood Preparedness Procedures
- District Levee Patrol Procedures
- District Flood Fight Procedures
- District Dewatering Procedures
- District Recovery and After-Action Procedures

1.3 Plan Structure

This Flood Safety Plan is structured as a traditional functional emergency operations plan in accordance with Comprehensive Preparedness Guide (CPG) 101 v. 2.0 issued by the Federal Emergency Management Agency (FEMA). Consistent with that guidance, and because of the District's limited responsibilities and lack of internal departments, this emergency operations plan consists of this Basic Plan and one hazard-specific annex, Annex A – Flood Contingency Map (Annex A). The District's existing flood contingency map will constitute Annex A containing the District's specific flood response procedures. The most current flood contingency map for the district can be accessed at the San Joaquin Operational Area flood contingency map website (See Figure 1.1).



Official Map Name	Map PDF	Preliminary Engineering Design PDF
Bacon Island	August 11, 2005	N/A
Bacon Tract	N/A	N/A
Bank Canal Tract	August 11, 2005	N/A
Central Station	N/A	N/A
Delta Islands North	N/A	N/A
East Main Corridor	August 25, 2005	N/A
Highway 14 Corridor	August 25, 2005	N/A
Home Tract	N/A	N/A
McDonald Island	June 20, 2005	N/A
New Hope Tract	August 25, 2005	N/A
North Station	N/A	N/A
Old River	N/A	N/A
RD1600 Lincoln Village West	August 25, 2005	N/A
RD1600 Lincoln Village East	August 25, 2005	N/A
RD2074 Sargent Ranch	August 25, 2005	N/A
Roberts Island	August 25, 2005	N/A
Rough And Ready Island	N/A	N/A
San Joaquin River East Bank	August 25, 2005	N/A
San Joaquin River West Bank	August 25, 2005	N/A
South Weber Tract	August 25, 2005	N/A
South Station	August 25, 2005	N/A
Stewart Island	N/A	N/A
Stewart House Tract	August 25, 2005	N/A
Victoria Canal	August 25, 2005	N/A
Wright Elmwood Tract	N/A	N/A

www.sjmap.org/oesfcm
Maintained by San Joaquin
Operational Area

Figure 1.1

Section 2 - Concept of Operations

2.1 Situation Overview

See the San Joaquin Operational Area Hazard Mitigation Plan for a comprehensive flood risk assessment for the County of San Joaquin. See Annex A for District boundaries, levees, pumping stations, supply depots, historical flooding summary, locations of past breaches and areas of historic seepage or erosion, topography, and characteristics of waterways fronting District levees.

Reclamation District 404, Boggs Tract, is bounded on the west side by the San Joaquin River, on the north side by the Stockton Deep Water Channel, and on the south side by French Camp Slough and Walker Slough. The ground rises to the east up to and along Mormon Slough which flows in an easterly direction to the Stockton Diverting Canal. Failure of Mormon Slough above the Diverting Canal, or the Diverting Canal itself, would potentially flood the district from the East. Interstate 5 runs generally from northeast to southwest along the district's southeastern boundary.



Figure 2.1

The San Joaquin River varies between 150 to 200 feet wide along the District boundaries. No major islands or barriers exist in the San Joaquin River channel along the District boundary but it is crossed by five bridges. The French Camp Slough channel extends up to 350 feet in width along the District's southern boundary. This channel contains scrub and tree covered islands and obstructions within the channel.

Reclamation District 404 is threatened primarily from riverine floods along the San Joaquin River, Delta high tidal events, or from failure of levee systems on the southeast side of Stockton along Mormon Slough. The Delta tidal prism extends up the Stockton Deep Water Channel, the San Joaquin River, French Camp Slough, and Walker Slough along the District levees and Delta tidal pool flood elevations are relevant to the District flood threat.

District levees protect areas within the City of Stockton and unincorporated areas of the County. Overall population is in excess of 10,000 residents and major facilities within the District include the Port of Stockton, a major regional fuel storage area, a large industrial area, and the Stockton Regional Wastewater Treatment Plant.

2.2. General Approach to Seasonal Flood Operations

District staff will carry out routine preparedness activities at the beginning of the flood season as described below. Annex A – Flood of this plan describes the concept of operations for active District flood fight activities. Section 3, Organization and Assignment of Responsibilities, of this Basic Plan describes authorities and responsibilities for performing routine and emergency activities.

2.2.1 Routine Preparedness and Infrastructure Maintenance

The District performs the following routine preparedness actions.

1. District Engineer inspects District levees on a routine basis
2. Ongoing baiting and grouting program for ground rodents
3. Ongoing vegetation control program
4. Annual inspection and inventory of District flood fight supplies
5. Semi-annual joint inspection of levees with State inspectors
6. Periodic joint inspection of levees with Federal inspectors
7. Annual inspection and maintenance of access control gates on levees

District does not own, operate, or maintain pumping stations or other facilities for internal drainage control.

2.2.2 Monitoring and Analysis

The District will monitor and analyze water conditions, elevations, and forecasts for waterways affecting District levees throughout the flood season for the purpose of promptly identifying heightened threats to the integrity of its levee systems. The objective of this monitoring effort is to identify conditions that warrant additional actions beyond routine flood season preparedness activities.

The District will use the following gages and information sources in its monitoring effort.

Primary reference Gauge:

San Joaquin River at Mossdale See Annex A for stage information
Datum NAVD 88

Secondary reference Gauge:

San Joaquin River near Vernalis See Annex A for stage information
Datum NAVD88

2.2.3 Alerting, Activation, and Initial Response

The following actions will be taken when the trigger condition is identified by District staff. These actions may also be taken by District staff at any time it is felt that conditions affecting the levees warrant such action.

<u>Action</u>	<u>Trigger Condition</u>
Alert the District Board of Trustees and staff Issue Delegation of Authority letter appointing District Incident Commander	Official prediction that Monitor Stage will be reached at Mossdale Gauge
Activate District staff and initiate periodic focused levee inspections Initiate 24-hour continuous levee patrols	Monitor Stage at Mossdale Gauge 21.5' at Mossdale Gauge
Contact City of Stockton, San Joaquin , County Sheriff, Port of Stockton and San Joaquin OES	Potential threat to levee integrity
Contact the State-Federal Flood Operations Center	Identified problem on levee

The District does not use “phases” where objective conditions trigger a group of actions. Each action indicated will be taken upon reaching the trigger condition shown or if District staff feels it is warranted. As noted below, the District Engineer is responsible for monitoring objective conditions affecting the District.

District staff will take all of the above actions upon the identification, or verified report, of any out of the ordinary condition on a District levee that presents a potential risk of failure.

2.3 Public Alert and Warning

The District will promptly notify jurisdictions responsible for alerting and warning the general public upon identification of a threat to District levees. The District will provide detailed information on the characteristics of the threat and will assist, to the extent possible, with notification of the public if requested. All alert and warning of the general public will be carried out in accordance with the plans of protected jurisdictions.

The following jurisdictions are responsible for alerting and warning the general public within Reclamation District 404.

- City of Stockton
- County of San Joaquin
- Port of Stockton

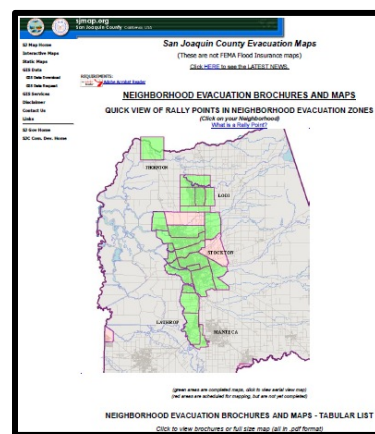
Alerting and warning will be conducted jointly by these jurisdictions through the San Joaquin Operational Area using the procedures contained in the SJOA Warning Annex (see www.sjgov.org/oes). The District will provide a representative to the operational area and SJOA Joint Information Center to assist with alert and warning messages if requested.

Evacuation maps and brochures for the public are available at a dedicated website maintained by San Joaquin Operational Area (see Figure 2.2). These maps contain information on receiving alerts and warnings within the District along with evacuation and safety instructions. RD404 has been designated the “Port Evacuation Zone”.

Location of the public safety evacuation map for Reclamation District 404 is shown on Annex A.

2.4 Flood Fight Operations

Flood fight operations, including levee patrol, will be conducted in accordance with the procedures in this Basic Plan and those shown on Annex A. Annex A displays the District’s concept of operations for emergency communications, patrol, flood fight, and dewatering operations. This concept of operations and related response procedures will be modified as needed by the District Incident Commander to meet the demands of actual emergency



General Public Evacuation Maps and Brochures website
www.sjmap.org/evacmaps
maintained by San Joaquin Operational Area

Figure 2.2

conditions. Plans of jurisdictions with responsibility for warning and evacuation within the District are referenced on Annex A as well as in this plan.

2.5 Federal and State Disaster Assistance

The District's policy is to maintain mitigation and emergency plans and procedures, as well as the physical condition of its levees, at the level required to be eligible for disaster assistance under the Federal Stafford Act and PL84-99 programs and the California Disaster Assistance Act (CDAA).

Emergency operations will be conducted and documented in compliance with conditions of those programs for reimbursement of disaster expenses. The District has assigned its District Engineer to maintain necessary documentation during an emergency and to participate in any available assistance programs after a disaster on behalf of the District.

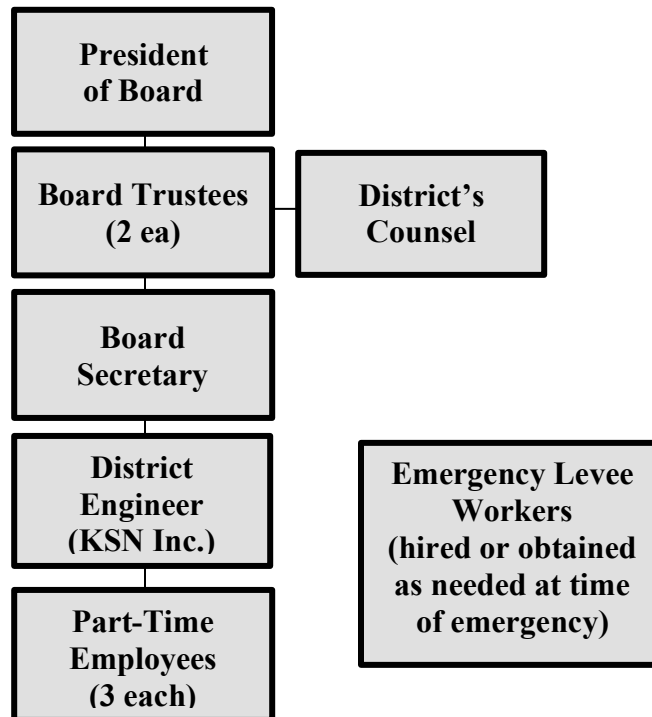
To ensure that the District takes steps to quickly access the recovery process, these actions should be considered if an incident is imminent or occurring:

- PL-84-99:
 - Pre-develop a USACE PL84-99 request letter on District letterhead
 - Contact DWR Flood Operations Center
 - Follow-up call to USACE District office that a request was made to DWR
 - Notify Operational Area of PL84-99 request, send copy of written request
- State and other Federal programs:
 - Request San Joaquin County to Proclaim the Existence of a Local Emergency
 - Notify District administration when the Proclamation is established

Section 3 – Organization and Assignment of Responsibilities

3.1 Organization

The District will use its paid, contract, and volunteer staff as shown below to perform its responsibilities in a flood emergency.



3.2 Assignment of Responsibilities

The District Board of Trustees has made the following assignments of authority and responsibility to ensure that needed emergency actions can be taken promptly and efficiently.

3.2.1 *Make Legal and Financial Commitments on behalf of District*

Any single trustee, the District Engineer, or the District Secretary are authorized, once the District Board of Trustees has concurred that a local emergency is occurring, to 1) make a legal or financial commitment on behalf of District during emergency operations and 2) purchase additional flood fight supplies or materials. There is no limit to the commitment that can be made. Any single trustee, the District Engineer, or the District Secretary can take these actions upon recognition of a threat to levee integrity even without prior concurrence of the District Board of Trustees that a local emergency is occurring, but in this case the District Board of Trustees must be notified of the action within 24-hours.

The District President or Secretary will sign written contracts with private vendors or other public agencies stemming from emergency actions as described above.

3.2.2 Represent District in Operational Area Emergency Management Committee

The District Engineer, as District Incident Commander, is authorized and responsible for representing the District at unified field commands as may be established by the San Joaquin Operational Area as well as for representing the District at the San Joaquin Operational Area management group and may speak for the District in matters pertaining to 1) the condition of District levees, 2) protective action decisions being made by public safety agencies, and 3) any requests to modify or conform District response that come out of the multi-agency coordination process.

The Board President will issue a Delegation of Authority letter (see Attachment 2) confirming and defining these specific authorities at the time of an emergency and formally identifying specific District Engineer staff as the District Incident Commander and Deputy Incident Commander upon reaching the trigger condition described in Section 2.2.3.

3.2.3 Provide Public Information

The District Secretary and District Incident Commander are authorized to speak to the media on behalf of the District as part of the San Joaquin Operational Area Joint Information Center. The District Incident Commander may assign the Secretary as the District Information Officer.

3.2.4 Maintain Emergency Equipment, Supplies, and Resources

The District Engineer is authorized and responsible for maintaining the District's emergency flood fighting supplies. The District Engineer will ensure that supplies are maintained at inventory levels set by the District Board of Trustees or at any minimum levels that may be set by Department of Water Resources guidance or statutes. The District Engineer is authorized to acquire supplies as necessary to maintain those levels.

3.2.5 Monitor Water Conditions, Elevations, and Forecasts

The District Engineer is authorized and responsible for monitoring water conditions, elevations, and forecasts for the purpose of identifying conditions warranting additional action beyond routine flood preparedness as outlined in this plan.

3.2.6 Activate and/or Direct District Staff During Emergency Operations

The District Engineer is authorized and responsible for activating District staff and resources, for requesting or providing mutual aid assistance from public agencies, and for supervising District staff, contractors, and/or mutual aid resources assigned to District for 1) levee patrol, 2) flood fight operations, and 3) District de-watering operations.

The Board President will issue a Delegation of Authority letter (see Attachment 2) as noted in Section 3.2.2 and the Emergency Resolution Template (See Attachment 4) to proclaim the existence of an emergency in the District and the need for local, state and/or federal support.

3.2.7 Document Expenditures, Emergency Actions, and Requests for Mutual Aid

The District Engineer is authorized and responsible for maintaining necessary documentation of emergency expenditures, damage to District infrastructure, and use of supply inventories in accordance with the requirements of federal and state disaster assistance programs.

The District Engineer is authorized and responsible for the preparation and submission of disaster assistance claims during the recovery period through all federal and state disaster assistance programs that may be applicable and relevant to District costs.

Section 4 – Direction, Control and Coordination

4.1 Management and Control of District Operations and Coordination within District

District staff authorized and responsible for carrying out the actions outlined in Section 3, Organization and Assignment of Responsibilities, will use the direction, control, and coordination facilities and processes described in this section. Communications and logistics systems for command, coordination, and response are described in Sections 5 and 6.

District staff will use the National Incident Management System (NIMS), and the Standardized Emergency Management System (SEMS), to organize District response activities. District staff will comply with the procedures of the San Joaquin County Unified Flood Fight Command to which the District is assigned, the San Joaquin Operational Area Multi-Agency Coordination System (MACS) or any other “as needed” command structure put in place by local officials for purposes of inter-agency coordination.

4.1.1. Management and Policy

The District shall maintain direction and control of District operations during emergency periods. The District Board of Trustees shall meet and confer as deemed necessary by the President during emergency operations to perform their policy making and financial responsibilities during emergency response operations. Board meetings will occur in the field or if needed at the office of the District.

The Board President will issue a Delegation of Authority letter (see Attachment 2) appointing a District Incident Commander upon reaching the trigger condition indicated in Section 2.2.3. The District Incident Commander will be responsible for all District emergency actions.

4.1.2 District Incident Command

The District will appoint one incident commander to manage all individual incidents occurring on the District levee system as an “incident complex” during any single disaster event as allowed in NIMS protocols. The District will operate on a 24-hour operational period.

4.1.3 Incident Command Facilities

The District does not maintain pre-identified facilities for hosting emergency activities being undertaken by District staff. The District’s principal and official office is the law offices of Nomellini, Grilli and McDaniel, 235 E. Weber Avenue, Stockton. District activities will be organized and coordinated in the field, at the official District office, at the offices of the District Engineer, or at other incident command facilities established by public safety agencies or the San Joaquin Operational Area as appropriate.

4.2 Management and Coordination with Other Jurisdictions

The District will ensure that proper management and coordination is maintained with 1) other public agencies and jurisdictions operating within the District, 2) neighboring Reclamation Districts, and 3) the San Joaquin Operational Area. The following procedures will be followed to accomplish this function.

4.2.1 Unified Flood Fight Command Post

The County of San Joaquin has established four pre-planned unified flood fight commands with pre-identified command post locations to facilitate coordination and mutual aid between neighboring reclamation Districts and supporting city/county, state, and federal agencies. The District Incident Commander will report to the District's assigned unified flood fight command to coordinate the development and implementation of incident action plans. Unified situation assessment, resources, and tactical planning of multi-agency flood fight activities will take place within this unified command. See Unified Flood Fight Command Map at www.sjmap.org/oesfcm.

Reclamation District 404 is a member of the METROPOLITAN UNIFIED FLOOD FIGHT COMMAND established by the San Joaquin Operational Area. The Metropolitan Unified Flood Fight Command meets at the San Joaquin Operational Area Emergency Operations Center, 2101 E. Earhart Avenue, Stockton. The boundaries and assignments to this command may be viewed on the SJ County Unified Flood Fight Command Map available at www.sjmap.org/oesfcm. (see Figure 3).

4.2.2 San Joaquin Operational Area Emergency Operations Center

The County of San Joaquin maintains and hosts the San Joaquin Operational Area Emergency Operations Center (EOC) at 2101 E. Earhart Avenue, Stockton, in the Robert J. Cabral Agricultural Center. There could be other emergency facilities established under the OA-EOC located in separate locations.

The Operational Area Multi-Agency Coordination Group (MAC Group) may be activated to assist the EOC Director prioritize incidents for allocation of scarce resources, including mutual aid, assists Planning/Intelligence in information sharing, and conduct resource coordination processes in accordance with the procedures maintained by San Joaquin County Office of Emergency Services. This group works closely with the OA-EOC Logistics Section.

The San Joaquin Operational Area Planning/Intelligence Section will provide disaster intelligence and situational status to participating jurisdictions upon activation in an emergency. This District will participate as needed in this disaster intelligence and information sharing process. See www.sjgov.org/oes for relevant San Joaquin Operational Area plans.

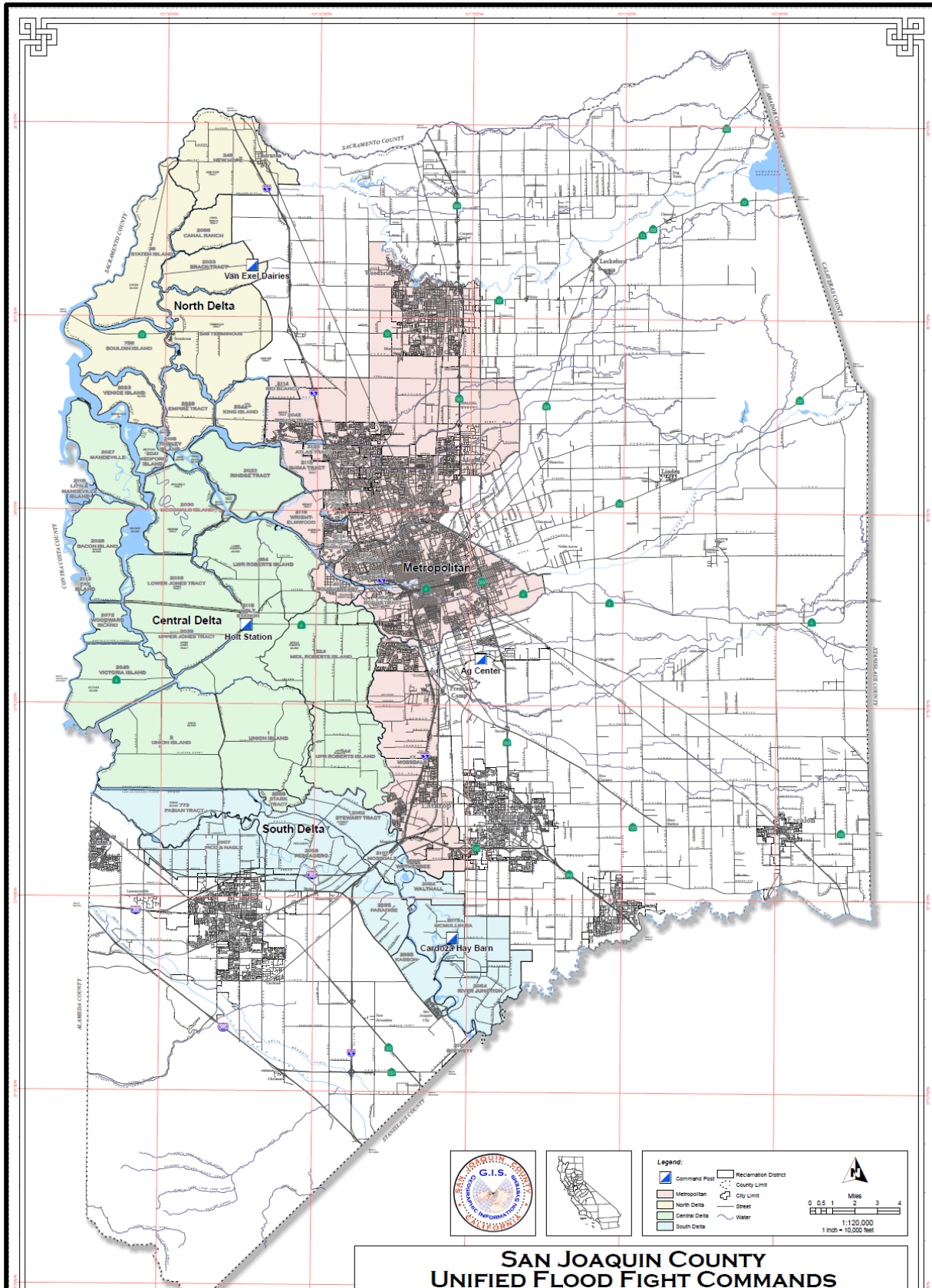
Reclamation District 404 is a signatory to the San Joaquin Operational Area Agreement and as such its Incident Commander will participate in SJOA multi-agency coordination processes and procedures on behalf of the District. General travel times from District to the SJOA emergency operations center is 10 minutes. District representative may remotely communicate with the SJOA EOC through cellular telephone.

4.2.3 State-Federal Flood Operations Center

The Department of Water Resources has special authority under Water Code Section 128 to assist reclamation Districts with flood fight operations. The Department of Water Resources maintains the State-Federal Flood Operations Center (FOC) to perform these functions and support the operations of other State and Federal agencies. The District will maintain communications with the FOC in order to receive and provide information with that facility

and to request technical assistance. The District will communicate with the flood operations center through telephone systems or at Metropolitan Unified Flood Fight Command multi-agency coordination activities where FOC representatives are present.

Figure 4.1 Unified Flood Fight Commands



4.2.4 San Joaquin Operational Area Joint Information Center

Public information to the general public and jurisdictions will also be coordinated, planned, and carried out through the San Joaquin Operational Area Joint Information Center (JIC). The District will assist with risk communication as requested by the operational area. See www.sjgov.org/oes for relevant San Joaquin Operational Area plans and procedures.

The District will provide a public information officer as requested who will have authority to approve information releases. The District information officer will identify the location and schedule of the JIC from the San Joaquin Operational Area Public Information Officer at the beginning of the flood event.

Section 5 - Communications

5.1 Communications Organization

The District will maintain adequate communications equipment to implement this emergency plan. This section identifies equipment and/or systems available for communications,

1. Between District staff, contractors, and other staff working under District supervision
2. With other public agencies operating within the District
3. With neighboring reclamation Districts
4. With the San Joaquin Operational Area EOC
5. With the State Flood Operations Center

5.2 District Communications

The District does not own or operate communications equipment. The Port of Stockton will assist District operations with its radio communications system for levee patrol. The District will rely primarily on personal cell phones of its staff and trustees to maintain communications between the Board of Trustees, District Secretary, District Incident Commander, and other response staff that may be hired during the emergency period. In the event of failure of cellular telephone systems the District will use messengers to transmit information between its staff and other jurisdictions as well as regularly scheduled coordination meetings of the field unified commands and the San Joaquin Operational Area organization.

5.3 Communications with Other Jurisdictions

The District will maintain communications with other jurisdictions by cellular telephone and by participation in meetings of the Metropolitan Unified Flood Fight Command. The Operational Area may assign radio or phone communications equipment to the District if this will provide reliable contact.

5.3.1 San Joaquin Operational Area EOC

The District will maintain communications with the San Joaquin Operational Area EOC by cellular telephone and participation in scheduled meetings of the SJOA management group. The District will maintain telephone numbers assigned by the SJOA for use by reclamation districts to contact the EOC.

5.3.2 Department of Water Resources State-Federal Flood Operations Center

The District will communicate with the Flood Operations Center by cellular telephone. Additional communications equipment may also be provided to ensure contact.

Section 6 - Logistics and Finance/Administration

6.1 Mutual Aid

The District is a signatory to the California Master Mutual Aid Agreement and the San Joaquin Operational Area Agreement. District staff will follow the processes outlined in those documents for requesting and providing mutual aid. The San Joaquin Operational Area Agreement and San Joaquin County Ordinances have provisions allowing the San Joaquin Operational Area Logistics Section and San Joaquin County Purchasing Agent to acquire and transport, on behalf of the District, resources requested by the District.

Mutual aid requests for technical assistance and services, flood fight crews, supplies and materials, and other resources will be made through the San Joaquin Operational Area Logistics Section and/or the Operational Area Public Works Mutual Aid Coordinator. See www.sjgov.org/oes for operational area plans and procedures.

6.2 Resources

See Attachment 3 for inventory of district flood fight resources. San Joaquin Operational Area maintains seven twenty-foot containers with flood fight supplies that the district can draw on through the San Joaquin Operational Area Agreement. Inventory of that resource can be obtained from San Joaquin Operational Area. In addition, DWR stores resources at the Port of Stockton area.

6.3 Procurement

District maintains standard forms and processes for initiating and executing contracts with private vendors. The District maintains a standard contract form for contracts under \$25,000 in a no-bid environment. The District maintains a separate contract form for contracts over \$25,000 adding a bonding requirement. Contracts over \$25,000 will be awarded through a formal bid process if practicable in light of emergency conditions.

6.4 Logistics Facilities

See Annex A for locations of pre-planned delivery points, locations of District supplies, and District supply staging areas and points.

6.5 Finance and Administration

The District maintains financial and administrative records associated with emergency response in accordance with *44 C.F.R. Part 13--Uniform Administrative Requirements For Grants And Cooperative Agreements To State And Local Governments*. Emergency response and construction records, including field reports, procurement and construction management files are maintained by both the District and the District Engineer and are retained as prescribed by the grant authority. District maintains a safety plan for employees and work rules as appropriate.

Section 7 - Plan Development and Maintenance

7.1 Plan Development and Maintenance

The District Secretary and Engineer are responsible for overseeing the development of the Reclamation District 404 Emergency Operations Plan. The District Engineer will maintain the District Flood Contingency Map which constitutes Annex A. The District Secretary and Engineer are responsible for periodic review of these documents to determine the need for revisions or updates.

The District Board will approve this plan when initially completed. The District President is authorized to approve routine updates and revisions. The District Board will review and re-approve the Emergency Operations Plan and Annex A at least every three years. Revised plans must be reviewed and approved by protected cities and the County.

7.2 Training and Exercises

The District will maintain a training program to implement this emergency operations plan and to meet minimum federal and state requirements for disaster reimbursement. All District training will comply with the National Incident Management System (NIMS) and the Standardized Emergency Management System (SEMS). The District Emergency Response and Training Policy describes the District training program in detail (see Attachment 1).

District employees involved in the implementation of this emergency operations plan will receive training on the District EOP – Basic Plan and Annex A.

District staff will participate in internal exercises and exercises sponsored by the San Joaquin Operational Area jurisdictions.

7.3 Plan Evaluation

Reclamation District 404 staff will prepare a written After-Action Report (AAR) after any District declared emergency affecting District levees. The District Engineer is responsible for the preparation of this report. The Board will review and approve the AAR, which will briefly describe District operations, any response problems that arose, and damage sustained by the District. The AAR will also contain recommendations for improving District emergency operations in the future. The Board will provide direction to staff as to the preparation of changes, additions, or revisions to the District emergency operations plan.

Section 8 - Authorities and References

8.1 Federal

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)

8.2 State

California Emergency Services Act (Chapter 7, Division 1 of Title 2 of the Government Code)

Standardized Emergency Management System Regulations (Chapter 1 of Division 2 of Title 19 of the California Code of Regulations)

8.3 Local

Ordinance Code of San Joaquin County 1995, Title 4 – Public Safety, Division 3. – Civil Defense and Disaster, Section 4-3008

Standard Operation and Maintenance Manual for the Lower San Joaquin River Levees, Lower San Joaquin River and Tributaries Project, California.

Attachment 1

Reclamation District 404 Emergency Response and Training Policy

Reclamation District 404 Board of Trustees hereby adopts the National Incident Management System (NIMS) for organizing emergency response activities. The Board further establishes the following emergency response and training policies.

Emergency Response

In an emergency, the District Board of Trustees is responsible for determining general response policy and performing financial oversight. The District Incident Commander is responsible for organizing District response activities, supervising any hired staff or contractors working for the District, and for coordinating with outside agencies. The District hereby establishes the position of Emergency Levee Worker for purposes of hiring or re-assigning non-District staff for levee patrol or other flood fighting tasks at the time of the emergency.

National Incident Management System Training Guidance

In regard to meeting national training requirements, the District will comply with the provisions of the National Incident Management System Training Program Manual, September 2011 and any subsequent revisions to that document. The District will also comply with California Standardized Emergency Management System (SEMS) training requirements.

The NIMS Training Program Manual indicates that federal training guidance is not absolute and that organizations should tailor their training to the level of incident complexity that their staff would potentially manage. After careful review of the definitions of incident complexity levels shown on Page 16 of the NIMS Training Program Manual, this Board has determined that District responsibilities to patrol its levees and respond to threats to levee structural integrity would require District staff to manage Type 4 incidents. District training requirements outlined below meet NIMS training recommendations for Type 4 incidents (pages 17 and 18, NIMS Training Program Manual, September 2011) and SEMS training requirements.

Reclamation District 404 Training Requirements

The Board of Trustees hereby establishes the following training requirements for District staff involved in flood emergency operations.

Members of the Board of Trustees and District Secretary shall complete the G-402 , Incident Command System Overview for Executives and Senior Officials and the SEMS Executive Course.

The District Engineer staff shall complete, at a minimum, the SEMS Introduction, ICS-100 Introduction to the Incident Command System, ICS-200 ICS for Single Resources and Initial

Action Incidents, and IS-700 NIMS An Introduction courses to meet Type 4 incident management requirements. In addition, the District Engineer staff shall complete IS-800 National Response Framework and IS-701 NIMS MACS course to meet inter-agency coordination responsibilities.

Staff hired or transferred to serve as Emergency Levee Workers at the time of an emergency shall receive a 2-hour RD404 Emergency Safety and NIMS Course that will include a 60 minute summary of the SEMS Introduction, ICS-100 and IS-700 courses and 60 minutes of specific safety and procedures information for their emergency duties prior to beginning work.

This policy is hereby approved by the Board of Trustees on _____.

Jason P. Cashman
Trustee and President

R. Gary Lambdin
Trustee

Edward Stockton
Trustee

Attachment 2

Reclamation District 404 Delegation of Authority Letter

As of _____ hrs, _____, I have delegated the authority and responsibility for the
(Time) (Date)
complete management of the Reclamation District 404 _____ Incident to
(Name of Incident)
_____ acting as District Incident
(Name of Individuals)

Commander and Deputy Incident Commander respectively.

Instructions

As Incident Commander, you are accountable to me and the Board of Trustees for the overall management of this incident including control and return to District staff and contractors. I expect you to adhere to relevant and applicable laws, policies, and professional standards.

My general considerations for management of the incident are:

1. Provide for safety of District staff.
2. Keep the Board and Board Secretary informed of key actions, and the situation.
3. Comply with the RD404 Flood Safety Plan and document conditions requiring its modification

My specific directions and clarifications of authority for this incident are:

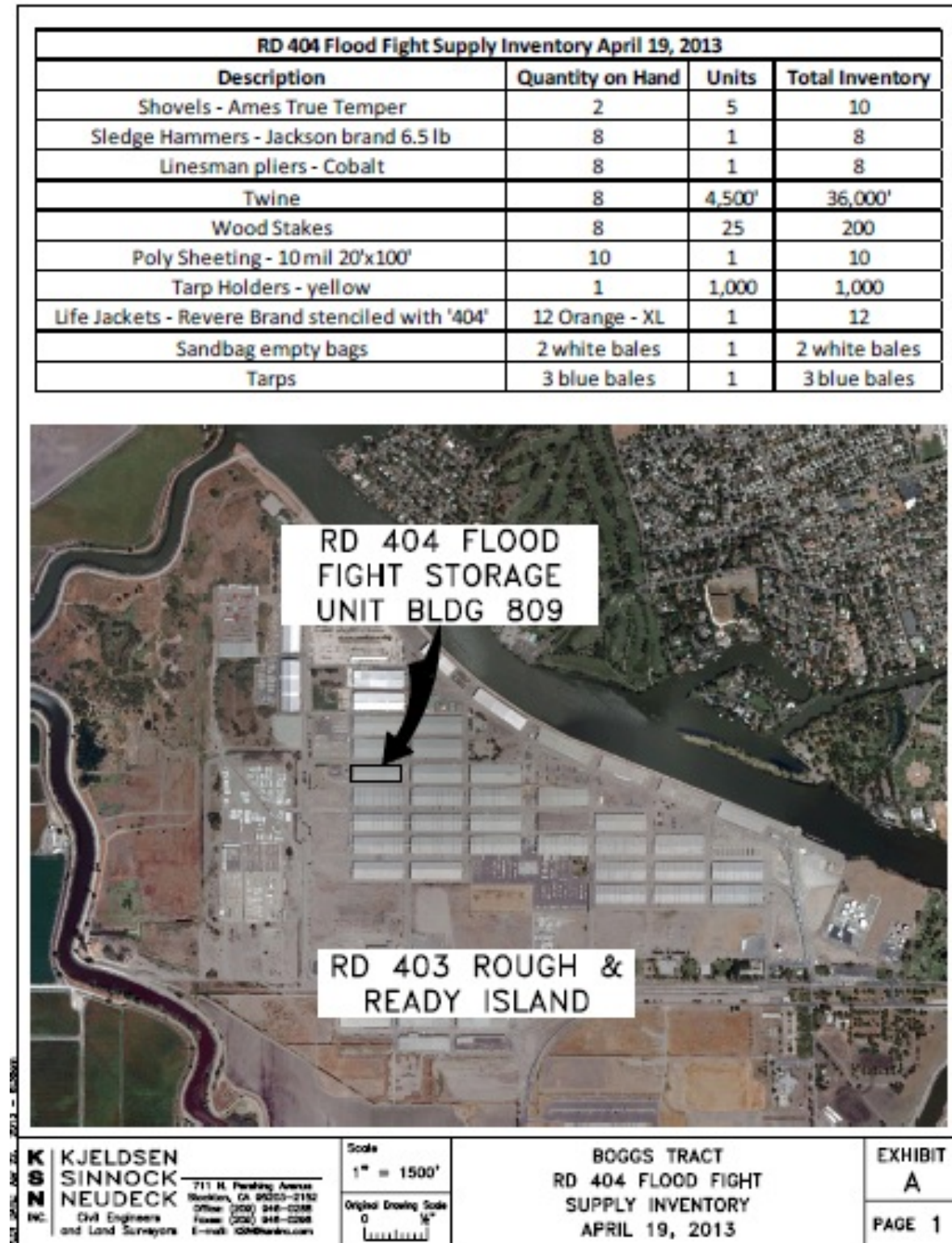
- 1.
- 2.
- 3.
- 4.

By: _____
(President, Board of Trustees)

Date

Attachment 3

District Flood Fight Supply Inventory



Attachment 4

Emergency Resolution Template

**RESOLUTION OF THE BOARD OF TRUSTEES
OF RECLAMATION DISTRICT NO. ____**

RESOLUTION No. ____

Upon special notice to and consent by the Trustees of Reclamation District No. ____, of the County of ____, State of California, an emergency meeting of the Board of Trustees was held at the district offices at **[LOCATION]** on **[DAY and DATE]** at **[TIME]**. The Board agrees that an emergency situation exists which requires immediate action by the District.

[DESCRIPTION OF EMERGENCY EVENT, JUSTIFICATION]

EMERGENCY DECLARATION

WHEREAS, the trustees of Reclamation District ____ have considered the condition of the District Levees and the potential risk of general operation at the expense of public safety and agricultural production; and

WHEREAS, the Trustees have noted that the Sacramento and San Joaquin Delta is and will continue to experience high water levels resulting from heavy rainfalls and runoff, and high winds; and

WHEREAS, the District is experiencing **[DESCRIPTION OF EMERGENCY EVENT]**; and

WHEREAS, after consultation with the District staff and engineers after a visual assessment of the condition of the District levees on **[DATE(S) and TIME(S)]**, the District finds and declares on **[DATE]** that an emergency situation exists and that all necessary and required work to protect the District and the District's levees should be completed at the earliest possible date.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED by the Board of Trustees of the Reclamation District No. ____, as follows:

1. As of **[DATE]** an emergency situation exists within the District and along the District's levees, which requires the District to proceed immediately with the work to prevent the possible flooding of the district, and failure to its levees at the earliest possible time.
2. That the district President, and/or staff be hereby authorized and directed to acquire such materials and equipment and to enter into contracts necessary and appropriate to meet the emergency needs of the district in accordance with the Flood Safety Plan.

CERTIFICATION

I, _____, President and trustee for Reclamation District No. ____ (District) do hereby certify that the above is a true and correct copy of the resolution which the Board of Trustees of the District unanimously adopted on **[DATE]**.

Executed on _____, in _____, California.

District President