This document outlines the planning and organizational responsibilities of the Firefighting (ESF #4) coordinating agencies for the Yolo Operational Area.

Yolo Operational Area Firefighting Executive Summary

Emergency Support Function #4 - Annex to local Emergency Operations Plans

Version 1.0 Revised: December 2018
PARTICIPATING AGENCIES

Yocha Dehe
Wintun Nation

City of West Sacramento

Davis, California

City of Winters, California

Woodland, California

Yolo County Housing Authority

Yolo Operational Area
**HANDLING INSTRUCTIONS**

1. The title of this document is the *Yolo County Operational Area Firefighting (ESF #4) Annex Executive Summary*

2. The information gathered herein is to be used for training and reference purposes within the Yolo Operational Area. Reproduction of this document, in whole or in part, without prior approval from the Yolo County Office of Emergency Services is prohibited.

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# Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participating Agencies</td>
<td>2</td>
</tr>
<tr>
<td>Handling Instructions</td>
<td>3</td>
</tr>
<tr>
<td>Contents</td>
<td>5</td>
</tr>
<tr>
<td>Introduction</td>
<td>7</td>
</tr>
<tr>
<td>Overview</td>
<td>7</td>
</tr>
<tr>
<td>Purpose</td>
<td>7</td>
</tr>
<tr>
<td>Scope</td>
<td>8</td>
</tr>
<tr>
<td>Goals</td>
<td>8</td>
</tr>
<tr>
<td>Annex Maintenance and Administration</td>
<td>9</td>
</tr>
<tr>
<td>Stakeholders</td>
<td>10</td>
</tr>
<tr>
<td>Lead Coordinator</td>
<td>10</td>
</tr>
<tr>
<td>Supporting Agencies and Departments</td>
<td>13</td>
</tr>
<tr>
<td>Emergency Management Community</td>
<td>14</td>
</tr>
<tr>
<td>State Agencies</td>
<td>14</td>
</tr>
<tr>
<td>Federal Agencies</td>
<td>14</td>
</tr>
<tr>
<td>Concept of Operations</td>
<td>16</td>
</tr>
<tr>
<td>Mitigation</td>
<td>16</td>
</tr>
<tr>
<td>Preparedness</td>
<td>16</td>
</tr>
<tr>
<td>Response</td>
<td>17</td>
</tr>
<tr>
<td>Recovery</td>
<td>18</td>
</tr>
<tr>
<td>Appendix A: Yolo Operational Area Planning Groups</td>
<td>19</td>
</tr>
<tr>
<td>Appendix B: Documentation Maintenance Responsibilities</td>
<td>21</td>
</tr>
<tr>
<td>Appendix C: Acronyms</td>
<td>22</td>
</tr>
<tr>
<td>Appendix D: Version History</td>
<td>24</td>
</tr>
</tbody>
</table>

Yolo Operational Area Planning Groups

1. **Contents**
2. **Handling Instructions**
3. **Participating Agencies**
4. **Introduction**
   - Overview
   - Purpose
   - Scope
   - Goals
5. **Scope**
6. **Goals**
7. **Annex Maintenance and Administration**
8. **Federal Agencies**
9. **State Agencies**
10. **Emergency Management Community**
11. **Supporting Agencies and Departments**
12. **Lead Coordinator**
13. **Stakeholders**
14. **Concept of Operations**
   - Mitigation
   - Preparedness
   - Response
   - Recovery
15. **Appendix A: Yolo Operational Area Planning Groups**
16. **Appendix B: Documentation Maintenance Responsibilities**
17. **Appendix C: Acronyms**
18. **Appendix D: Version History**
INTRODUCTION

OVERVIEW
The Yolo Operational Area Emergency Support Function (ESF) #4 – Firefighting Executive Summary represents an alliance of discipline-specific stakeholders who possess common interests and share a level of responsibility to provide emergency management service related to firefighting activities within the Yolo Operational Area. The ESF #4 stakeholders will work together within their statutory and regulatory authorities to effectively and efficiently coordinate during all four phases of emergency management:

The Yolo County Operational Area Firefighting (ESF #4) plan is an annex to the County of Yolo Emergency Operations Plan (EOP), City of Davis EOP, City of West Sacramento EOP, City of Winters EOP, City of Woodland EOP, Yolo County Housing EOP and the Yocha Dehe Wintun Nation EOP.

PURPOSE
The purpose of the ESF #4 Firefighting Annex is to describe the coordination elements of fire and rescue activities that are necessary to protecting life and property throughout the Yolo Operational Area.
SCOPE
The ESF #4 Firefighting Annex applies to all agencies associated with fire and rescue throughout the Yolo Operational Area. The following are responsibilities of ESF #4:

- Methods for coordinating multi-agency resources during major incidents
- Methods for forecasting fire behavior and assessing fire, weather and terrain conditions on an incident
- Standard terminology for incident management
- Multi-agency incident communications
- Multi-agency training on FIRESCOPE developed components and products/services
- Common mapping systems
- Incident information management
- Regional operational coordination centers for regional multi-agency coordination

ESF #4 stakeholders work together within their statutory and regulatory authorities to coordinate in an all-hazards approach. During emergency response, department and agencies retain their respective administrative authority, but coordinate within the ESF #4 structure in order to uphold the mission of protecting life and property within the Yolo Operational Area.

GOALS
This section identifies the goals for ESF #4 to support its further development and ongoing maintenance over the coming years.

- Prepare for and prevent, cohesively respond to, and effectively mitigate and recover from the effects of an emergency.
- Integrate and standardize ESF #4 emergency management activities within SEMS/NIMS.
- Proactively develop and support mutual aid and other forms of assistance. Implement
improvements to the Operational Area’s ESF #4 capabilities.

- Identify, coordinate, and engage the Operational Area’s ESF #4 stakeholders.
- Train and exercise the activities of ESF #4.
- Provide input and planning assistance for any Hazard specific annexes developed which contain Communication information.

**ANNEX MAINTENANCE AND ADMINISTRATION**

Various members are responsible for the on-going maintenance and administration of ESF #4 plans, Field Operations Guides, Standard Operating Procedures, resource directories, exercises, etc., these are outlined in Appendix B.
STAKEHOLDERS

LEAD COORDINATOR
For the development of the Operational Area level, the lead coordinator has been designated based upon authorities and responsibilities held on both the regulatory and response levels. The lead coordinator for ESF #4 is the Yolo Operational Area Fire and Rescue Mutual Aid Coordinator. The Fire and Rescue Mutual Aid Coordinator is responsible for facilitating the development, maintenance, and implementation of ESF #4 with input and assistance from the stakeholders.

The Fire and Rescue Mutual Aid Coordinator is responsible for the management oversight of ESF #4 and is assigned to lead ESF #4 based upon its authorities, resources, and capabilities in the EOP. As the lead coordinator for ESF #4, the Fire and Rescue Mutual Aid Coordinator provides the leadership, ongoing communication, coordination, and oversight for ESF #4 throughout all phases of emergency management.

The Fire and Rescue Mutual Aid Coordinator facilitates consistency among ESF #4 stakeholders and can provide general information regarding the breadth of ESF #4 stakeholder capabilities. During an emergency response, the Fire and Rescue Mutual Aid Coordinator can serve as an information conduit between the core functions and the Emergency Operations Center. The Fire and Rescue Mutual Aid Coordinator provides information regarding the capabilities and activities of ESF #4 primary and supporting agencies and helps direct questions and issues to the appropriate agency.

General responsibilities of the Fire and Rescue Mutual Aid Coordinator include:

- Identifies subject matter experts within ESF #4.
- Coordinates with Lead Agency/Department counterpart at the EOC – including any delegated authorities to the Coordinator during the operational period.
- Establishes communication with ESF #4 stakeholders and Core Function Leads.
- Participates (or coordinates with Lead Agency counterpart) in Action Planning, section and branch meetings scheduled during the operational period.
- Actively coordinates with ESF #4 stakeholders at other locations on incident response activities, consistent messaging, and technical assistance.
- Acts as a conduit of information from the ESF #4 stakeholders to the EOC on ESF #4 stakeholder’s intelligence and resource capabilities.
- Maintaining Fire Defense Resource Inventories.
- Maintaining Area Mutual Aid Plan.
- Dispatching of Fire and Rescue Mutual Aid Resources.
- Annual Submission of Fire and Rescue Resource Inventories to Regional Fire and Rescue Coordinators.
- Shares information and status updates with all ESF #4 stakeholders.

As emergency incidents escalate across jurisdictional boundaries, many components of the Multi-agency Coordination System (MACS) are activated and integrated through the Fire and Rescue Mutual Aid Coordinator. The Fire and Rescue Mutual Aid Coordinator is assigned to facilitate activities and actions among stakeholders and ensure they are coordinated according to established response system agreements, processes and procedures. The Fire and Rescue Mutual Aid
Coordinator manages a comprehensive up-to-date emergency incident status. Components of this include:

- Current statewide fire and rescue resource status information
- Red Flags and Warnings
- Current Cal Fire Incident Information
- Daily and Weekly Situation Reports
- National 7-day Significant Fire Potential Outlook
- Inci-Web Incident Information System and Status
- Northern and Southern California Daily Weather Outlook
- Northern and Southern California Coordination Centers Situation and Condition Reports
- Maps and satellite imagery
- Mapping tools
- Availability of incident command teams

Emergency assistance exists in many forms that can be accessed by the Fire and Rescue Mutual Aid Coordinator, who will provide the subject matter expertise within an EOC to ensure that resource requests are filled utilizing the appropriate alternatives listed below:

- California Disaster and Civil Defense Master Mutual Aid Agreement (MMAA)
- Assistance by Hire
- Local Agreements
- Cooperative Fire Protection Agreement
- California Fire Assistance Agreement
- Direct Protection
- Tasking of local agencies
Responsibilities of the Operational Area Coordinator

DETERMINE NEEDS

Local Fire Chief
Activates Local Fire & Rescue Mutual Aid Plan

EVALUATE AREA SITUATION AND RESOURCES

Operational Area Fire & Rescue Coordinator
Activates Area Fire & Rescue Mutual Aid Plan

EVALUATE REGIONAL SITUATION AND RESOURCES

Regional Fire & Rescue Coordinator
Activates Area Fire & Rescue Mutual Aid Plan

EVALUATE STATEWIDE SITUATION AND AVAILABLE RESOURCES

State Fire & Rescue Coordinator
Coordinates Inter-Regional Fire & Rescue Resources Mobilization
SUPPORTING AGENCIES AND DEPARTMENTS

Other agencies and departments that play roles assist in the development of ESF #4. These supporting stakeholders have responsibilities in assisting the coordination of all phases of emergency management:

<table>
<thead>
<tr>
<th>Department/Agency</th>
<th>Division/Group</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>City Fire Departments</td>
<td>Cities of Davis, West Sacramento, Winters and Woodland</td>
<td>Have City firefighting and rescue responsibilities.</td>
</tr>
<tr>
<td>Yocha Dehe Wintun Nation Fire Department</td>
<td>Yocha Dehe</td>
<td>Has firefighting, EMS and rescue responsibilities for the Yocha Dehe Wintun Nation</td>
</tr>
<tr>
<td>University of California Davis Fire Department</td>
<td>UC Davis</td>
<td>Have firefighting and rescue responsibilities for the UC Davis Campus.</td>
</tr>
<tr>
<td>Yolo County Fire Protection Districts</td>
<td>Unincorporated Yolo County</td>
<td>Have County firefighting and rescue responsibilities.</td>
</tr>
<tr>
<td>Yolo County Administration Office</td>
<td>Operational Area Office of Emergency (OES) Services</td>
<td>Function #4 Executive Summary maintenance &amp; updates. Serves as the primary coordinating agency for Operational Area Emergency Management.</td>
</tr>
<tr>
<td>Yolo County Sheriff’s Office</td>
<td>Search and Rescue Team</td>
<td>Has search and rescue responsibilities for the County.</td>
</tr>
<tr>
<td>Yolo County District Attorney’s (DA) Office</td>
<td>Arson Investigation Team</td>
<td>Oversees arson investigations.</td>
</tr>
<tr>
<td>Yolo Emergency Communications Agency (YECA)</td>
<td>Investigations and Prosecutions Divisions</td>
<td>Has investigative and prosecutorial responsibilities for incidents.</td>
</tr>
<tr>
<td>City of Davis</td>
<td>Dispatch for Fire</td>
<td>Has dispatch, alert, and notification responsibilities excluding the City of Davis.</td>
</tr>
<tr>
<td></td>
<td>Public safety Answering Point (PSAP)</td>
<td>Has dispatch, alert, and notification responsibilities for the City of Davis.</td>
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</tbody>
</table>

The ESF #4 planning organization establishes a planning structure, organization and decision making process to support the development and ongoing maintenance of the function. This organization includes representation from all stakeholders that support ESF #4 within the Yolo Operational Area. The organizational chart illustrates the major planning partners involved in the development of ESF #4.
EMERGENCY MANAGEMENT COMMUNITY
As described in local Emergency Operations Plans, ESF #4 will also involve other stakeholders such as:

- Pacific Gas & Electric (PG&E) – May be included in the response and recovery actions for the purpose of bringing critical infrastructure back online in targeted areas.
- University of California Davis – Coordinates with Operational Area staff specifically planning and response operations.
- CalFire
- California Department of Transportation
- U.S. Department of the Interior, Bureau of Reclamation

As the group advances, planning should include for the future participation of these and future stakeholders.

STATE AGENCIES
The role of the State Agencies will be dependent upon the specific nature of the emergency. Supporting State Agencies are those who can provide technical, policy, and subject matter expertise, and are generally requested by stakeholder agencies or the Lead Coordinator(s) during an incident. The California Department of Forestry and Fire Protection (CalFire) is the State of California agency responsible for fire protection in State Responsibility Areas of California. A map of SRA land in Yolo County can be found below.

FEDERAL AGENCIES
The National Response Framework (NRF) organizes federal resources and capabilities under 15 Emergency Support Functions (ESF). ESFs have been developed and organized for the
purpose of providing federally controlled resources to state and federal agencies during the response and recovery phases of a disaster or large scale emergency.
CONCEPT OF OPERATIONS

This section describes the ESF #4 concept of operations, which documents how the emergency function stakeholders will, through collaboration and joint activities, support each phase of emergency management.

MITIGATION

Mitigation is the effort to reduce loss of life and property by lessening the impact of disasters. This is achieved through risk analysis, which results in information that provides a foundation for mitigation activities that reduce risk. Mitigation activities for ESF #4 include:

- Identify stakeholders and engage them in the development and maintenance of ESF #4.
- Complete a vulnerability assessment and prioritize actions to reduce vulnerabilities within the scope of ESF #4.
- Collaborate to pool ESF #4 resources to prevent hazards and reduce vulnerability (leveraging funding, resources and people).
- Develop strategies and processes to prevent or reduce the impact of events and reduce the need for response activities.
- Support the Yolo Operational Area Multi-jurisdictional Hazard Mitigation Plan.
- Coordinate with the Yolo County Office of Emergency Services.

PREPAREDNESS

Preparedness is a continuous cycle of planning, organizing, training, equipping, exercising, evaluating and taking corrective action in an effort to ensure effective coordination during incident response. Preparedness Activities for ESF #4 include:

- Develop and maintain the ESF #4 Functional Annex to the Emergency Operations Plan containing a concept of operations, plans, supporting documents and agreements.
- Establish decision-making and communication processes for ESF #4.
- Identify stakeholder roles, responsibilities and statutory authorities.
- Initiate and oversee pre-emergency planning and coordination activities.
- Conduct resource inventories, categorize resources, establish agreements for acquiring needed resources, manage information systems, and develop processes for mobilizing and demobilizing resources with the ESF #4 stakeholders.
- Plan for short-term and long-term emergency management and recovery operations.
- Integrate After Action Reports (AAR) and Corrective Action Planning (CAP) into the ESF #4 Annex and ESF #4 exercise process.
- Conduct regular ESF #4 meetings and assist with training events.
- Support coordination for incident prioritization, critical resource allocation, integrates
communications systems and information coordination.

- Begin to identify and document resource types for ESF #4.
- Create Emergency Resource Directory providing the list of ESF #4 resources necessary to support operations.
- Inventory agreements that are in place to support sharing or resources.

**RESPONSE**

Response includes activities that address the short term, direct efforts of an incident. Response includes the execution of emergency operations plans and of mitigation activities outlined to limit the loss of life, personal injury, property damage and other unfavorable outcomes. Response activities for ESF #4 include:

- Discipline-specific subject matter expertise for all activities within the EOC organization. The ESF #4 Coordinator provides subject matter recommendations and guidance involving its members.
- Assistance from support agencies.
- Guidance in resource request processing to EOC Sections.
- Recommendations on the appropriate use of resources.
- Recommendations on any requests for activation of the Safety Assessment Program (SAP).
- Expertise regarding the procedures, processes and methods for obtaining resources.
- Assistance in acquiring and processing discipline-specific intelligence and information.
- Coordination with ESF #4 within other EOC levels.
- Provide linkage to discipline specific MAC Groups and provide:
  - Collection of intelligence and information regarding the emergency to assist in setting priorities and objectives.
  - Detailed information on scarce resources, resource allocation and inventory.
  - Recommendations during the development of AARs.
- Identify and document the operating modes including:
  - **Trigger Points/Thresholds** – Identifies triggers that may indicate a need to increase the operational mode.
  - **Warning Procedures** – Identifies the procedures used to support warning emergency function stakeholder of an approaching or imminent danger prior to an incident to determine the need to increase the level of the operational mode. This should also include steps taken by the emergency function to increase readiness or to save lives and protect property prior to an incident.
  - **Alert and Notification** – Documents the alert and notification procedures for the emergency function when there is an increase in operational mode level. Confidential call lists may be developed as an appendix to the annex if not already developed in supporting operational documents.
- Documenting how stakeholders mobilize resources to support incident response and operations. This includes direct response under existing authorities or support and coordination of field-level response operations. In addition, document how resources will be tracked during mobilization and the demobilized when no longer needed. A separate, detailed Mobilization Plan will be developed as an appendix to the ESF #4 Annex.
- Documenting how ESF #4 organizes itself to support the emergency response within SEMS levels consistent with the MACS. Also documents how the emergency function will support the maintenance of the MACS.
- Documenting how ESF #4 members communicate during an emergency, including primary
and secondary systems and system redundancy.

RECOVERY

The aim of the recovery phase is to restore the affected area to its pre-disaster state. It differs from the response phase in its focus; recovery efforts are concerned with issues and decisions that must be made after immediate needs are addressed. Recovery activities for ESF #4 may include:

- Supporting recovery activities with roles and responsibilities of Emergency Functions members.
- Working with other ESF #4 to organize rapid needs assessment teams to prevent duplication of efforts.
- Supporting efficient activation and sufficient staffing of Local Assistance Centers with ESF #4 members as needed.
APPENDIX A: YOLO OPERATIONAL AREA PLANNING GROUPS

Mass Care & Human Services - DESS is Coord Agency  
ESF 6
  - Shelter Mgt. at City, UCD & Tribal level
  - Yolo County Housing Authority
  - Public Health
  - ADMH
  - Red Cross
  - County Fairgrounds

Law Enforcement - Sheriff is Coord Agency  
ESF 13
  - City/Campus PD Depts
  - Tribal Security
  - State Agencies (CHP etc)
  - Federal Agencies when necessary (Ex: FBI)
  - Private Security

Public Health & Medical - Health Dept is Coord Agency  
ESF 8
  - Public Health
  - EMS
  - ADMH
  - Private Industry (Hospitals & Clinics)
  - County Coroner
  - UCD Student Health

Fire, HazMat, & Rescue - Fire OA Coord (currently Yocha Dehe)  
ESF 4 & ESF 9 & ESF 10
  - All Fire Depts
  - HazMat response entities
  - Health - EH Division HazMat Unit
  - Private Industry (ex P.G & E)
  - CalFire
  - UCD and Tribal EH&S

PPW & Engineering - PPW & Yolo Flood are Coord Agencies  
ESF 3 & ESF 12
  - City/Campus PPW Depts
  - Casino Plant Ops
  - CalTrans
  - Private Industry (ex P.G & E)
  - Flood Control

Ag Protection - Ag Dept is Coord Agency  
ESF 11
  - Local farm bureaus
  - USDA when necessary
  - Campus Ag Entities
  - Health - EH Division
ESF5 is satisfied by OES involvement in all other ESF planning aspects & ESF 14 is satisfied by the recovery planning within each ESF.
## Appendix B: Documentation Maintenance Responsibilities

<table>
<thead>
<tr>
<th>Plan/Document Name</th>
<th>Description</th>
<th>Emergency Management Phases</th>
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<td>Overview of ESF #4 for the Yolo Operational Area</td>
<td>All</td>
<td>Yolo County OES</td>
<td>December 2018</td>
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<td>Yolo Operational Area HazMat Area Plan</td>
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<td>Yolo Operational Area HazMat Response Team Operations Plan</td>
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<td>Yolo Operational Area ESF #9/13 Law Enforcement Annex</td>
<td>Overview of ESF #9/13 for the Yolo Operational Area</td>
<td>All</td>
<td>Yolo County OES</td>
<td>Under development</td>
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</table>
APPENDIX C: ACRONYMS

AAR – After Action Report
ADMH – Alcohol Drug & Mental Health
ARES – Amateur Radio Emergency Service
CAHAN – California Health Alert Network
Cal OES – California Office of Emergency Services
CAP – Corrective Action Plan
EAS – Emergency Alert System
EMCOMM – Emergency Communication Plan
EMS – Emergency Medical Services
EOC – Emergency Operations Center
EOP – Emergency Operations Plan
ESF – Emergency Support Function
GIS – Geographic Information Systems
MAC – Multi-agency Coordination
MACS – Multi-agency Coordination System
NRF – National Response Framework
NIMS – National Incident Management System
OES – Office of Emergency Services
OA – Operational Area
PA – Public Assistance
SAP – Safety Assessment Program
SEMS – Standardized Emergency Management System
UCD – University of California Davis
VOAD – Voluntary Organizations Active in Disasters

YECA – Yolo Emergency Communications Agency
## Appendix D: Version History

<table>
<thead>
<tr>
<th>Change Number</th>
<th>Section</th>
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<th>Individual Making Change</th>
<th>Description of Change</th>
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