



Yolo County Emergency response & flood preparedenss project

June 2017

**Reclamation district no 2035**

**Conaway Ranch**

Emergency Operations Plan

Basic Plan

California Water Code Section 9650 Safety Plan

This document was last updated on June 20, 2017 based on input from a meeting with stakeholder on October 27, 2016.

Prepared by KJELDSEN SINNOCK & NEUDECK, INC. for Reclamation District 2035 – Conaway Ranch with funds awarded to Yolo County under the California Department of Water Resources Flood Emergency Response Grant Program – Phase I.

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



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Table of Contents

[Plan Promulgation 1](#_Toc485740264)

[Record of Changes and Reviews 2](#_Toc485740265)

[RECORD OF INITIAL DISTRIBUTION 3](#_Toc485740266)

[Section 1 - Plan Introduction 4](#_Toc485740267)

[1.1 Purpose 4](#_Toc485740268)

[1.2 Scope 4](#_Toc485740269)

[1.3 Plan Structure 4](#_Toc485740270)

[Section 2 - Concept of Operations 5](#_Toc485740271)

[2.1 Situation Overview 5](#_Toc485740272)

[2.2. General Approach to Seasonal Flood Operations 5](#_Toc485740273)

[2.2.1 Routine Preparedness and Infrastructure Maintenance 5](#_Toc485740274)

[2.2.2 Monitoring and Analysis 5](#_Toc485740275)

[2.2.3 Alerting, Activation, and Initial Response 7](#_Toc485740276)

[2.3 Public Alert and Warning 10](#_Toc485740277)

[2.4 Flood Fight Operations 11](#_Toc485740278)

[2.5 Federal and State Disaster Assistance 11](#_Toc485740279)

[Section 3 - Organization and Assignment of Responsibilities 12](#_Toc485740280)

[3.1 Organization 12](#_Toc485740281)

[3.2 Assignment of Responsibilities 13](#_Toc485740282)

[3.2.1 Make Legal and Financial Commitments on behalf of District 13](#_Toc485740283)

[3.2.2 Represent District in Yolo Operational Area Multi-Agency Coordination (MAC) Group 13](#_Toc485740284)

[3.2.3 Provide Public Information 13](#_Toc485740285)

[3.2.4 Maintain Emergency Equipment, Supplies, and Resources 13](#_Toc485740286)

[3.2.5 Monitor Water Conditions, Elevations, and Forecasts 13](#_Toc485740287)

[3.2.6 Activate and/or Direct District Staff during emergency operations 13](#_Toc485740288)

[3.2.7 Document Expenditures, Emergency Actions, and Requests for Mutual Aid 13](#_Toc485740289)

[Section 4 - Direction, Control, and Coordination 14](#_Toc485740290)

[4.1 Management and Control of District Operations and Coordination within District 14](#_Toc485740291)

[4.1.1. Management and Policy 14](#_Toc485740292)

[4.1.2 District Incident Command 14](#_Toc485740293)

[4.1.3 Incident Command Facilities 14](#_Toc485740294)

[4.2 Management and Coordination with Other Jurisdictions 15](#_Toc485740295)

[4.2.1 Unified Flood Fight Command 15](#_Toc485740296)

[4.2.2 Operational Area (OA) Emergency Operations Center 15](#_Toc485740297)

[4.2.3 State-Federal Flood Operations Center 16](#_Toc485740298)

[4.2.4 Operational Area Joint Information Center 16](#_Toc485740299)

[Section 5 - Communications 17](#_Toc485740300)

[5.1 Communications Organization 17](#_Toc485740301)

[5.2 District Communications 17](#_Toc485740302)

[5.3 Communications with Other Jurisdictions 17](#_Toc485740303)

[5.3.1 Yolo OA EOC 17](#_Toc485740304)

[5.3.2 Department of Water Resources State-Federal Flood Operations Center 17](#_Toc485740305)

[Section 6 - Logistics and Finance/Administration 17](#_Toc485740306)

[6.1 Mutual Aid 17](#_Toc485740307)

[6.2 Resources 17](#_Toc485740308)

[6.3 Procurement 18](#_Toc485740309)

[6.4 Logistics Facilities 18](#_Toc485740310)

[6.5 Finance and Administration 18](#_Toc485740311)

[Section 7 *-* Plan Development and Maintenance 19](#_Toc485740312)

[7.1 Plan Development and Maintenance 19](#_Toc485740313)

[7.2 Training and Exercises 19](#_Toc485740314)

[7.3 Plan Evaluation 19](#_Toc485740315)

[Section 8 - Authorities and References 20](#_Toc485740316)

[Attachment 1: Emergency Response/Training Policy 21](#_Toc485740317)

[Attachment 2: Delegation of Authority Letter 23](#_Toc485740318)

[Attachment 3: District Flood Fight Supply Inventory 24](#_Toc485740319)

[Attachment 4: Resolution Template 25](#_Toc485740320)

[ATTACHMENT 5: Regulatory Notification Template 26](#_Toc485740321)

[Attachment 6: Emergency Authorities Resolution 27](#_Toc485740322)

[Attachment 7: engineer’s levee threat assessment (elta) 30](#_Toc485740323)

# Plan Promulgation

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 2035, is hereby promulgated as the official emergency plan of the District. District staff is hereby 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 (AB156) and is compliant with the National Incident Management System (NIMS), Standardized Emergency Management System (SEMS), and National Response Framework.

The District General Manager 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. The District General Manager shall review this plan and accompanying annex annually for needed changes and updates and is authorized to make routine updates and changes to the plan 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 2035 shall review this plan once every three years and after any major flood event where the plan was used to guide District response. The District General Manager shall maintain a record of Board plan reviews and approval actions in accordance with District documentation procedures and policies.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, President

Board of Trustees

Reclamation District 2035

# Record of Changes and Reviews

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Revision # or**  **Review Date** | **Name of Person Performing Review** | **Sections Revised** | **Date of Distribution** | **Name of Approving Authority** |
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# RECORD OF INITIAL DISTRIBUTION

|  |  |  |
| --- | --- | --- |
| Agency Name | Address | Date Provided |
| Reclamation District 2035 | 45332 County Road 25  Woodland, CA 95776 |  |
| Wood Rodgers  *District Engineers* | 3301 C Street, Building 100-B  Sacramento, CA 95816 |  |
| Yolo County Office of Emergency Services | 120 W. Main Street, Suite E  Woodland, CA  95695 |  |
| Yolo County Planning, Public Works, and Environmental Protection | 292 West Beamer Street Woodland, CA 95695 |  |
| Woodland Fire Department | 1000 Lincoln Avenue Woodland, CA 95695 |  |
| Davis Fire Department | 530 5th St, Davis, CA 95616 |  |
| Elkhorn Fire Protection District?? |  |  |
| Department of Water Resources Flood Operations Branch | 3310 El Camino Ave  Sacramento, CA 95821 |  |
| California Office of Emergency Services | 3650 Schriever Ave  Mather, CA 95655 |  |
| Central Valley Flood Protection Board | 3310 El Camino Ave. Rm 151  Sacramento, CA 95821 |  |

# Section 1 - Plan Introduction

## 1.1 Purpose

The purpose of this RD2035 Flood Safety Plan is to ensure that District staff can meet response objectives in a flood emergency as well as effectively interact with other jurisdictions performing emergency functions within and around the District. This plan is intended to be used in conjunction with the emergency operations plans of the State of California and the Yolo Operational Area (OA) to facilitate multi-jurisdictional coordination within District boundaries. Although this is a public document, specific procedures and information are of a sensitive nature and personal information may be edited out of publicly available versions. The full document is subject to restricted-use handling procedures.

## 1.2 Scope

This reclamation district, as an independent jurisdiction, has responsibility for the maintenance of the levee, drainage, and irrigation systems within its jurisdictional boundaries. While the District will work with, and assist if possible, the local jurisdiction(s) responsible for other public safety functions within the District, this District emergency operations plan only contains detailed procedures for meeting District emergency responsibilities. The manner of interacting with other jurisdictions is described, but the operational plans of other jurisdictions with public safety responsibilities within the area protected by District levees are only referenced in this document.

This plan will cover in detail the following:

* District Flood Preparedness Procedures
* District Levee Patrol Procedures
* District Flood Fight Procedures
* District Flood Water Removal Procedures
* District Recovery and After-Action Follow up 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 a levee maintaining agency’s limited responsibilities and lack of internal departments, this emergency operations plan consists of this Basic Plan, containing general District response procedures, and one hazard-specific Annex A – Flood Contingency Map, containing the District’s detailed flood fight plan. This Annex A is in map format and is also called the “flood contingency map” in reference and guidance documents.

# Section 2 - Concept of Operations

## 2.1 Situation Overview

Reclamation District 2035 – Conaway Tract comprises 12.1 miles of levee. The district is responsible for the levee maintenance and drainage services for approximately 20,500 acres of privately owned agricultural land. The Tract is located adjacent to the Yolo Bypass on the east and receives some inflow from the Cache Creek Settling Basin (CCSB) on the north. The District works in partnership with the City of Woodland to address flood issues that could impact the southwestern periphery of the City of Woodland. A breach on the northern segments of the Tract (north of County Road 25) may encroach on the south east end of the City of Woodland, but is not expected to have severe impacts west of County Road 102. Floodwaters will generally flow south east and may bay begin to expand and backup against the southern Bypass levees near the junction with County Road 29.

See the Yolo Operational Area and Yolo Operational Area for a comprehensive flood risk assessment of the Conaway Tract. See Annex A of this plan for LMA jurisdictional 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 LMA levees.

## 2.2. General Approach to Seasonal Flood Operations

District staff will carry out routine preparedness activities at the beginning of flood season as described in this section. Annex A of this plan describes the concept of operations and protocols for District flood fight activities. **Section 3, Organization and Responsibilities**, of this document describes authorities and responsibilities for performing both routine and emergency activities.

### 2.2.1 Routine Preparedness and Infrastructure Maintenance

District staff perform the following routine flood preparedness actions:

1. Inspect levees in accordance with District operations & maintenance (O&M) manual
2. Vegetation and rodent control per District O&M manual
3. Inspect and inventory of District flood fight supplies
4. Inspect access gates, irrigation and drainage gates and levee penetrations as necessary, per District O&M procedures
5. Provide annual employee training in accordance with training policy **(see Attachment 1)**
6. Conduct semi-annual joint inspections of levees with State inspectors
7. Conduct periodic joint inspections of levees with Federal inspectors

The District operations & maintenance manual is available for review in separate documents.

### 2.2.2 Monitoring and Analysis

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

Datum Conversion

All elevations in this plan or displayed on the Annex A flood contingency maps will use the NAVD88 datum (North American Vertical Datum, 1988) to remain consistent with DWR funding requirements, USACE (US Army Corp of Engineers), FEMA (Federal Emergency Management Agency) and DWR flood modeling and mapping standards. Further discussions will be conducted with DWR to finalize flood safety plan datum standards.

It is important to note that several local staff and CDEC gauges report elevations using the USED (US Engineering Datum), NGVD29 (National Geodetic Vertical Datum 1929), or an unknown local datum. Therefore, to use this plan, conversion factors have been provided to convert CDEC reported values or direct staff gauge readings to NAVD88.

For the purposes of this plan, datum conversions are provided from the sources listed below and are assumed to be correct:

* Department of Water Resources Publication *October 2015* ; and
* Surveying performed by KSN, Inc., (\_\_\_\_\_\_\_\_\_ 2016).

Table 1: Summary of Gauges

|  |  |  |  |
| --- | --- | --- | --- |
| **CDEC Gauges** | Datum used on CDEC Reported Values  (August 2016) | Convert From  **NGVD29**  to  **NAVD88** | Conversion Source |
| **FRE**  Sacramento River at Fremont Weir | NAVD88 | Add -1.45 ft | DWR publication October 2015 |
| **CCY**  Cache Creek at Yolo  **USGS Gauge 11452500** | NGVD29 |  |  |

The **District General Manager** is responsible for conducting this monitoring process to identify when triggers for taking additional action beyond routine flood preparedness are reached as described in **Section 2.2.3**. The District will use the following gauges and information sources in its monitoring effort.

**Primary Monitoring Gauge**

CDEC Gauges

* Cache Creek at Yolo (CDEC station ID – **CCY)** – **Monitor River Stage and Flow**

|  |  |  |  |
| --- | --- | --- | --- |
| **DWR Designations** | **Elevation**  **(NGVD29)** | **Conversion**  **NGVD 29 to**  **NAVD88** | **Elevation**  **(NAVD88)** |
| Flood | 75.0 ft |  |  |
| Danger | 81.0 ft |  |  |
| Flood | 82.1 ft |  |  |
| *Top of Levee* | 84.1 ft |  |  |

* Sacramento River at Fremont Weir (CDEC station ID – **FRE**) – **Monitor River Stage**

|  |  |  |  |
| --- | --- | --- | --- |
| DWR  Designation | **Elevation**  **(NGVD29)** | **Convert**  **NGVD29 to**  **NAVD88** | **Elevation**  **(NAVD88)** |
| Monitor | 33.5 ft | Add -1.45 ft | 32.0 ft |
| Flood | 39.5 ft | Add -1.45 ft | 40.0 ft |
| Danger | 42.0 ft | Add -1.45 ft | 40.5 ft |
| *Crest* | *33.5 ft* | Add -1.45 ft | *32.0 ft* |
| *Top of Levee* | *45.4 ft* | Add -1.45 ft | *44.0 ft* |

Local staff gauges

None at the moment.

**Secondary Monitoring Gauges and Information Sources**

California Data Exchange Center (CDEC)

Yolo Bypass near Woodland (CDEC station ID - **YBY**)

No DWR assigned flood stages for YBY

National Weather Service California-Nevada River Forecast Center forecasts

Department of Water Resources Flood Operations Branch alerts

Local waterway conditions as monitored by District staff

### 2.2.3 Alerting, Activation, and Initial Response

Gauges and information sources previously identified will be monitored to detect the following objective conditions which will trigger the response actions shown below each. These, and additional actions as directed by District trustees, may be taken by District staff at any time it is felt that conditions affecting the levees and drainage system warrant such action.

The following conditions and respective required actions are hereby established:

|  |  |  |
| --- | --- | --- |
| Table 2. Trigger Elevations and Response Actions | | |
| **THREAT TO LEVEE INTEGRITY** | | |
| **Condition** | **Action(s)** | **Action Taken?**  **Yes/No**  **If No, Explain** |
| **Threat to Levee Integrity**  Identification, or verified report, of any out of the ordinary condition on the RD2035 levee system that presents a potential risk of levee failure | 1. District General Manager notifies **Board of Trustees** and a Delegation of Authority Letter is issued confirming a RD2035 Incident Commander. 2. RD2035 Incident Commander activates District personnel and arranges safety/staking and SEMS/NIMS review. 3. RD2035 Incident Commander activates District response facilities and resources per Annex A and assigns response functions as needed in accordance with Incident Command System (ICS) protocols. 4. RD2035 Incident Commander initiates action to prevent levee failure and restore levee condition. 5. RD2035 Incident Commander contacts Yolo County Office of Emergency Services and confers on issuing a proclamation of local emergency, if not already issued. 6. RD 2035 considers executing Emergency Resolution (Attachment 4) or Notification of Emergency (Attachment 5), if not already. |  |

|  |  |  |
| --- | --- | --- |
| LEVEL I – MONITOR STAGE | | |
| **Forecast to Rise to**  **40 ft** (NAVD88)    **at Fremont Weir - FRE** | 1. District General Manager notifies Board of Trustees that monitor stage has been reached. 2. District General Manager activates district staff and arranges safety/staking and SEMS/NIMS review and orders double check of inventories. 3. District General Manager initiates levee patrols once a day in accordance with District patrol plan. 4. District General Manager notifies Yolo County OES that RD2035 monitor stage has been reached. |  |
| LEVEL II - FLOOD STAGE | | |
| **40 ft** (NAVD88)  **at Fremont Weir - FRE**  **AND/OR**  **Flood waters in the Yolo Bypass have reached the toe of the RD2035 levee** | 1. District General Manager notifies Board of Trustees and a Delegation of Authority Letter is issued appointing or confirming District Incident Commander. 2. District Incident Commander activates incident command facilities as shown on Annex A flood contingency map and Yolo Unified Flood Fight Command protocols including 24-hour staffing of District field command post. 3. RD2035 Incident Commander initiates four levee patrols per day (every 6 hours) in accordance with District patrol plan. 4. RD2035 Incident Commander contacts Yolo County OES to coordinate a proclamation of local emergency if not already done. |  |

|  |  |  |
| --- | --- | --- |
| LEVEL III - DANGER | | |
| **40.5 ft** NAVD88 and forecast to rise at **Fremont Weir - FRE**  **AND/OR**  **River state @ Yolo Bypass reach an elevation where there is 6’ or less of freeboard left at the levee crown low point on district levees** | 1. District General Manager notifies Board of Trustees and a Delegation of Authority Letter is issued appointing or confirming District Incident Commander if not already done. 2. District Incident Commander activates incident command facilities as shown on Annex A flood contingency map and Yolo Unified Flood Fight Command protocols including 24-hour staffing of District field command post. 3. District Patrol Group Supervisor initiates 24-hour continual levee patrols in accordance with District patrol plan. 4. Prepare for potential execution of Engineer’s Levee Threat Assessment (ELTA) for emerging or historic levee problem areas that are anticipated to need technical or direct assistance from CADWR or USACE. See Attachment 7. 5. District Incident Commander contacts Yolo County OES and coordinates a proclamation of local emergency if not already done. |  |

## 2.3 Public Alert and Warning

The jurisdictions identified below have the responsibility for providing emergency services to the general public within Reclamation District 2035. The District will promptly notify these jurisdictions of identified concerns with their levees or internal drainage system in accordance with the Yolo Unified Flood Fight Command protocols and will provide detailed information on the characteristics of the threat.

* Yolo County Office of Emergency Services
* Yolo County Sheriff’s Department
* Woodland Fire Department
* Davis Fire Department
* Elkhorn Fire Protection District?

The District will coordinate operations with these jurisdictions through the Yolo Unified Flood Fight Command. Response procedures for above public safety agencies will be found in agency emergency plans, Yolo Emergency Operations Plans, and Yolo Unified Flood Fight Command protocols.

## 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 will be modified as needed to meet the demands of actual emergency 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 policy of RD2035 is to maintain mitigation and emergency plans and procedures, and the physical condition of its levees at the level required to be eligible for disaster assistance under the federal Stafford Act and PL84-99 program and the California Disaster Assistance Act. Emergency operations will be conducted and documented in compliance with conditions of those programs for reimbursement of disaster expenses. RD2035 has assigned its **District Secretary/Book Keeper** to maintain documentation during an emergency necessary for receipt of such assistance.

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:

* Flood Contingency Map and Preliminary Engineering Designs

Submit district FCM and PEDs to USACE and request pre-approval of flood contingency options

PL-84-99:

* + Pre-develop a USACE PL84-99 request letter on District letterhead
  + Contact DWR Flood Operations Center
  + If USACE PL84-99 request has been submitted then make 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 Yolo County to Proclaim the Existence of a Local Emergency per trigger conditions in 2.2.3
  + Notify District administration when the Proclamation has been made

# 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.

**Emergency Levee Worker (ELW)**

**Hired at the time of the emergency**

RD2035 establishes through approval of this plan the additional job description and function of “Emergency Levee Worker” for the purpose of hiring, acquisition of volunteers, or re-assigning of District staff duties to support emergency operations. Volunteer emergency levee workers recruited through County Disaster Service Workers Program or emergency levee workers acquired directly through hire or re-assignment will work under the appropriate District Incident Commander.

## 3.2 Assignment of Responsibilities

The Board of Trustees of Reclamation District 2035 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

Normal purchasing and contract authorities remain in effect. Upon designation of a District Incident Commander in accordance with trigger conditions of **Section 2.2.3**, the following additional policy will be effective with those normal authorities:

**District Emergency Procurement Policy**

Upon appointment of a District Incident Commander in accordance with **Section 2.2.3**, the District Incident Commander is authorized to make any necessary expenditures or contracts to correct threats to levee integrity upon consultation with the Board President or Vice President. The members of the Board of Trustees will be notified of such purchase or contract decisions as soon as practical and/or consistent with the needs of the emergency. The District Incident Commander shall follow the emergency procurement procedures shown in **Section 6.3**.

### 3.2.2 Represent District in Yolo Operational Area Multi-Agency Coordination (MAC) Group

District General Manager

District Incident Commander or District Liaison Officer if appointed

### 3.2.3 Provide Public Information

District Board President

District General Manager

### 3.2.4 Maintain Emergency Equipment, Supplies, and Resources

District General Manager

### 3.2.5 Monitor Water Conditions, Elevations, and Forecasts

District General Manager

### 3.2.6 Activate and/or Direct District Staff during emergency operations

District General Manager

District Incident Commander if appointed

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

District Secretary

# 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 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 any established field Unified Flood Fight Command to which the District is assigned, the Multi-Agency Coordination System (MACS) of its OA or any other “as needed” command structure put in place by local officials 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 shall meet and confer as deemed necessary by the District Management during emergency operations to perform their policy making and financial responsibilities during emergency response operations. District meetings will occur in the field or if needed at the office of the District.

District will issue a Delegation of Authority letter **(see Attachment 2)** upon reaching the trigger condition indicated in **Section 2.2.3** to formally appoint a District Incident Commander to ensure proper emergency management.

### 4.1.2 District Incident Command

The District will appoint one Incident Commander to manage all threats to levee integrity or containment actions on its levee system as an *Incident Complex* during any single flood event as allowed and defined in NIMS protocols. The District will operate on a 24-hour operational period and issue an Incident Action Plan (written or verbal) outlining District response objectives at the beginning of each operational period.

**RD2035 District Incident Commander Protocol**

The Board of Trustees of RD2035 authorize, through the approval of this plan, the District General Manager to assume the position of District Incident Commander in accordance with the trigger conditions of **Section 2.2.3**. In that case, the District General Manager will complete and distribute the modified Delegation of Authority Letter **(see Attachment 2)** to District staff and Yolo County West Branch Unified Flood Fight Command members. The District General Manager is furthermore authorized to delegate the District Incident Command function to another staff member if appropriate through issuance of a Delegation of Authority Letter which will also be distributed to District staff and Yolo County West Branch Unified Flood Fight Command members.

### 4.1.3 Incident Command Facilities

District field command post, upon activation, will be located at:

RD2035 District Office, 45332 County Road 25, Woodland

Other incident command facilities (e.g. staging areas, helispots) for District are as shown in Annex A.

## 4.2 Management and Coordination with Other Jurisdictions

The **District General Manager** will ensure that proper management and coordination is maintained with the following:

* Other public agencies and jurisdictions operating within the District
* Neighboring Reclamation Districts
* Yolo OA

The following procedures will be followed to accomplish this function.

### 4.2.1 Unified Flood Fight Command

Yolo County has established pre-planned unified flood fight commands to facilitate coordination and mutual aid between neighboring levee maintaining agencies and supporting city/county/fire district, state, and federal agencies. Regional LMAs participate in the assigned unified flood fight command to coordinate the development and implementation of joint flood response incident action plans. Unified situation assessment, resources, and tactical planning of multi-agency flood fight activities will take place within the operational protocols of the unified commands.

The District will participate in the Yolo County West Branch Unified Flood Fight Command. Refer to Yolo County West Branch Unified Flood Fight Command Map for additional details on the activation and operation of this unified command.

### 4.2.2 Operational Area (OA) Emergency Operations Center

The County of Yolo maintains and hosts the operational area emergency operations center (EOC) at 120 W. Main Street, Woodland, CA. The operational areas will prioritize allocation of resources including mutual aid, perform information sharing, and conduct coordination processes in accordance with the multi-agency coordination system (MACS) procedures maintained by both Yolo OES.

The OA Planning/Intelligence Section will provide disaster intelligence and situational status to participating jurisdictions upon activation in an emergency. This District will participate in this disaster intelligence and information sharing process. See relevant Yolo plans and procedures.

The District will communicate with the Yolo OA through cellular telephones or physical participation in OA management meetings. In addition, the District will communicate with the Yolo OA through the established Yolo Unified Flood Fight Command.

### 4.2.3 State-Federal Flood Operations Center

The Department of Water Resources has special authority under Water Code Section 128 to assist LMAs 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 State-Federal Flood Operations Center through cellular telephones, internet email, or physical participation in Yolo County West Branch Unified Flood Fight Command or through the Yolo OA when State and federal representatives are present.

### 4.2.4 Operational Area Joint Information Center

Public Information to the general public will also be coordinated, planned, and carried out through the Yolo OA Public Information Officer (PIO) or Joint Information Centers (JIC) if activated. The District will assist with risk communication as requested through the operational area. See relevant Yolo OA plans and procedures.

The District will provide a PIO as requested who will have authority to approve information releases. The District PIO will identify the location and schedule of the JIC if established from the OA PIO 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 Districts
4. With the Yolo OA EOC
5. With the State Flood Operations Center

## 5.2 District Communications

Cellular telephones or internet email, unless District is issued radios by another jurisdiction or through a request to the appropriate County EOC.

## 5.3 Communications with Other Jurisdictions

Communications will be by cellular phone or internet email, unless District is issued radios by another jurisdiction or through a request to the appropriate County EOC.

### 5.3.1 Yolo OA EOC

Cellular telephones, internet email, and physical participation in management meetings.

### 5.3.2 Department of Water Resources State-Federal Flood Operations Center

Cellular telephones, internet email, or participation in Yolo County Unified Flood Fight Command.

# Section 6 - Logistics and Finance/Administration

## 6.1 Mutual Aid

The District is a member of the California Master Mutual Aid Agreement by virtue of being located within Yolo County who is a signatory to that agreement and will follow the processes outlined in those documents for requesting and providing mutual aid through standard and established protocols. Additional requests for support outside of the established Mutual Aid systems such as requests for technical assistance and services, flood fight crews, supplies and materials, and other resources will be made through the Yolo County West Branch Unified Flood fight Command to Yolo OA EOC as appropriate. See Yolo OA plans and procedures for additional information.

## 6.2 Resources

**See Attachment 3** for District pre-event inventories and stockpiles of flood fight resources and location(s) where they are stored during pre-event period.

## 6.3 Procurement

In the event of the issuance of a proclamation of local emergency by Yolo County, or issuance of an emergency resolution by the District Board, the following emergency procurement procedures will be followed by Reclamation District 2035:

District will maintain standard forms for initiating and executing emergency contracts and purchase orders with private vendors. District will maintain a standard form for emergency contracts under $25,000 issued in a less formal bid-environment, i.e. two to three telephone bids, and 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.

District staff will establish a separate filing system for expenditures or financial documents pertaining to responding to the emergency. The filing system will be organized by date and vendor. All contracts, purchase orders, invoices, and payment documentation will be notated with the levee site(s) where the services or materials acquired were used. The office staff maintaining this filing system will verify this location cross reference with the District Incident Commander each morning when the District Incident Action Plan (IAP) is issued.

## 6.4 Logistics Facilities

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

## 6.5 Finance and Administration

The District will maintain 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 construction records, including field reports, procurement and construction management files will be maintained by both the **District and the District Engineer**. District will maintain a safety plan for employees and work rules as appropriate.

Normal District work rules and financial procedures will remain in effect during the emergency period except where modified or supplemented by procedures in this plan or issued by the District Board at the time of the emergency.

The **District** Secretary will maintain and ensure compliance with District financial and administrative procedures during an emergency period to include compliance with any special procedures that may be appropriate to emergency operations and in accord with Board policies.

# Section 7 *-* Plan Development and Maintenance

## 7.1 Plan Development and Maintenance

The District Board of Trustees is responsible for overseeing the development of this RD2035 Flood Safety Plan. The RD2035 General Manager is responsible for performing an annual review of this plan to determine the need for revisions or updates and issue authorized to approve routine updates and revisions.

The District Board will approve this plan when initially completed and will formally review and re-approve the Emergency Operations Plan and Annex A at least every three years.

## 7.2 Training and Exercises

The District will comply with the County Training Programs to ensure effective implementation of 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).

All District trustees, employees, and volunteers who have emergency assignments or who are assigned to the “emergency levee worker” job function will receive NIMS/SEMS training in accordance with the District Training Policy shown in Attachment 1. In addition, District employees will receive training on the following subjects.

* District Flood Safety Plan (EOP – Basic Plan and Annex A – Flood Contingency Map)
* DWR Flood Fight Methods

District staff will participate in internal exercises and exercises sponsored by the Yolo Operational Area.

## 7.3 Plan Evaluation

The **RD2035 General Manager** will participate in the preparation of a written after-action report with the Operational Area after any emergency affecting District levees where a proclamation of local emergency was issued or an emergency resolution by the District Board. The District Board will review the after-action report which will briefly describe District operations, any response problems that arose, and damage sustained by the District. The after-action report will also contain recommendations for improving flood emergency operations in the future. The District Board will provide direction to District staff as to the preparation of changes, additions, or revisions to the District flood safety plan.

# Section 8 - Authorities and References

**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)

Comprehensive Preparedness Guidance (CPG) 101 v. 2.0

**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

**Local**

Yolo County Hazard Mitigation Plan

Yolo County Emergency Operations Plan

# Attachment 1: Emergency Response/Training Policy

**Reclamation District 2035**

**Emergency Response and Training Policy**

The Board of Trustees of Reclamation District 2035 hereby adopt the National Incident Management System (NIMS) for organizing emergency response activities. The Boards further establish the following emergency response and training policies compliant with that system and the Standardized Emergency Management System (SEMS).

**Emergency Response**

In an emergency, the District Board of Trustees is responsible for determining general response policy and performing financial oversight. The District General Manager, or District Incident Commander if appointed, are 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 staff or recruiting volunteers at the time of the emergency for levee patrol and basic flood fight duties.

**National Incident Management System Training Guidance**

In regard to meeting national and State 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.

**District 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 General Manager shall complete the Yolo County Emergency Management Training.

Staff hired or transferred to serve as Emergency Levee Workers at the time of an emergency shall receive the Emergency Levee Worker Basic Course (ELW-1) that will include a summary of the SEMS Introduction, IS-100, IS-200, and IS-700 courses and levee monitoring procedures and safety information for their emergency duties prior to beginning work. In addition, such staff will receive tailgate safety briefings for specific, complex emergency work that they may be called upon to perform. Courses can be accessed via **www.MUSRFlood.com**.

Individuals appointed as District Incident Commander and Deputy Incident Commander at the time of the emergency shall have completed, 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. If neither individual has completed those courses prior to this assignment, then both individuals will complete the Emergency Levee Worker Basic Course (ELW-1) upon receipt of flood warning.

This policy was hereby approved by the Board of Trustees on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

President, Reclamation District 2035

# Attachment 2: Delegation of Authority Letter

**Reclamation District 2035**

**Delegation of Authority Letter**

As of \_\_\_\_\_\_\_ hrs, \_\_\_\_\_\_\_\_\_\_, I have delegated/assumed the authority and responsibility for the

(Time) (Date) (circle one)

complete management of the District \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Incident to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Name of Incident)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ acting as District Incident Commander and Deputy

(Name of Individuals if other than District Manager)

Incident Commander respectively.

**Instructions**

The Incident Commander is accountable to the Board of Trustees for the overall management of this incident including control of all District staff and contractors. Incident commander will adhere to relevant and applicable laws, policies, and professional standards.

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 Joint District Flood Safety Plan and document conditions requiring its modification

Specific directions and clarifications of authority for this incident are:

1.

2.

3.

4.

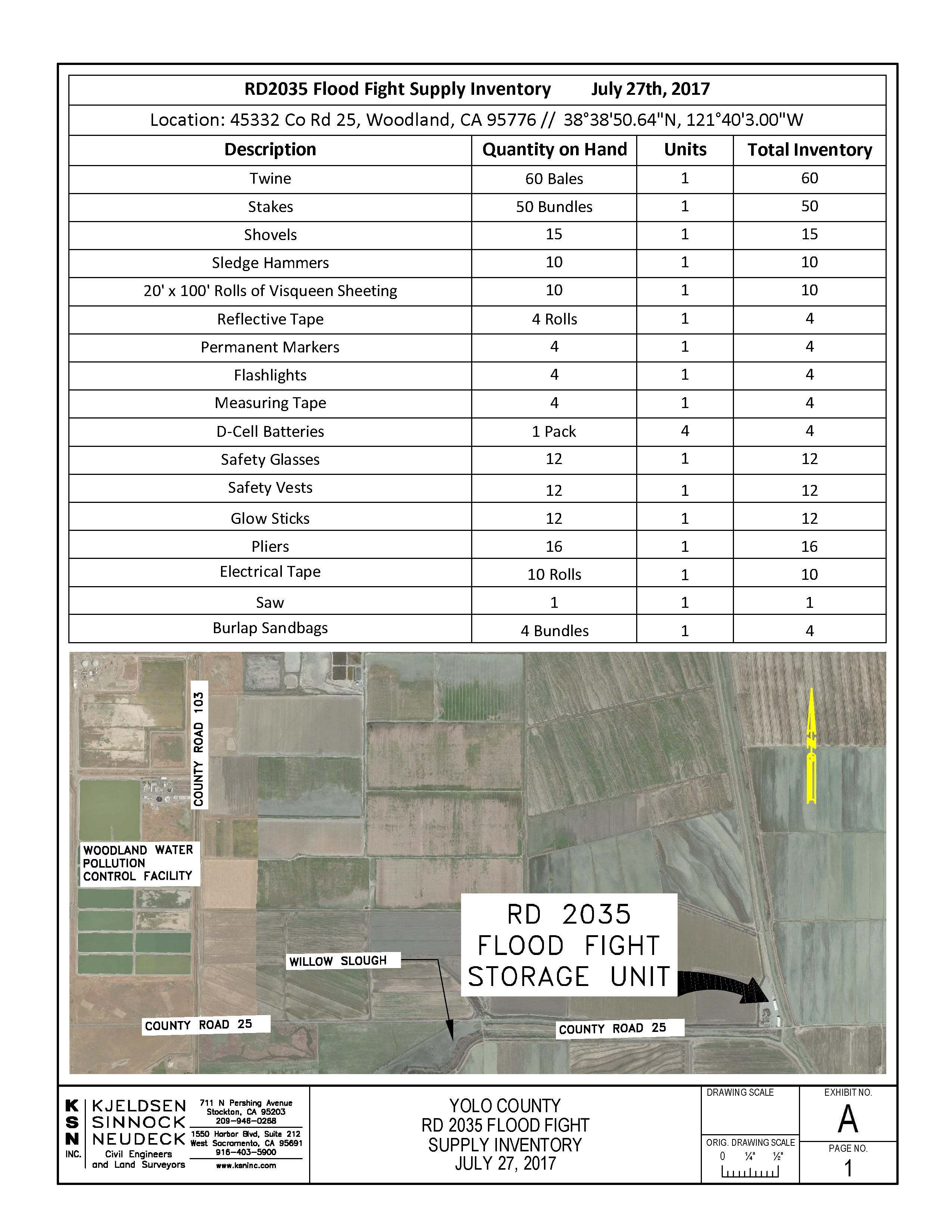
By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Title)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

# Attachment 3: District Flood Fight Supply Inventory



# Attachment 4: 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 Grimes Basin 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

# ATTACHMENT 5: Regulatory Notification Template

District Letterhead

**EMERGENCY NOTIFICATION**

**DATE:** \_\_\_\_\_\_\_\_\_\_\_\_\_

**TO:**  \_\_\_\_\_\_\_\_\_\_\_\_\_, Chief, Flood Operations Branch, DWR Division of Flood Management

\_\_\_\_\_\_\_\_\_\_\_\_\_, President, Trustee: RD \_\_\_\_\_\_\_

**FROM:** \_\_\_\_\_\_\_\_\_\_\_\_\_, District \_\_\_\_\_\_\_\_\_\_\_\_, RD \_\_\_\_\_\_\_\_

**SUBJECT:** Reclamation District No. \_\_\_\_\_ Emergency Notification Request for

Regulatory Coordination Support

Reclamation District No. \_\_\_\_\_ is preparing to respond to an eminent emergency situation. Depending on changes in weather and river conditions, the District shall determine that there is an emergency situation that may threaten the Districts ability to provide flood protection to the public. The District is formally requesting the support of the Chief of the Flood Operations Branch of the California Department of Water Resources to support the District efforts by assisting with notification of all required regulatory agencies to satisfy state and federal notification requirements. It is the intent of the District to prepare for and flood fight any and all incidents that may arise during this pending emergency situation.

This Notification that is being requested by the District should satisfy the regulatory agencies request to be provided sufficient time to respond to the pending actions. Depending on conditions, and willingness of the responding regulatory agencies, representatives may be able to access the District levees along with the District Incident Commander or representative to assess the flood fight preparations or ongoing flood fight activities. Representatives of these agencies must be properly equipped with suitable supplies and equipment to be prepared for on-site conditions. Please contact the District Incident Commander immediately for any information at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Regards,

\_\_\_\_\_\_\_\_\_\_\_\_\_, District President

Reclamation District No. \_\_\_\_\_\_

# Attachment 6: Emergency Authorities Resolution

**RECLAMATION DISTRICT NO. \_\_\_\_**

**RESOLUTION 2006-02**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF**

**RECLAMATION DISTRICT NO. \_\_\_\_\_ SETTING PRIORITIES FOR**

**DECISION MAKING AUTHORITY IN EVENT OF EMERGENCY**

WHEREAS, in the event any or all Trustees of the Reclamation District are not available, and an emergency action requires that authority be exercised, there is a need to establish a chain of command for such emergency decision making authority;

WHEREAS, pursuant to California Public Contract Code section 20926 and section 22050, Reclamation District No. \_\_\_\_\_\_\_ may take action to negotiate and award a contract for construction of work to prevent damage or repair damaged works, and procure necessary equipment, services, and supplies, without advertising for bids and expend any sum reasonably required in an emergency; and

WHEREAS, such action either requires a 2/3 vote of the Board of Trustees, and/or such authority may be delegated to an appropriate person or persons;

WHEREAS, the Board of Trustees desires to delegate such authority as set forth in this Resolution.

NOW, THEREFORE, BE IT RESOLVED, AND IT IS HEREBY RESOLVED BY THE BOARD OF TRUSTEES OF RECLAMATION DISTRICT NO. \_\_\_\_\_\_\_ AS FOLLOWS:

1. In the unavailability either in person or telephone of a majority of the Board of Trustees, emergency decision-making authority relative to emergencies may be exercised by the following persons in the order of priority listed.

a. The President of the Board of Trustees;

b. Any single Trustee;

c. The District General Manager

d. Engineers for the District, who are presently MBK Engineers:

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Day Phone: ( )

Mobile Phone: ( )

Home Phone: ( )

e. Secretary for the District, who is presently

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Day Phone: (\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Evening Phone: (\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cell Phone (\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Such emergency decision-making authority includes the following powers:

a. In case of emergency, the person designated above as the emergency decision-maker may negotiate and award a contract for construction of work to prevent damage or repair damaged works, and procure necessary equipment, services, and supplies, and take any directly related and immediate action required by that emergency, without advertising for bids, and expend any sum reasonably necessary to cure the emergency.

b. The emergency decision-maker shall, if practicable, informally solicit bids or request for proposals to seek to obtain the best terms possible, including the lowest price term, given the urgent circumstances of the emergency, and, promptly after the emergency ends, shall document the circumstances of the emergency and the bid or proposal accepted.

c. The emergency decision-maker shall report to the Board of Trustees the reasons justifying why the emergency did not permit a delay resulting from a competitive solicitation for bids and why the action was necessary to respond to the emergency. Such report shall be made at the next regular meeting of the District, if such meeting occurs within 14 days of the emergency, or if no such meeting will occur within 14 days, the decision-maker shall call a special meeting of the Board of Trustees within 7 days after the emergency, and make such report at that time, and, for this purpose only, shall have the power to call such meeting.

1. For the purpose of this Resolution, “emergency” is defined as an imminent threat to public health, safety, or welfare or an imminent threat to the flood control or drainage facilities of Reclamation District \_\_\_\_\_\_\_, or an imminent threat of flooding of Reclamation District \_\_\_\_\_\_\_, and action is necessary to respond to such threat, and the imminence of such is that it will not permit a delay resulting from a competitive solicitation of bids.
2. All previous resolutions relating to the subject of this resolution are repealed.

PASSED AND ADOPTED this \_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_, 2006, by the following vote, TO WIT:

AYES:

NOES:

ABSENT:

ABSTENTION:

RECLAMATION DISTRICT NO. \_\_\_\_\_\_\_

By:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

President, Board of Trustees

ATTEST:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Secretary, Board of Trustees

# Attachment 7: engineer’s levee threat assessment (elta)

A copy of a likely ELTA is on the following page. Please contact the FOC to receive the most updated version at the time of the event.