



CITY OF SEBASTOPOL
EMERGENCY OPERATIONS PLAN
2026

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Introduction

Sebastopol is a small city in Sonoma County, California, located west of Santa Rosa and near the Pacific Coast and Russian River. Situated among low rolling hills, the city faces a variety of natural and human-caused hazards, including earthquakes, drought, wildfires, floods, and disease outbreaks.

The City of Sebastopol Emergency Operations Plan (EOP) establishes the framework for how the city prepares for, responds to, and recovers from emergencies and disasters affecting the community. It defines the organizational structure, roles, and coordination processes needed to protect life, property, and the environment. The plan supports coordination with Sonoma County and aligns with state and federal emergency systems.

Using an all-hazards approach, the EOP ensures city departments, partner agencies, and community organizations can manage resources and operations effectively under any emergency conditions.

Purpose

The purpose of the City of Sebastopol EOP is to establish clear authorities, responsibilities, and procedures for managing emergencies that may impact the city. The plan guides coordinated decision-making, resource allocation, and

communication among city departments and operational partners throughout all phases of an emergency—from initial response through long-term recovery.

The EOP is intended to:

- Guide the activation and management of the city's Emergency Operations Center (EOC).
- Define lines of authority and coordination among city departments and with the Sonoma County Operational Area.
- Ensure continuity of essential city functions and services during disruptive events.
- Support timely, effective, and coordinated assistance to residents, businesses, and visitors.

This plan applies to all city personnel, elected officials, and partner organizations with emergency roles or responsibilities in Sebastopol. It is all-hazards, scalable, and adaptable to emergencies of any size or origin.



Preparedness Framework

The Sebastopol EOP is modeled on the widely recognized Preparedness Wheel (Emergency Management Cycle), which demonstrates that emergency management is a continuous, year-round process, not a single phase of activity.

The cycle includes four interconnected components:

- **Preparedness:** Training, exercises, planning, partnerships, and readiness activities.
- **Response:** Immediate actions to protect life, property, and essential services.
- **Recovery:** Restoring services, supporting the community, rebuilding, and documenting impacts.
- **Mitigation:** Reducing long-term risk through hazard prevention, planning, and structural or policy improvements.

Sebastopol's EOP incorporates all phases of this cycle to ensure a comprehensive, sustainable, and adaptable emergency management program. Each part of the plan supports one or more elements of the Preparedness Wheel, reinforcing the city's commitment to continuous improvement and community resilience.

Evacuations

The City of Sebastopol is unable to predict where an emergency may occur, the impacts of that emergency, or provide predetermined routes for all types of emergencies. The methods employed as part of the emergency response, including any evacuation determined appropriate by authorities, may need to adapt based on public safety needs and the nature of the incident, including changing weather conditions and other evolving factors.

Many of the primary arterial routes to and from the city are state-owned roadways and are not under the direct control of the city. As such, the city does not have the authority to independently modify or alter these routes. The city is therefore subject to existing infrastructure limitations, which already experience congestion during routine peak travel periods. These constraints may significantly impact evacuation capacity during an emergency and have been identified as a challenge during previous incidents.

In coordination with partner agencies and stakeholders, including those with jurisdiction over state roadways, the city will implement traffic management strategies as necessary and as resources allow. This may include measures such as contraflow operations or other methods to improve traffic flow during evacuations. The effectiveness and feasibility of these measures will depend on the nature and scale of the incident, as well as available resources at the time.

Given these limitations, the city emphasizes the importance of early evacuation. Residents and visitors are strongly encouraged to evacuate early when safe to do so and not delay awaiting formal direction, as doing so may result in limited roadway access, increased congestion, and extended evacuation times. The city will incorporate this approach into its public messaging during emergencies, recognizing the constraints on infrastructure and available resources.

Residents and visitors are encouraged to plan ahead by familiarizing themselves with all available routes from their residence or any location within the city, including primary and secondary roadways.

Early evacuation reduces risk, supports orderly movement, and enhances the ability of emergency services to operate effectively. If evacuation is required, and conditions and resources permit, the Emergency Operations Center (EOC) may direct staff to implement traffic control measures to facilitate safe and efficient evacuation.

Community Engagement

Sebastopol relies on strong community partnerships to enhance preparedness, response, and short-term recovery. Organized volunteer groups, including but not limited to, Community Emergency Response Team (CERT), the Sebastopol Neighborhood Communications Unit (SCNU), and Meet Your Neighbors West County (MYNWC) groups, serve as important components of community resilience.

These groups operate under the direction of the Sebastopol Emergency Operations Center (EOC) when activated by the Director of Emergency Management/EOC. The Director of Emergency Management or designee will coordinate with designated points of contact for each organization when their involvement is required by the city for a specific emergency.

Volunteers may assist with neighborhood-level situational awareness, welfare checks, GMRS radio volunteer radio communications, duties within the confines of their organization's respective training and delivery of verified public information.

Some community organizations are structured to act independently at the neighborhood level during emergencies and may choose to self-deploy in accordance with their own organizational structure and design. While such actions may provide immediate localized assistance, these activities are not considered official deployments under this Emergency Operations Plan and are not conducted on behalf of the City of Sebastopol. Individuals and organizations acting independently are not agents, employees, or representatives of the city and operate at their own discretion and risk.

Consistent with the National Incident Management System (NIMS), all personnel and resources supporting city emergency operations shall deploy only when requested and assigned through established emergency management processes. As outlined in the National Incident Management System framework, unrequested or self-deployed resources may create additional supervisory, logistical, and safety challenges, complicate resource tracking and accountability, and interfere with access for formally requested resources.

If and when a volunteer organization or its members are requested and assigned by the EOC to support city coordinated emergency operations, they shall operate under the direction of the EOC and in accordance with

established incident management protocols. At that point, activities shall no longer be conducted independently, and all further tasking, deployment, and operational actions shall be coordinated, tracked, and managed through the EOC.

The city retains discretion regarding whether and how volunteer organizations are utilized during an emergency. Participation in city coordinated operations requires assignment through the EOC and compliance with established incident management, safety, and resource tracking protocols.

Access to operational areas, resources, or coordination functions may be limited to those personnel who are assigned, authorized, and tracked through the EOC.

All activation, tasking, resource assignments, and activity tracking for city coordinated response efforts shall occur through the EOC to ensure accountability, responder safety, and alignment with incident objectives and operational priorities.

Access and Functional Needs (AFN)

Sebastopol uses a whole-community approach to ensure individuals with AFN are supported during emergencies. AFN considerations are integrated into evacuation, sheltering, transportation, communication, and resource distribution.

City departments coordinate with social services, healthcare providers, and community organizations to identify needs and deliver accessible assistance. Public information is provided in multiple, accessible formats to ensure all residents receive critical updates, including the integration of interpreters and translators.

AFN needs are prioritized in resource allocation, and EOC staff and volunteers receive ongoing training to respond effectively and inclusively to individuals with disabilities or different levels of English proficiency.

Authority

The Director of Emergency Services (Chief of Police, or designee) has the authority to activate the EOC.

A Local Emergency may be proclaimed by the Director of Emergency Services and must be ratified by the city council within seven (7) days.

The declaration enables:

- Emergency powers
- Mutual aid requests
- Resource commandeering
- Suspension of procurement rules
- Liability protections for emergency actions

Elected Officials

Elected officials play a critical leadership role during emergencies by providing governance, policy direction, and oversight but do not perform tactical or operational functions within the Emergency Operations Center (EOC).

Consistent with the National Incident Management System (NIMS) and the California Standardized Emergency Management System (SEMS), emergency operations are conducted through a structured coordination system staffed by personnel assigned to specific roles based on training and subject matter expertise. EOC staff are responsible for collecting and sharing information, coordinating resources, and supporting operational decision-making. While elected officials provide policy guidance and oversight, they are not part of the operational EOC structure.

The Mayor, or in their absence the Vice Mayor, shall serve as the primary point of contact between the city council and the city's emergency management organization. The Mayor (or Vice Mayor) will be briefed by the City Manager or the Director of Emergency Management (Chief of Police) at intervals determined by the nature, complexity, and operational needs of the incident.

These briefings ensure elected officials remain informed and able to:

- Provide policy-level direction
- Support emergency proclamations and required governance actions
- Assist in setting priorities for response and recovery
- Assist in public information efforts

Individual council members may receive updates through established communication channels; however, direction regarding emergency operations shall flow through the City Manager and designated emergency management staff in accordance with this plan.

Elected officials may be physically present in or near the EOC when appropriate; however, their role is observational and policy-oriented. They shall not assume operational roles, direct staff, or interfere with assigned emergency management functions.

At the direction of the EOC Director or designee, elected officials may be assigned appropriate, non-operational support tasks to assist in the emergency response or recovery effort. These assignments may include activities such as supporting community resource or shelter operations, assisting with coordination of community needs, or facilitating communication with stakeholders. Any such assignments shall be clearly defined, coordinated through the EOC, and shall not conflict with established incident management (ICS) structures or operational responsibilities.

In their public-facing role, elected officials should focus on providing leadership, reassurance, and reinforcing verified public safety information. Public messaging should support community awareness, compliance with emergency directives, and recovery efforts as outlined in the Public Messaging section of this EOP.

Elected officials shall coordinate all public statements with the Public Information Officer (PIO) or EOC Director to ensure accuracy and consistency. They shall refrain from commenting on tactical or operational activities, including the actions, decisions, or performance of first responders or emergency personnel during an incident.

For safety and operational effectiveness, elected officials should not respond to active incident scenes unless coordinated through the EOC Director and shall follow the direction of on-scene personnel if present.

Public Information Officer (PIO)

The city will coordinate public information during emergencies through the Public Information Officer (PIO) function within the Emergency Operations Center (EOC) organizational structure.

The PIO is responsible for developing and disseminating accurate, timely, and consistent public information, coordinating with Sonoma County and partner agencies, managing media inquiries, and monitoring and addressing misinformation.

Public messaging may be delivered by the appropriate public safety or executive authority relevant to the incident, including but not limited to the chief of police, fire chief, or city manager. The mayor or vice mayor may also participate in coordinated public messaging efforts, provided such messaging is aligned with and supports the unified messaging established through the EOC. In all cases, messaging will be coordinated and formulated through the EOC to ensure accuracy, consistency, and alignment with verified information and operational priorities.

The PIO operates under the direction of the EOC Director (Director of Emergency Services) to support and coordinate messaging. Pursuant to Chapter 2.36 of the Sebastopol Municipal Code, the Director of Emergency Services represents the city in matters pertaining to emergencies; therefore, all public communications are coordinated through the EOC to maintain a unified message.

Elected officials may be contacted by the media or public during emergencies. To ensure accuracy and consistency, elected officials shall coordinate any public statements or media engagement with the PIO or EOC Director prior to dissemination.

Elected officials should focus their public communications on:

- Providing reassurance and leadership to the community
- Sharing verified public safety information issued through official channels
- Encouraging compliance with emergency directives and protective actions
- Supporting community resilience and recovery messaging

Elected officials shall refrain from commenting on tactical or operational activities, including the actions, decisions, or performance of first responders or emergency personnel during an incident.

All incident-specific operational information, updates, and technical details shall be coordinated through the EOC to ensure accuracy, consistency, and alignment with ongoing response efforts.

Fire Department Operations

Fire protection and emergency medical services within the City of Sebastopol are provided by the Gold Ridge Fire Protection District (GRFPD) following the

consolidation of the city's former fire department into the district. This consolidated model represents the ongoing and standard framework under which the city, Sebastopol Police Department, and GRFPD operate on a daily basis.

GRFPD is the primary agency responsible for fire suppression, emergency medical response, rescue operations, hazard mitigation, and fire-related emergency management within the city. The district operates under its own command structure and responds in accordance with established fire service protocols and mutual aid agreements.

The City of Sebastopol and its Police Department coordinate closely with GRFPD as part of routine daily operations and during emergencies. This coordination is conducted through the Incident Command System (ICS) and, when activated, the Emergency Operations Center (EOC), utilizing unified command principles where appropriate.

This well established, day-to-day operational relationship ensures seamless integration during emergency incidents, supporting effective communication, efficient resource utilization, and coordinated response efforts focused on life safety, incident stabilization, and property conservation.

Concept of Operations

Sebastopol's emergency operations focus on providing clear direction, coordination, and support during disasters and major incidents. The EOC manages citywide response efforts by maintaining situational awareness, sharing information, coordinating with partner agencies, managing mutual aid, and allocating resources.

Field operations are led by the department responsible for the incident, typically Police or Public Works. These departments handle on-scene actions, life safety, and immediate operational needs, while maintaining communication with the EOC for updates and support requests.

The EOC does not direct field tactics. Instead, it provides strategic support by:

- Monitoring overall conditions
- Coordinating resources and personnel
- Prioritizing departmental needs
- Communicating with Sonoma County and external partners

- Supporting public information and community messaging

This structure ensures field responders stay focused on operational tasks while the EOC manages broader coordination and decision-making for the city.

Activation

The Emergency Operations Center may be activated when any incident requires enhanced coordination, exceeds day-to-day departmental capacity, or has the potential to cause widespread impacts. Activation may also occur during planned events that require additional oversight, multi-department involvement, or direct coordination with Sonoma County.

Activation is authorized by the Director of Emergency Services, or designee. The primary EOC is at the Sebastopol Police Department. Should the Sebastopol Police Department be unavailable, an alternate location will be designated by the Director of Emergency Services, or designee.

Activation levels are scaled to the needs of the incident:

Level 3 – Monitoring

Used during minor incidents, weather advisories, planned events, or early signs of potential escalation. Departments maintain awareness and share information as needed. The Emergency Manager may also initiate pre-activation activities, such as checking communications systems, confirming staff availability, or reviewing initial situational information—to ensure the EOC can quickly transition to partial or full activation if conditions worsen.

Level 2 – Partial Activation

Used when multiple departments are engaged, when extended impacts are anticipated, or when coordination with Sonoma County is required. Key EOC positions are staffed physically or virtually.

Level 1 – Full Activation

Used during major emergencies that significantly impact the community. The full EOC structure is staffed, emergency declarations may be issued, and coordination expands to include county, mutual aid, utilities, NGOs, and regional partners.

The EOC may scale staffing up or down as conditions evolve. Sonoma County DEM is notified of all partial or full activations.

Organization, Roles & Responsibilities:

The city of Sebastopol organizes its emergency response and coordination efforts through a structured framework that assigns clear roles, responsibilities, and communication pathways. This structure ensures efficient information flow, unified decision-making, and effective resource management during emergencies and planned events.

When an incident requires multi-department coordination or strategic support, the EOC may be activated. The EOC is organized into functional sections, each responsible for specific aspects of emergency management. These coordinated functions support field operations led by police and public works, while the EOC provides centralized direction, situational awareness, resource prioritization, and policy guidance across the city organization.

Function	Lead Department	Key Responsibilities
EOC Management	Chief of Police / City Manager	Overall coordination, emergency declarations, and public information oversight
Operations Section	Police / Gold Ridge	Field response coordination, life safety operations, evacuation, traffic/perimeter control
Planning Section	City Manager's Office	Situation status, information analysis, resource tracking, documentation, and demobilization planning. Combined with Logistics Section.
Logistics Section	Public Works	Resource ordering, facilities support, transportation, equipment, and communications. Combined with Planning Section.
Finance / Administration	Finance Department	Cost tracking, timekeeping, contracts, procurement, and recovery documentation
Public Information	Police / City Manager / City Clerk	Public messaging, media coordination, rumor control

Function	Lead Department	Key Responsibilities
Liaison Officer	EOC Director	Coordination with Sonoma County DEM, local jurisdictions, utilities, NGOs, and partner agencies

Personnel assigned to EOC positions are expected to complete foundational Incident Command System (ICS) and National Incident Management System (NIMS) training, including ICS 100, ICS 200, IS 700, and IS 800. This ensures a baseline understanding of EOC operations, ICS/NIMS principles, and coordinated response practices, and supports eligibility for state and federal reimbursement, including through FEMA.

When needed, the city EOC interfaces with the Sonoma County EOC, which may serve as the primary hub for regional coordination, mutual aid requests, and resource support.

The city council provides overarching policy direction, ratifies or issues local emergency declarations, and guides long-term recovery priorities.

This integrated structure ensures a unified, efficient, and compliant emergency response capability for the city of Sebastopol—supporting timely decision-making, strong interagency collaboration, and effective protection of the community during emergencies and planned events.

EOC Set-Up Procedures

The City of Sebastopol maintains standardized procedures for activating, setting up, and sustaining EOC operations to ensure reliable information flow, situational awareness, and operational continuity.

Upon activation, the EOC Director or designee initiates EOC set-up to ensure the facility is operational and ready to support citywide coordination.

Key steps include:

Facility Preparation:

- Unlock and secure access points to the EOC facility.
- Ensure power, lighting, heating/cooling, and internet connectivity are functioning.
- Arrange workstations to support EOC sections (Management, Operations, Planning, Logistics, Finance/Admin).

- Set up signage identifying each section's location.

Equipment and Systems Activation:

- Power on computers, telephones, radios, projectors, and status boards.
- Confirm access to Sonoma County Web-Based Disaster Management Tool, shared drives, city communication platforms, and critical software.
- Set up printers, copiers, and charging stations for mobile devices.
- Ensure backup power systems (portable generators, UPS units) are available if needed.

Information and Status Boards:

- Prepare situation status boards for incident details, resource tracking, and significant actions.
- Display event maps, weather updates, operational periods, and organizational charts.
- Post the current EOC Action Plan, safety information, and communications directory.

Check-In and Staffing:

- Implement EOC check-in procedures for all arriving personnel.
- Assign workstations and distribute EOC vests, quick guides, and job aids.
- Conduct a quick briefing on the incident status and activation level.

These actions ensure that the EOC can rapidly transition from activation to full operational capability.

Communications and Information Flow

Reliable communication is essential for maintaining situational awareness, coordinating resources, and supporting field operations. The Sebastopol EOC uses a multi-layered communication system to ensure redundancy.

Primary Communications Systems

- City Radio Network:
Used by Police and Public Works for operational communications and field coordination.

- City Telephones, VoIP, and Email:
Serve as primary internal and external communication channels for EOC personnel.
- Sonoma County Web-Based Disaster Management Tool:
Used for situation reporting, resource requests, mission tasking, and interagency coordination.

Backup and Redundant Systems

- Satellite Phone:
Maintains communication capability during major outages or network failures.
- Field Radios:
Portable handheld radios support communication with field supervisors if systems degrade.

Public Information and External Communications

Public messaging is coordinated through the Public Information Officer (PIO) and may include:

- City of Sebastopol website and social media channels
- Sebastopol Ready <https://sebastopolready.org/>
- SoCoAlert (County-managed emergency notification system)
- Nixle and community alerting platforms
- Coordination with Sonoma County Joint Information System (JIS) and local media outlets

All public communication must be coordinated through the EOC Director and PIO to ensure accuracy, consistency, and alignment with operational priorities.

Deactivation of the EOC

Deactivation of the Sebastopol EOC marks the transition from response to recovery and the return to normal city operations. The EOC Director, in coordination with Section Chiefs and the City Manager, determines when to deactivate based on:

- Stabilization of life safety threats
- Restoration of critical infrastructure
- Completion of priority objectives
- Resource availability and operational needs

Deactivation Process

Conducted in phases to maintain essential functions while scaling down. Sections may demobilize sequentially; staff rotations adjusted accordingly. All departments, field units, and partner agencies are notified of the schedule. Sonoma County DEM is informed to maintain continuity of coordination.

Transition to Recovery

Planning Section documents ongoing recovery needs, final updates, and remaining actions.

Section Chiefs provide summaries of accomplishments, outstanding issues, and recommendations.

Final Documentation

All logs, action plans, and records are completed and archived.

Finance/Admin finalizes cost tracking, contracts, and documentation required for reimbursement and After-Action Reports (AARs).

Following EOC deactivation or significant incidents, the city will conduct a post-incident “hot wash” and after-action debrief to capture immediate observations and lessons learned. An After-Action Report (AAR) will be completed, where feasible, within 90 days of EOC deactivation to document performance, identify areas for improvement, and support ongoing planning, training, and reimbursement processes.

Maintenance & Mitigation

Maintaining the Sebastopol EOP and the EOC is essential to ensure both remain accurate, actionable, and reflective of current operational capabilities. Regular maintenance and mitigation efforts strengthen the city’s overall preparedness and resilience.

EOP Maintenance

The EOP is a living document that evolves based on lessons learned, technological advances, and changes in laws, regulations, and city resources.

The Director of Emergency Services (Police Chief) is responsible for overseeing the review and update of the EOP at least annually or following a significant

incident or exercise. This review considers updates to departmental roles, staffing, policies, and resource availability, as well as findings from After-Action Reports (AARs), hazard assessments, and exercises.

Revisions are distributed to all city departments, key external partners, and Sonoma County DEM. Both electronic and physical copies are maintained to ensure accessibility during emergencies. Exercises, simulations, and tabletop reviews help validate the plan, test staff readiness, and identify areas for improvement.

EOC Maintenance

The EOC itself requires ongoing maintenance to always ensure operational readiness. Maintenance includes:

- **Facility Readiness:** Ensuring that the primary and alternate EOC sites are secure, clean, and equipped with adequate workstations, power, lighting, and environmental controls.
- **Equipment Maintenance:** Regular inspection and testing of radios, telephones, computers, printers, projection systems, and other critical equipment. Spare equipment and replacement supplies should be available for immediate use.
- **Communications Systems:** Testing of primary and backup communication systems, including the Sonoma County Web-Based Disaster Management Tool, satellite phones, radios, and auxiliary communications (ACS) equipment.
- **Supplies and Logistics:** Replenishment of administrative, medical, and operational supplies, including forms, personal protective equipment, office materials, and other consumables.
- **Documentation and Records:** Ensuring all EOC logs, SOPs, diagrams, and manuals are current, accessible, and properly organized.

Periodic drills and functional exercises are conducted to validate both the plan and EOC readiness. Maintenance activities ensure that, when activated, the EOC can immediately support multi-department coordination, resource management, and emergency operations in alignment with SEMS, NIMS, and ICS principles.

Mitigation

Mitigation activities are integral to maintenance, helping reduce future risk and strengthen community resilience. Key components include:

- Hazard Assessment and Planning: Regularly review hazards, vulnerabilities, and potential impacts to city infrastructure, public safety, and services.
- Structural and Non-Structural Measures: Maintain flood barriers, firebreaks, stormwater systems, and ensure updated land-use planning, building codes, and zoning regulations.
- Integration with Emergency Operations: Incorporate mitigation priorities into EOC planning, drills, and operational procedures to reduce vulnerabilities during incidents.
- Community Engagement and Partnerships: Collaborate with residents, businesses, utilities, NGOs, and other stakeholders to enhance public awareness, preparedness, and resilience.
- Continuous Improvement: Evaluate mitigation effectiveness after incidents or exercises, update strategies, and adjust implementation approaches based on lessons learned.

By combining maintenance and mitigation, Sebastopol ensures its EOP and EOC are not only operationally ready but also aligned with long-term risk reduction strategies, reinforcing the city's ability to respond, recover, and adapt to evolving hazards.

Training

Personnel assigned to emergency management and EOC functions will complete foundational Incident Command System (ICS) and National Incident Management System (NIMS) training, including ICS 100, ICS 200, IS 700, and IS 800, to ensure a baseline understanding of coordinated response principles and EOC operations. Staff will also participate in periodic training and exercises, including city-level and multi-agency tabletop exercises, to maintain readiness and reinforce these concepts. This EOP establishes the framework for emergency response and coordination; it is not a training document and therefore does not prescribe specific training schedules or requirements beyond these foundational expectations.

Attachments to the Emergency Operations Plan

Attachments and supporting documents referenced in this EOP are maintained as separate materials to allow for timely updates and alignment with current best practices, guidance, and operational requirements. Where appropriate, the city will utilize and refer to documents, templates, and procedures consistent with the Sonoma County Emergency Operations Plan and guidance provided by the Sonoma County Department of Emergency Management.

These materials may include, but are not limited to, templates, forms, contact lists, procedures, and reference resources. Updates to attachments and supporting documents may be made administratively, without requiring formal amendment or re-adoption of the EOP, provided such updates do not alter the core structure, authorities, or policy framework of the plan.

This approach ensures that operational tools and resources remain current, accurate, and aligned with regional practices, while preserving the stability and integrity of the EOP as the governing document.

Sebastopol EOC Section Checklists

Management Section – City Manager / EOC Director

- ☐ Establish overall incident objectives and priorities
- ☐ Approve emergency public information and press releases
- ☐ Issue or recommend local emergency declarations
- ☐ Maintain communication with city council and policy group
- ☐ Liaise with Sonoma County DEM, State, and other agencies
- ☐ Monitor Section Chiefs and ensure coordination between EOC sections
- ☐ Make strategic decisions and allocate resources based on operational needs

Operations Section – Police

- ☐ Coordinate field response operations
- ☐ Manage life safety, evacuation, and perimeter control
- ☐ Identify needs for fire suppression and rescue operations
- ☐ Collect field intelligence and report to Planning Section
- ☐ Track resource deployment and status in the field
- ☐ Liaise with mutual aid agencies and other responding units
- ☐ Ensure the safety of field personnel and citizens

Planning Section – City Manager's Office

- ☐ Maintain situational awareness and monitor incident status
- ☐ Collect and analyze data from field and EOC units
- ☐ Produce Situation Reports (SitReps) and Incident Action Plans (IAPs)
- ☐ Support demobilization planning and post-incident review
- ☐ Track resource availability and request additional assets as needed
- ☐ Document all actions, decisions, and communications
- ☐ Maintain maps, status boards, and other situational displays

Logistics Section – Public Works

- ☐ Identify and procure necessary resources and supplies
- ☐ Coordinate transportation, staging, and delivery of materials
- ☐ Ensure operational facilities are functional and staffed
- ☐ Maintain communications systems, computers, and IT support
- ☐ Provide food, water, medical support, and other personnel needs

- ☐ Monitor and maintain vehicles, equipment, and generators
- ☐ Track resource requests and confirm fulfillment with Planning Section

Finance / Administration Section – Finance Department

- ☐ Track personnel time and assignments
- ☐ Maintain financial records for incident response
- ☐ Process contracts, purchase orders, and vendor payments
- ☐ Document expenses for reimbursement and recovery
- ☐ Monitor cost tracking and resource allocation
- ☐ Track claims, liability, and compensation requests
- ☐ Prepare post-incident financial and administrative reports

Deactivation

The EOC will be deactivated once the incident is stabilized, field operations have concluded, and citywide coordination is no longer required.

- ☐ Ensure all departments and field units are demobilized safely
- ☐ Finalize documentation and submit reports to Planning Section
- ☐ Confirm cost tracking and financial documentation completed in Finance Section
- ☐ Notify Sonoma County EOC of deactivation
- ☐ Conduct post-incident briefing with all Section Chiefs and EOC staff
- ☐ Return EOC to standby status, securing equipment and communications

Maintenance

Ongoing maintenance ensures EOC readiness for future incidents.

- ☐ Inspect and test communications systems, phones, radios, and computers
- ☐ Maintain EOC supply caches, including office, medical, and logistics supplies
- ☐ Test backup generators, lighting, and environmental controls
- ☐ Update maps, status boards, and planning templates
- ☐ Review and update staff contact lists and mutual aid agreements
- ☐ Schedule periodic drills and tabletop exercises
- ☐ Conduct annual review and update of EOP and all annexes

Threat Assessment Annex

Hazard	Primary Concerns / Notes
Flood	River and drainage overflow; property damage, road closures, evacuation
Wildfire	Air quality, property loss, evacuation, fire suppression coordination
Severe Weather	Wind, rain, hail; infrastructure damage, transportation impacts
Hazardous Materials	Chemical spills, leaks; contamination, evacuation, specialized response
Public Health / Pandemic	Widespread illness, hospital surge, public messaging, shelter protocols
Civil Disturbance / Protest	Crowd control, law enforcement coordination, traffic and safety management
Transportation Incidents	Vehicle crashes, rail incidents, road closures, coordination of emergency services
Utility / Infrastructure Failure	Power, water, gas outages; public safety, continuity of operations
Major Earthquake	Structural damage, mass casualties, utility failures, transportation disruption
Terrorism / Civil Security Threats	Violent attacks, bombings, cyber incidents; coordination with law enforcement and emergency partners
Energy Loss / Blackout	Extended power/fuel outages; impacts on healthcare, communications, and essential services
Food & Agriculture Emergencies	Contamination, crop failure, or supply disruption affecting public health and food security

Message Templates:

This section provides standardized message templates to streamline communication during emergencies, ensuring clarity, consistency, and rapid dissemination of information to the public, media, and partner agencies.

Applicable for all hazards, including natural, technological, and human-caused events. Templates can be adapted based on incident type while maintaining core messaging for situational awareness, protective actions, and official guidance.

All-Hazard Message Template

Source	Hazard	Location	Action	Trusted link/More Information
Agency/Department	Type of Hazard Ex: Flood, Fire, Earthquake	City, Neighborhood, street and/or facility	Recommended action for safety Ex: Evacuate, Shelter in Place	Official source or hotline for more information
Example:				
City of Sebastopol PD	Flood	Laguna St. Between Main St & Bodega Ave.	Evacuate immediately	SoCoEmergency.org

Hazard-Specific Message Guidance Table

Hazard Type	Typical Location Considerations	Recommended Actions	Additional Notes
Flood	Low-lying areas, riverbanks	Evacuate, avoid travel	Monitor river levels via SoCoAlert
Wildfire	Forested or grassland areas	Shelter-in-place or evacuate as directed	Follow official evacuation instructions
Earthquake	Throughout city	Drop, Cover, Hold On;	Prepare for aftershocks and be aware of potential structural damage

Severe Weather	Storm-prone streets and roads	Stay indoors, secure property	Monitor local weather advisories
Public Health	Schools, public facilities	Follow health directives	Include links to Sonoma County Public Health
Hazardous Materials	Industrial areas, transportation routes	Evacuate or shelter-in-place as instructed	Provide info on chemical involved if known
Terrorism	Public spaces, infrastructure	Follow law enforcement instructions	Avoid speculation, confirm from official sources
Energy Loss	Citywide or localized grid outages	Conserve resources, use emergency generators	Update from utility providers
Food & Agriculture	Farms, markets, distribution centers	Follow food safety guidance	Link to USDA or State resources

Notes:

- All messages should be verified through official channels before dissemination.
- Include contact info for further instructions when possible.
- Use consistent formatting to reduce confusion during emergencies.

City Council Resolution Template:

RESOLUTION NO. XXXX-XXXX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEBASTOPOL
RATIFYING THE POLICE CHIEF / DIRECTOR OF EMERGENCY SERVICES
ACTIVATION OF THE EMERGENCY OPERATIONS CENTER
AND DECLARATION OF A LOCAL EMERGENCY

WHEREAS, On or about **[date]**, a condition of extreme peril to the safety of persons and property arose within the City of Sebastopol due to **[brief description of incident — e.g., severe weather, flooding, wildfire, civil disturbance, public health emergency]**; and

WHEREAS, said conditions were beyond the capacity of ordinary municipal services, personnel, equipment, and facilities; and

WHEREAS, the Police Chief / Director of Emergency Services is authorized to act as the Director of Emergency Services and to take necessary and appropriate actions during an emergency; and

WHEREAS, on **[date and time]**, the Police Chief / Director of Emergency Services determined that a local emergency existed and activated the Emergency Operations Center (EOC) to coordinate emergency response and protective actions; and

WHEREAS, the Police Chief / Director of Emergency Services further declared a local emergency and took emergency actions necessary to protect life, property, and public health; and

WHEREAS, the City of Sebastopol Emergency Operations Plan requires that such declaration be ratified by the governing body within a 7 day time period; and

WHEREAS, the city council has reviewed the circumstances and finds that the declaration and activation were necessary and appropriate under the conditions then existing.

NOW, THEREFORE, BE IT RESOLVED by the city council of the City of Sebastopol finds that:

The activation of the Emergency Operations Center (EOC) by the Police Chief / Director of Emergency Services on **[date]** is hereby ratified, confirmed, and approved; and

The declaration of a local emergency made by the Police Chief / Director of Emergency Services on **[date]** is hereby ratified and confirmed; and

The local emergency shall continue to exist until terminated by further action of the Police Chief / Director of Emergency Services, and

The Police Chief / Director of Emergency Services, City Manager, and other designated officials are authorized and directed to take all necessary actions to carry out the emergency response and recovery efforts consistent with applicable law; and

This Resolution shall be forwarded to the County and State Office of Emergency Services (CALOES) as required by law.

PASSED AND ADOPTED this ____ day of _____, 20__, by the following vote:

- AYES:
- NOES:
- ABSENT:
- ABSTAIN:

Mayor / Chair

ATTEST:

City Clerk / Clerk of the Board

EOC Organization Chart

