

# Reclamation District 524

## Middle Roberts Island

Emergency Operations Plan  
(California Water Code Section 9650)

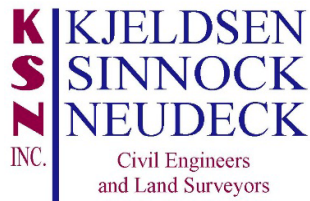


**San Joaquin Operational Area**  
**December 2015**

This document was last updated on December 3, 2015.

Prepared by KJELDTSEN SINNOCK & NEUDECK, INC. for Reclamation District 524, Middle Roberts Island, with funds awarded under the California Department of Water Resources Flood Emergency Response Grant Program—Delta, Contract No. 4600010754.

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



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# Plan Promulgation

December 3, 2015

To whom it may concern:

This document and accompanying annex map, having been duly reviewed and approved by the Board of Trustees of Reclamation District 524, Middle Roberts Island (hereinafter referred to as Reclamation District 524), is hereby promulgated as the official emergency plan of the District. District personnel are 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 and is compliant with the National Incident Management System and National Response Framework.

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

The District Counsel/Secretary and District Engineer shall review this plan and accompanying annex annually for needed changes and updates. The District Counsel/Secretary and District Engineer are 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 524 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 Secretary shall maintain a record of Board plan reviews and approval actions in accordance with District documentation procedures and policies.

Sincerely,

Mario Jaques, President  
Board of Trustees  
Reclamation District 524



## Record of Initial Distribution

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

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# Section 1 - Plan Introduction

## 1.1 Purpose

The purpose of this Flood Safety Plan is to ensure the effective performance of Reclamation District 524 responsibilities in a flood emergency in collaboration with other jurisdictions performing emergency functions within and around the District. This plan is to be used in conjunction with the emergency operations plans of the State of California and the San Joaquin Operational Area (SJOA) to facilitate multi-jurisdictional coordination within District boundaries. Although this is a public document, specific procedures and information of a sensitive nature as well as personal information may be edited out of publicly available versions. The full document is subject to restricted-use handling procedures. This plan meets the requirements of Section 9650 of the California Water Code.

## 1.2 Scope

Reclamation District 524 is an independent jurisdiction with responsibility for the operation and maintenance of the levee system within its jurisdictional boundaries. This District emergency operations plan covers only detailed procedures for District responsibilities. Operational plans of other jurisdictions with public safety responsibilities within the District are referenced in this plan.

This plan will cover in detail the following;

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

## 1.3 Plan Structure

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

The screenshot shows the website for SJOA Flood Contingency Mapping. It features a navigation menu on the left with options like 'Interactive Maps', 'Static Maps', 'Data & Services', 'Disclaimer', 'Contact Us', and 'Links'. The main content area displays a 'VISUAL INDEX OF AVAILABLE MAPS' with a map of the San Joaquin Operational Area. Below the map is a 'TABULAR INDEX OF AVAILABLE MAPS' table.

Official Map Name	Map PDF	Preliminary Engineering Design PDF
Beacon Island	Quand (12-09)	N/A
Boyer Tract	N/A	N/A
Brack Canal Tract	Quand (17-05)	N/A
Central Stockton	N/A	N/A
Little Islands North	N/A	N/A
Eight Mile Corridor	Quand (8-04)	N/A
Holmes 1/2 Corridor	Quand (05-05)	N/A
Good Tract	N/A	N/A
McDonald Island	Quand (04-12)	N/A
New Hope Tract	Quand (05-07)	N/A
North Stockton	Quand (04-17-04)	N/A
Old River	N/A	N/A
RS168	N/A	N/A
RS168 Lincoln Village West	Quand (04-05)	N/A
RS17	N/A	N/A
RS177	N/A	N/A
RS178	N/A	N/A
RS178 Segment Barmhart	Quand (04-04)	N/A
Robble Tract	Quand (04-04)	N/A
Roberts Island	Quand (5-10)	N/A
Rough And Ready Island	N/A	N/A
San Joaquin River East Bank	Quand (5-10)	N/A
San Joaquin River West Bank	Quand (08-05)	N/A
San Joaquin River West Bank	Quand (08-05)	N/A
San Joaquin River West Bank	Quand (08-05)	N/A
Smith Water Tract	N/A	N/A
South Stockton	Quand (17-05)	N/A
Station Island	N/A	N/A
Stewart Woodland Tract	N/A	N/A
Trapp Island	Quand (18-05)	N/A
Victoria Canal	Quand (13-05)	N/A
Victoria Canal	Quand (05-04-14-04)	N/A
Woods Riverwood Tract	N/A	N/A

[www.sjmap.org/oesfcm](http://www.sjmap.org/oesfcm)  
 maintained by San Joaquin  
 Operational Area

Figure 1.1



## Section 2 - Concept of Operations

### 2.1 Situation Overview

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

Reclamation District 524 is responsible for maintaining the levees that provide flood protection for primarily agricultural land, infrastructure, and residences.

The District was completely leveed by 1878, and encompasses an area of 11,950 acres, surrounded by 18.8 miles of levee made up of 12.6 miles of non-project levee, the levee located along Middle River, the dryland levee located on the west and south, and Burns Cutoff located to the north, and 6.2 miles of Federal Project Levee, the levee located along the San Joaquin River, all located within San Joaquin County.

Middle Roberts Island is located within the boundaries of the South Delta Water Agency and is bordered by Burns Cutoff to the north, the San Joaquin River to the east, a dryland levee and Middle River to the south, and a dryland levee to the west. Emergency ingress and egress routes are in the south of the island are via Howard Road, to the north of the island via Port of Stockton Expressway (the former Daggett Road) and to the east and west via State Highway Route 4.

Continuous routine maintenance and improvement activities have occurred on the levee throughout the history of the District. In 1997, the District levee performed without failure but sustained damage. Extremely high flows and runoff caused rivers to run at flood stage for an extended period of time and caused waterside erosion damage and other damage at several locations on the District's project and non-project levees.

Reclamation District 524 has an overall population of 200. State Highway 4, east to west rail lines (freight and passenger), East Bay Municipal Utilities District petroleum lines and the City of Stockton Sewer Treatment Ponds are all notable critical infrastructure on the Island.

### 2.2. General Approach to Seasonal Flood Operations

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

#### 2.2.1 Routine Preparedness and Infrastructure Maintenance

District performs the following routine preparedness actions.

- Inspect District levees annually on a routine basis
- Ongoing and routine baiting for ground rodents
- Ongoing and routine vegetation control program

- Annual inspection and maintenance of access control gates on levees
- Annual joint inspection of levees with State inspectors

District does not own or maintain pumping stations for internal drainage control. There are multiple privately owned culverts or through levee pipes that exist within District.

**2.2.2 Monitoring and Analysis**

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

The District will use the following gauges and information sources in its monitoring effort:

Primary Reference Gauge:  
 Mossdale  
 Datum NAVD 88

Secondary Reference Gauge:  
 Vernalis  
 Datum NAVD88

**2.2.3 Alerting, Activation, and Initial Response**

The following actions will be taken when the trigger condition is identified by District personnel. These actions may be taken by District personnel at any time or tidal condition if it is felt that conditions affecting the levees and drainage system warrant such action.

Action	Trigger Condition
Alert the District Board of Trustees and personnel; Official prediction that Monitor Stage will be reached at the Mossdale Gauge	Issue Delegation of Authority letter appointing District Incident Commander
Activate/Hire District personnel and initiate periodic focused levee inspections	Monitor Stage at Mossdale Gauge
Initiate 24-hour continuous levee patrols	El. 21.5' (NAVD 88) at Mossdale Gauge
Contact City of Stockton OES, San Joaquin County Sheriff and San Joaquin OES	Potential threat to levee integrity or if District begins patrol
Contact the State-Federal Flood Operations Center	Identified problem on levee

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

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

## 2.3 Public Alert and Warning

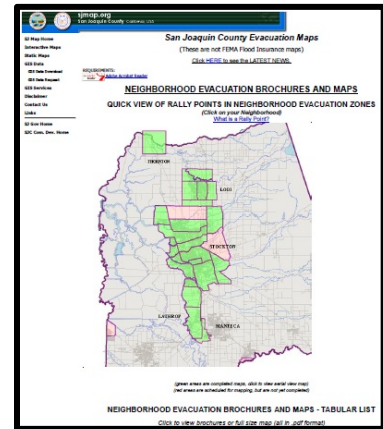
The District will promptly notify jurisdictions responsible for alerting and warning of the general public upon identification of a threat to District levees. The District will provide detailed information on the characteristics of the threat and will assist, to the extent possible, with notification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

Jurisdictions responsible for alerting and warning of the general public within District.

- County of San Joaquin
- City of Stockton

Alerting and warning will be conducted jointly by these jurisdictions through the SJOA using the procedures contained in the SJOA Warning Annex (see [www.sjgov.org/oes](http://www.sjgov.org/oes)). The District will provide a representative to the OA and SJOA Joint Information Center (JIC) to assist with alert and warning messages if requested.

Evacuation maps and brochures for the public are available at a dedicated website maintained by SJOA (See Figure 2.1). These maps contain information on receiving alerts and warnings within the District along with evacuation and safety instructions. According to San Joaquin County OES, no evacuation maps exists for this District, however there may be one developed in the future. Check the following link (see [www.sjmap.org/evacmaps](http://www.sjmap.org/evacmaps)) to see if evacuation maps have been developed.



**General Public Evacuation Maps and Brochures website**  
[www.sjmap.org/evacmaps](http://www.sjmap.org/evacmaps)  
**maintained by San Joaquin Operational Area**

Figure 2.1

## 2.4 Flood Fight Operations

Flood fight operations, including levee patrol, will be conducted in accordance with the procedures in this Basic Plan and those shown on Annex A. Annex A displays the District's concept of operations for emergency communications, patrol, flood fight, and dewatering operations. This concept of operations and response procedures will be modified as needed by the District Incident Commander 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 District's policy 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 (CDAA). Emergency operations will be conducted and documented in compliance with conditions of those programs for reimbursement of disaster expenses. The District has assigned its contract engineering firm to maintain necessary documentation during an emergency and to participate in any available assistance programs after a disaster on behalf of the District.

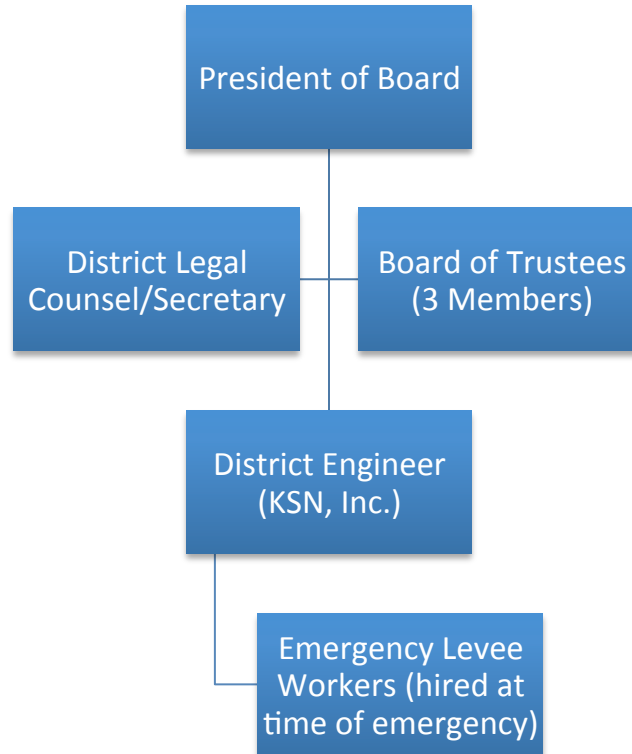
To ensure that the District takes steps to quickly access the recovery process, these actions should be considered if an incident is imminent or occurring:

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

## Section 3 – Organization and Assignment of Responsibilities

### 3.1 Organization

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



District hires additional staff under the job description of “Emergency Levee Worker” for levee patrol once monitoring efforts indicate that conditions for initiating levee patrol will be reached. Emergency workers will work under the designated District Incident Commander.

### 3.2 Assignment of Responsibilities

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

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

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

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

### ***3.2.2 Represent District in Operational Area Emergency Management Committee***

The District Superintendent and/or District Engineer are authorized and responsible for representing the District at unified field commands as may be established by the SJOA. The District Engineer is also responsible for representing the District at the SJOA management committee. These District representatives may speak for the District in matters of the condition of District levees, input to protective action decisions being made by public safety agencies, and any requests to modify or conform District response that come out of the multi-agency coordination process.

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

### ***3.2.3 Provide Public Information***

The District Counsel/Secretary is authorized to speak to the media on behalf of the District as part of the SJOA JIC.

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

The District Engineer is authorized and responsible for maintaining District equipment, supplies, and resources for emergency response. The Engineer will ensure that supplies are maintained at inventory levels set by the Board or at any minimum levels that may be set by the Department of Water Resources guidance or statutes.

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

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

### ***3.2.6 Activate and/or Direct District Personnel During Emergency Operations***

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

The Board President will issue a Delegation of Authority letter (see Attachment 2) confirming and defining these authorities as noted in Section 3.2.2.

The Board will use the emergency resolution template (See Attachment 3) to proclaim a local emergency.

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

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

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

## **Section 4 – Direction, Control and Coordination**

### **4.1 Management and Control of District Operations and Coordination within District**

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

#### **4.1.1. Management and Policy**

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

The Board President will issue a Delegation of Authority letter (see Attachment 2) upon reaching the trigger condition indicated in Section 2.2.3.

#### **4.1.2 District Incident Command**

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

#### **4.1.3 Incident Command Facilities**

The District does not maintain pre-identified facilities for hosting emergency activities being undertaken by District personnel. The District’s counsel has facilities for meetings. District activities will be organized and coordinated in the field or at other incident command facilities established by public safety agencies or the SJOA.

### **4.2 Management and Coordination with Other Jurisdictions**

The District will ensure that proper management and coordination is maintained with 1) other public agencies and jurisdictions operating within the District, 2) neighboring reclamation districts, and 3) the SJOA. The following procedures will be followed to accomplish this function.

#### **4.2.1 Unified Flood Fight Command Post**

The County of San Joaquin has established four pre-planned unified flood fight commands with pre-identified command post locations to facilitate coordination and mutual aid between neighboring reclamation Districts and supporting city/county, state, and federal agencies. The District Engineer will report to the District’s assigned unified flood fight command to coordinate the development and implementation of incident action plans.



Unified situation assessment, resources, and tactical planning of multi-agency flood fight activities will take place within this unified command. See Unified Flood Fight Command Map at [www.sjmap.org/oesfcm](http://www.sjmap.org/oesfcm).

Reclamation District 524 is a member of the CENTRAL DELTA UNIFIED FLOOD FIGHT COMMAND established by the SJOA. The Central Delta Unified Flood Fight Command meets at Holt Station on Reclamation District 2116. The boundaries and assignments to this command may be viewed on the SJ County Unified Flood Fight Command Map available at [www.sjmap.org/oesfcm](http://www.sjmap.org/oesfcm). See Figure 4.1.

#### ***4.2.2 San Joaquin Operational Area Emergency Operations Center***

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

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

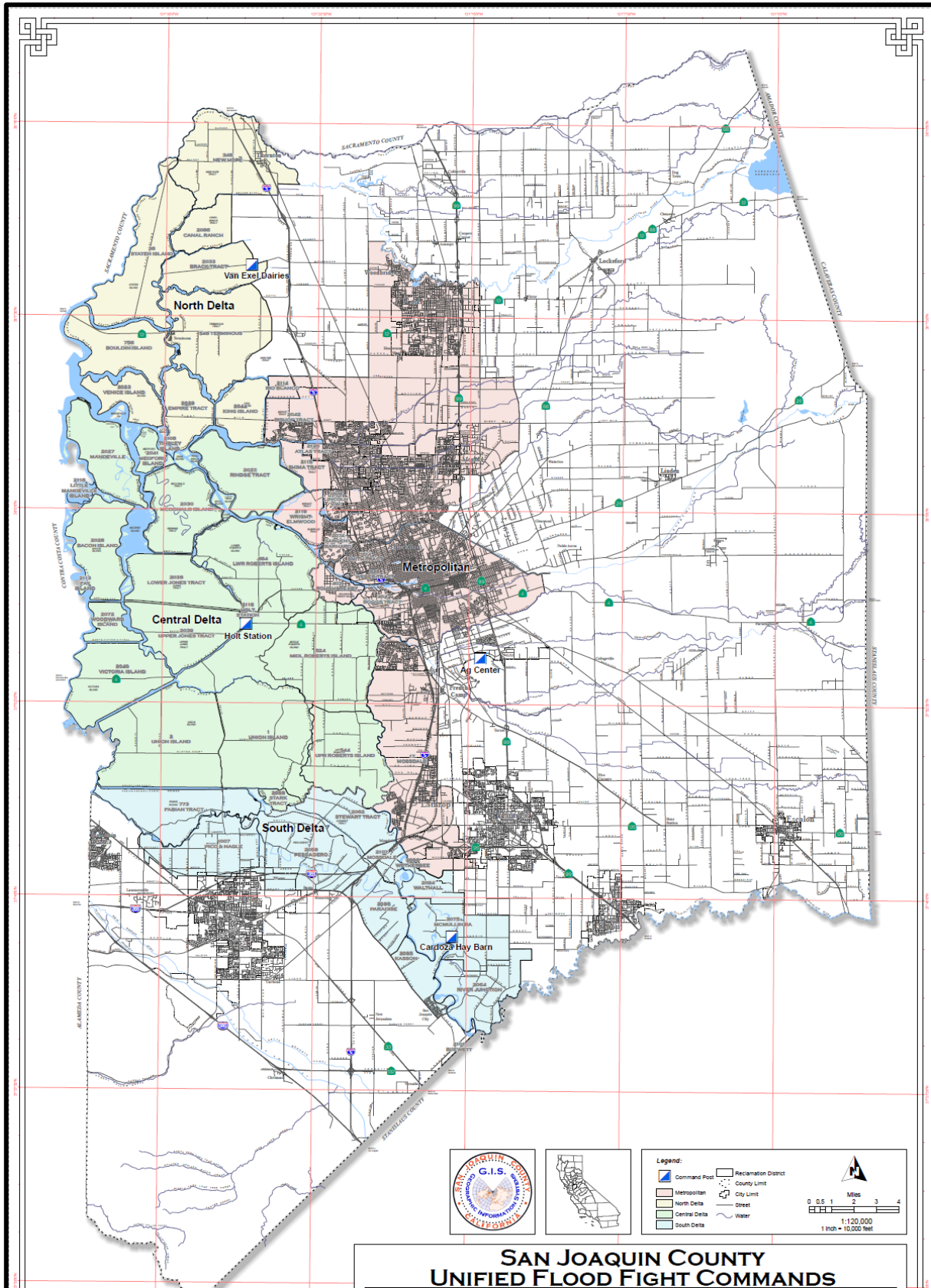
The SJOA Planning/Intelligence Section will provide disaster intelligence and situational status to participating jurisdictions upon activation in an emergency. This District will participate as needed in this disaster intelligence and information sharing process. See [www.sjgov.org/oes](http://www.sjgov.org/oes) for relevant SJOA plans.

Reclamation District 524 is a signatory to the SJOA Agreement and as such, its District Engineer will participate in SJOA multi-agency coordination processes and procedures on behalf of the District. General travel times from District to the SJOA emergency operations center is 20-30 minutes. District representative may remotely communicate with the SJOA EOC through cellular telephone.

#### ***4.2.3 State-Federal Flood Operations Center***

The Department of Water Resources has special authority under Water Code Section 128 to assist reclamation Districts with flood fight operations. The Department of Water Resources maintains the State-Federal Flood Operations Center (FOC) to perform these functions and support the operations of other State and Federal agencies. The District will maintain communications with the FOC in order to receive and provide information with that facility and to request technical assistance. The District will communicate with the flood operations center through telephone systems or at Central Delta Unified Flood Fight Command multi-agency coordination activities where FOC representatives are present.

Figure 4.1 Unified Flood Fight Commands



#### ***4.2.4 San Joaquin Operational Area Joint Information Center***

Information to the general public will also be coordinated, planned, and carried out through the SJOA JIC. The District will assist with public information as requested through the OA. See [www.sjgov.org/oes](http://www.sjgov.org/oes) for relevant SJOA plans and procedures.

The District will provide a Public Information Officer (PIO) as requested who will have authority to approve information releases. The District PIO will identify the location and schedule of the JIC from the SJOA 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 personnel, contractors, and other staff working under District supervision
2. With other public agencies operating within the District
3. With neighboring Reclamation Districts
4. With the SJOA EOC
5. With the State Flood Operations Center

### **5.2 District Communications**

The District does not own or operate communications equipment. The District will rely on personal cell phones of its staff and trustees to maintain communications between the Board of Trustees, the District Engineer and other response staff that may be hired during the emergency period. In the event of failure of cellular telephone systems the District will use messengers to transmit information between its staff and other jurisdictions as well as regularly scheduled coordination meetings of the field unified commands and the SJOA organization.

### **5.3 Communications with Other Jurisdictions**

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

#### **5.3.1 San Joaquin Operational Area EOC**

The District will maintain communications with the SJOA EOC by cellular telephone and participation in scheduled meetings of the SJOA management group. District will maintain telephone numbers assigned by SJOA for use by reclamation Districts.

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

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

## **Section 6 - Logistics and Finance/Administration**

### **6.1 Mutual Aid**

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

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

### **6.2 Resources**

SJOA maintains seven twenty-foot containers with flood fight supplies that the district can draw on through the SJOA Agreement. Inventory of that resource can be obtained from SJOA. In addition, DWR stores resources near the Port of Stockton.

### **6.3 Procurement**

District maintains standard forms and processes for initiating and executing contracts with appropriately licensed contractors in accordance with Public Contract Code Article 60.5 Sections (20920-20927) and (22050). The District maintains a standard contract form for contracts under \$25,000 which do not require a formal public bid process. The District maintains a separate contract form for all contracts for any improvement or unit of work, or for materials or supplies over \$25,000 adding a formal bidding process whereby the District shall be responsible for awarding to the to the lowest responsive, responsible bidder except as otherwise provided below.

In the event of any emergency, the District may negotiate and award a contract for the construction of work to prevent damage or repair damaged works without advertising for bids and expend any sum reasonably required in the emergency. If notice for bids to let contracts will not be given, the District shall comply with Chapter 2.5 (commencing with Section 22050).

### **6.4 Logistics Facilities**

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

### **6.5 Finance and Administration**

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

## **Section 7 - Plan Development and Maintenance**

### **7.1 Plan Development and Maintenance**

The District Counsel/Secretary and Engineer are responsible for overseeing the development of the Reclamation District 524 Emergency Operations Plan. The District Engineer will maintain the District Flood Contingency Map which constitutes Annex A of the Plan. The District Counsel/Secretary Engineer are responsible for periodic review of the District Emergency Operations Plan and Annex A to determine the need for revisions or updates.

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

### **7.2 Training and Exercises**

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

District employees will receive training on the District EOP – Basic Plan and Annex A.

District personnel will participate in internal exercises and exercises sponsored by the SJOA jurisdictions.

### **7.3 Plan Evaluation**

Reclamation District 524 personnel will prepare a written After-Action Report (AAR) after any District-declared emergency affecting District levees. The District Counsel/Secretary is responsible for the preparation of this report. The Board will review and approve the AAR which will briefly describe District operations, response problems that arose, and damage sustained by the District. The AAR will also contain recommendations for improving District emergency operations in the future. The Board will provide direction to staff as to the preparation of changes, additions, or revisions to the District emergency operations plan.

## **Section 8 - Authorities and References**

### **8.1 Federal**

Federal Civil Defense Act of 1950 (Public Law 920, as amended)

Robert T Stafford Disaster Relief and Emergency Assistance Act of 1988 (Public Law 93-288, as amended)

### **8.2 State**

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

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

### **8.3 Local**

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



# Attachment 1

## Reclamation District 524 Emergency Response and Training Policy

Reclamation District 524 Board of Trustees hereby adopts the National Incident Management System (NIMS) for organizing emergency response activities. The Board further establishes the following emergency response and training policies.

### Emergency Response

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

### National Incident Management System Training Guidance

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

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

### Reclamation District 524 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 shall complete the G-402, Incident Command System Overview for Executives and Senior Officials and the SEMS Executive Course.

The District Engineer shall complete, at a minimum, the SEMS Introduction, ICS-100 Introduction to the Incident Command System, ICS-200 ICS for Single Resources and Initial Action Incidents, and IS-700 NIMS An Introduction courses to meet Type 4 incident management requirements. In addition, the District Engineer shall complete IS-800 National



Response Framework and IS-701 NIMS MACS course to meet inter-agency coordination responsibilities.

Staff hired or transferred to serve as Emergency Levee Workers at the time of an emergency shall receive a 2-hour RD1 Emergency Safety and NIMS Course that will include a 60 minute summary of the SEMS Introduction, ICS-100 and IS-700 courses and specific safety information for their emergency duties prior to beginning work.

This policy is hereby approved by the Board of Trustees on \_\_\_\_\_  
by the following vote.

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

\_\_\_\_\_  
Title

\_\_\_\_\_

# Attachment 2

## Reclamation District 524 Delegation of Authority Letter

As of \_\_\_\_\_ hrs, \_\_\_\_\_, I have delegated the authority and responsibility for the  
(Time) (Date)  
complete management of the Reclamation District 524 \_\_\_\_\_ Incident to  
(Name of Incident)  
\_\_\_\_\_ acting as District Incident  
(Name of Individuals)

Commander and Deputy Incident Commander respectively.

### Instructions

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

My general considerations for management of the incident are:

1. Provide for safety of District staff.
2. Keep the Board and Board Counsel/Secretary informed of key actions, and the situation.
3. Comply with the RD1 Flood Safety Plan and document conditions requiring its modification

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

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

By: \_\_\_\_\_  
(President, Board of Trustees)

\_\_\_\_\_  
Date

# **Attachment 3**

## **Emergency Resolution Template**

**RESOLUTION OF THE BOARD OF TRUSTEES  
OF RECLAMATION DISTRICT NO. \_\_\_\_**

**RESOLUTION No. \_\_\_\_**

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

**[DESCRIPTION OF EMERGENCY EVENT, JUSTIFICATION]**

**EMERGENCY DECLARATION**

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

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

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

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

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

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

**CERTIFICATION**

I, \_\_\_\_\_, President and trustee for Reclamation District \_\_\_\_ (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