



EMERGENCY OPERATIONS PLAN

Basic Plan



August 2017

PROMULGATION

The Port of San Diego (Port) is a vital and important part of the region's economy, security and vitality. The San Diego Unified Port District (District) is committed to the safety and security of all Port stakeholders, inclusive of employees, tenants, businesses, contractors, and visitors that interact and engage with the Port.

Emergencies can occur at any time, suddenly and without warning. Sound planning carried out by knowledgeable and well-trained personnel, can help save lives, mitigate impacts to property and the environment, and minimize disruptions. The District developed this Emergency Operations Plan (EOP) to coordinate all the personnel and facilities of the District into an effective and efficient organization capable of responding to an emergency. The EOP also provides the framework for enhanced District emergency management efforts in support of whole Port resiliency. The Plan is "all hazards" and applies to all incidents and threats the District may face regardless of cause, size or complexity. The governance and authority over this EOP is established by Board of Port Commissioners (BPC) Resolution 2017-053 adopting BPC Policy No. 777 – Emergency Management and Disasters, and BPC Policy 777.

This Plan is intended to be in accordance with all existing federal, state and local statutes. All federal, state, and local laws supersede the policies and procedures listed in this Plan.

The Port EOP supports the overall mission of the District. As such, the BPC endorses and gives its full support to this Plan and urges all officials, employees, port partners and stakeholders, individually and collectively, to support District whole port resiliency efforts.

This document is hereby approved and promulgated as the San Diego Unified Port District EOP.

SAN DIEGO UNIFIED PORT DISTRICT BOARD OF PORT COMMISSIONERS APPROVAL

See *Attachment 6* for a copy of signed Resolution No. 2017-113 approving the District's Emergency Operations Plan – Basic Plan.

APPROVAL AND IMPLEMENTATION

The District's Emergency Operations Plan (EOP or Plan) seeks to ensure a coordinated, effective response to any emergency, disaster or event that impacts, or may impact, District operations. This EOP supersedes all previous San Diego Unified Port District (District) EOPs and guides, and is formatted to be consistent with the National Response Framework (NRF), complete with a Basic Plan, Annexes, and attachments that support specific areas necessary to enhance District, and whole Port of San Diego (Port) emergency operations.

The District is mandated by federal, state, and local laws to ensure mitigation efforts are enhanced, preparedness is encouraged, responsiveness is assured, and recovery is achieved efficiently and effectively for all hazards, including natural and technological hazards, and human-caused incidents (i.e., earthquakes, floods, power outages, hazardous material spills, cyber/information technology (IT) disruptions or attacks, mass shootings, incidents of terrorism, etc.) which may occur within the District, or have impact upon the District.

The EOP was developed utilizing the guidance provided in the Federal Emergency Management Agency's (FEMA's) *Comprehensive Preparedness Guide 101, Version 2.0* and best practices from ports and other jurisdictions within California and throughout the nation. The Plan was developed in accordance with the Standardized Emergency Management System (SEMS) and National Incident Management System (NIMS), and as such is an extension of the State of California Emergency Plan and the San Diego County Operational Area (OA) EOP. It has been reviewed by District staff and will be tested (through training and exercise), revised, and updated as necessary. Modifications to the Plan will be made by the District Director of Emergency Management (DEM) and the District Emergency Management Team (DEMT). Updates to the EOP Basic Plan will be approved by the Board of Port Commissioners (BPC).

PLAN OVERVIEW

The following provides a brief overview of the Basic Plan and its Attachments. Section 11 provides details regarding the planned EOP Annex structure.

Section 1.0	Plan Administration - Brief overview of the administrative elements related to the EOP.
Section 2.0	Introduction - Defines the overarching purpose and scope of the EOP, and provides an overview of the District's jurisdiction, potential hazards and threats that may affect Port operations, and the District's whole community/whole port emergency management and engagement strategy.
Section 3.0	Concept of Operations - Describes the District's emergency management approach, and outlines the District's three-level system of emergency activation and response to allow for a flexible, scalable approach to emergencies and events, in accordance with SEMS and NIMS. Provides an overview of the District's established Local Emergency proclamation process.
Section 4.0	Organization and Assignment of Responsibilities - Defines the District's Emergency Management Organization (EMO), and its functional and operational structure; key roles, responsibilities and emergency authorities; and continuity of government principles.
Section 5.0	Direction, Control, Coordination - Outlines the District's scalable command, control, and support coordination mechanisms used in District emergency management. These include the field Incident Command Post (ICP), Joint Harbor Operations Center (JHOC), Port Unified Command (PUC), and District Emergency Operations Center (EOC). Includes an overview of the District's EOC structure, activation and operation.
Section 6.0	Information Collection, Analysis, and Dissemination - Provides an overview of the mechanisms for establishing and maintaining situational awareness, and the dissemination of internal and external information.
Section 7.0	Communications - Describes District notification and communications methods and systems.
Section 8.0	Administration, Finance & Logistics - Outlines administrative and financial processes necessary to support response and recovery operations, such as financial management and logistical coordination, mutual aid agreements, Disaster Service Worker (DSW) policy, and District contracts, insurance, and after-action report (AAR) procedures
Section 9.0	Plan Development and Maintenance - Describes the activities and requirements for updating the District EOP; establishes the minimum emergency management training standards for District staff, and provides the foundation for a District-coordinated multi-year training and exercise program.
Section 10.0	Authorities & References - Lists the legal and statutory authorities, and guidance doctrine used to inform plan development.
Section 11.0	District ESFs & EOP Annexes - Outlines the District's Emergency Support Function (ESF) and associated Annex structure, and how these relate to other local, State, and Federal Emergency Function (EF)/ESF structures.
Attachments	<ul style="list-style-type: none"> • Attachment 1: Acronyms & Glossary of Terms • Attachment 2: Hazards Overview and Risk Assessment • Attachment 3: Mutual Aid • Attachment 4: Resilience Working Group Overview • Attachment 5: Plan Overviews • Attachment 6: District Emergency Management Policies

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SECTION 1: PLAN ADMINISTRATION

1.1 RECORD OF CHANGES

DATE OF REVISION	REVISION DESCRIPTION	SECTION/COMPONENT	REVISION COMPLETED BY
07/15/2017	Primary Emergency Operations Plan (EOP) Development	District Basic Plan	District Emergency Management Planning Team and Mozaik Solutions

1.2 RECORD OF DISTRIBUTION

DEPARTMENTS/AGENCIES RECEIVING COPIES OF THE EOP	POSITION TITLE	DATE OF DELIVERY	NO. OF COPIES E = ELECTRONIC H = HARD COPY
Board of Port Commissioners	Chairperson and Members of the Board		E – 7
District Chief Executive Officer (CEO)	President/CEO		E – 1
District General Counsel	General Counsel		E – 1
District Port Auditor	Port Auditor		E – 1
Office of the District Clerk	District Clerk		E -1
District Vice Presidents	Chief of Harbor Police; Chief Marketing Officer; Chief Administrative Officer; Chief Operating Officer; Chief Financial Officer/Treasurer		E – 5
District Harbor Police Department	Assistant Chief; Homeland Security Program Manager/Director of Emergency Management; Facility Security Officer		E – 3
District Marketing/External Relations	Assistant Vice President, Marketing & Communications Director, Maritime Director, Waterfront Arts & Activation Director, Government & Civic Relations		E – 5

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DEPARTMENTS/AGENCIES RECEIVING COPIES OF THE EOP	POSITION TITLE	DATE OF DELIVERY	NO. OF COPIES E = ELECTRONIC H = HARD COPY
District Infrastructure	Assistant Vice President, Engineering-Construction Chief Engineer, General Services Director, People Strategies Director, Human Resources Director		E – 5
District Planning & Green Port	Assistant Vice President, Planning Director, Environmental Protection Director, Aquaculture & Blue Technology Principal, Energy Principal, Environmental Conservation Principal		E – 6
District Real Estate & Development Services	Assistant Vice President, Real Estate Director, Development Services Director, Information Technology Chief Technology Officer, Performance and Reporting Manager		E – 5
District Finance Department	Financial Services Director, Risk Management and Safety		E – 2
District Procurement Department	Chief Procurement Officer/Director		E – 1
Enterprise Strategy & Innovation Department	Department Director		E – 1
Port as a Service – Parking Department	Department Director, Attractions and Advertising Manager		E – 2
City of San Diego, Office of Homeland Security	Executive Director		E – 1
City of Chula Vista	Emergency Manager		E – 1
City of Coronado	Emergency Manager		E – 1
City of Imperial Beach	Emergency Manager		E – 1
City of National City	Emergency Manager		E – 1
San Diego Area Maritime Security Committee (AMSC)	Executive Coordinator		E – 1
San Diego Port Tenants Association (PTA)	President		E – 1
San Diego County Regional Airport Authority (SDCRAA)	Manager, Emergency Preparedness & Public Safety		E – 1
County of San Diego, Office of Emergency Services	Director		E – 1
California Governor's Office of Emergency Services (CalOES)	Maritime Emergency Services Coordinator		E – 1
California National Guard	Commander, 79th Infantry Brigade Combat Team		

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DEPARTMENTS/AGENCIES RECEIVING COPIES OF THE EOP	POSITION TITLE	DATE OF DELIVERY	NO. OF COPIES E = ELECTRONIC H = HARD COPY
U.S. Coast Guard (USCG)	Sector Commander; Chief, Contingency Planning & Force Readiness		E – 2
U. S. Navy Region Southwest (USNRSW)	Regional Program Director Emergency Management; Emergency Manager, Naval Air Base Coronado; Emergency Manager, Naval Air Station North Island		E – 3
U.S. Navy THIRD Fleet	Future Operations Office		E – 1
U.S. Department of Defense (DoD)	Chief of Operations, Defense Coordinating Element (DCE) Federal Emergency Management Region IX		E – 1
U.S. Marine Corps (USMC)	Director, Operations & Plans Division, USMC Installation West (MCIWEST) Marine Corps Base (MCB) Camp Pendleton (CAMPEN); USMC Recruit Depot (MCRD), San Diego Mission Assurance Program Director/Emergency Operations Center Director		E – 2
U.S. Army Corps of Engineers (USACE)	Chief, Emergency Management Office, Los Angeles District		E – 1
U.S. Department of Homeland Security (DHS), Customs and Border Protection (CBP)	Assistant Federal Security Director		E – 1
U.S. DHS, Transportation Security Administration (TSA)	Federal Security Director; Assistant Federal Security Director		E – 2
U.S. Federal Emergency Management Agency (FEMA)	Regional Administrator, FEMA Region IX		E – 1

1.3 ADDITIONAL COPIES

This *EOP Basic Plan* and its attachments will be made available for public access on the District's website. The EOP in its entirety, inclusive of attachments, annexes and supporting references, is available to District employees in electronic format in the District's document management system, as specified in *Annex E: Emergency Management*.

Additional printed copies are housed at the Harbor Police Department (HPD) and in the Emergency Operations Center (EOC) and alternate EOC locations. Printed copies are of particular importance in the event of power loss or other emergency where the network drive is not accessible. Individual departments and staff should print and store any or all parts of the EOP as necessary or required for the performance of their plan-related duties.

Requests for additional copies or alternate formats of this document should be referred to HPD.

SECTION 2: INTRODUCTION

The San Diego Unified Port District (District) Emergency Operations Plan (EOP) provides the framework upon which the District will build resilience and enable an effective, efficient, and coordinated response and recovery to incidents regardless of size, type, or complexity.

2.1 PURPOSE

The purpose of the District EOP is to inform District and Port of San Diego (Port) stakeholders of the District's all-hazards emergency management policy and process, and provide the foundation for a coordinated, scalable, organized response to emergencies. The Plan defines the District's concept of operations for its Emergency Management Organization (EMO), establishes a structure to define and classify incidents and events, and provides a framework for operations throughout the entire emergency management cycle. The Plan is designed to be flexible so that the District can adapt to a changing response environment and to the needs of supporting organizations.

Exhibit 1 illustrates how the District applies and integrates standard incident management principles across all the established emergency management phases to achieve **organizational resiliency**.

**EXHIBIT 1: ACHIEVING PORT RESILIENCE
THROUGHOUT ALL PHASES OF EMERGENCY
MANAGEMENT**



The plan is supported by other District standalone emergency response plans and assessments referenced in one or more of the attached annexes, and/or within the body of this Basic Plan. These include, but are not limited to, specific threat and vulnerability assessments and the *District Continuity Plan*. Other external, and multi-agency plans also inform and influence the District's emergency operations. Summaries of some of these over-arching key plans are in *Attachment 5 – Plan Overviews*. The District will work with all Port stakeholders to ensure coordination within, and among, emergency plans for maximum effectiveness and benefit.

DISTRICT EOP DEFINED

The EOP informs Port stakeholders of the District's emergency management policy and process and provides the foundational framework for a coordinated, scalable and organized response to emergencies.

The EOP takes into consideration the District's obligations as the Port's authority, administrator, and operator, and as a "Special District" in the State of California, as well as the District's structure and organizational culture. The EOP delineates operational concepts, risks and hazards across all phases of the emergency management cycle (i.e., Mitigation/Prevention, Preparedness, Response and Recovery).

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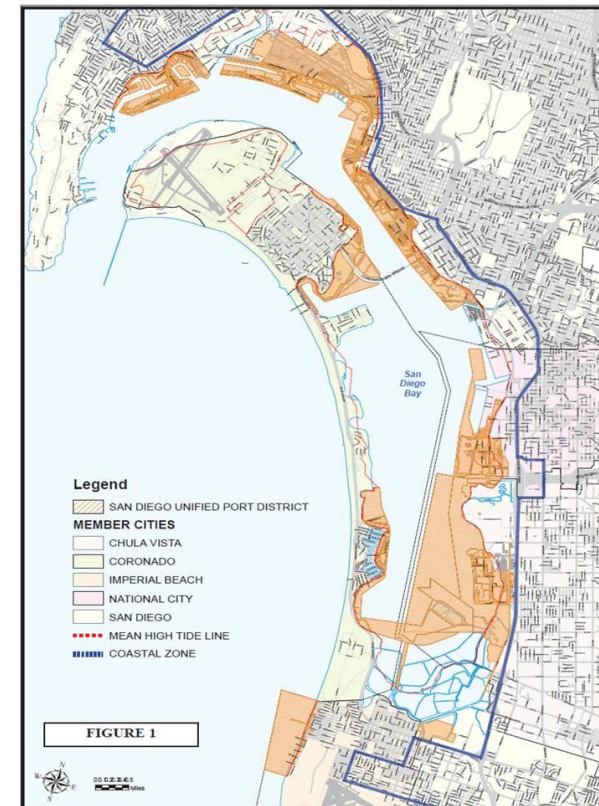
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2.2 SCOPE

The District EOP applies to any extraordinary emergency associated with any hazard, natural or human-caused, which may affect the Port and result in a planned, coordinated response by multiple departments and/or supporting agencies.

This EOP has been developed to provide guidance for the District based upon the following objectives:

- Establish the District's policy and procedures for response to emergencies.
- Describe the District's EMO and establish an integrated system for the effective management of emergencies.
- Describe the District's "whole port (or whole community)" approach to emergency management, inclusive of individuals who may have access and functional needs.
- Describe the District's dependencies and relationships with outside agencies and jurisdictions, as it relates to emergency management activities in the Port.
- Identify lines of authority and relationships.
- Assign tasks and responsibilities.
- Describe the resources available and means to acquire additional resources to support emergency response activities in the Port.
- Provide the framework for performing emergency functions before, during, and after an emergency event, natural disaster, or technological incident that affects District operations.



2.3 SITUATION

San Diego's natural harbor and advantageous physical location have long made it a hub of important maritime commerce. The San Diego Bay's extensive shelter from ocean waves makes it one of the finest natural harbors in the world. The Port of San Diego (Port) lies entirely within the County of San Diego, and is bounded by five cities: San Diego, National City, Chula Vista, Imperial Beach, and Coronado. These cities are "member cities" of the San Diego Unified Port District (District). The District is the Port's operator, administrator, and authority – entrusted and empowered by the San Diego Unified Port District Act of 1962 to preserve, protect, and enhance the San Diego Bay for the public good.

The Port is located approximately 10 miles from the United States (U.S.)/Mexico border, and is the first U.S. port for northbound sailings from the west coasts of Mexico, and Central and South America. There are three (3) international "ports of entry" into the U.S. within an eight (8)-mile radius of the Port including the San Ysidro land border (regarded as the busiest land border crossing in the world), the Port maritime "border", and the San Diego International Airport. The Port is the fourth-largest of 11 deep water ports in California, and is home to two (2) maritime cargo terminals, two (2) cruise ship terminals, 20 public parks, 21 marinas, three (3) dry docks (inclusive of the largest floating dry dock in the State of California) and hundreds of tenant and sub-tenant businesses around the Port. San Diego's mild year-round climate is conducive to handling all types of cargo: container, dry bulk, liquid bulk, refrigerated, vehicle, breakbulk, and project cargo.

The Port of San Diego is an economic engine, an environmental steward of San Diego Bay and the surrounding tidelands, and a provider of community services and public safety.

Ecologically, San Diego Bay is considered one of the most important embayments of the California coast and has nationally and internationally significant natural resources. It is a major stop on the Pacific Flyway and many species of birds, finfish, shellfish, turtles, bottom-dwelling invertebrates, and plants are dependent on the Bay—inclusive of more than 50 endangered, threatened, or rare species.

The Port is classified by the U.S. Department of Defense (DoD) as a “Strategic Port” for its criticality to the nation’s defense. As one of only 17 DoD designated strategic ports in the U.S., the Port is home to more than half of the U.S. Naval Pacific Fleet (Third Fleet), Naval Special Warfare Command and training center, and one of the largest military industrial complexes in the world. The U.S. Marine Corps Recruit Depot and Training Center also borders Port property.

The Port provides a rich base for a thriving tourism industry, international commerce, and a variety of local recreation, aquaculture, and real estate industries, such as:

- Nearly 600 voyages by deep draft commercial cargo vessels and cruise ships, representing 1,350 transits into and out of the Bay annually.
- Home to the only major submarine and shipbuilding yards on the West Coast.
- Port properties include major hotels, to include the second-largest hotel on the West Coast, cruise ship operators, restaurants and others.
- One (1) out of every eight (8) automobiles imported into the U.S. enters through the Port – making it the largest auto processing operation on the West Coast.
- The Port is a major importer of fresh fruit (bananas and pineapple) with some 950 million short tons annually. Other principal cargo includes lumber, bulk cargo, cement, sand, fertilizer, steel cargos, containers, and fuel oil.
- The San Diego Bay is a recognized as one of the premier sailing and yachting centers in California, and has hosted the America’s Cup Yacht races.
- 200,000+ recreational boaters are estimated in the San Diego Bay and Mission Bay.
- The Port has a large sport fishing and whale migration observation fleet.
- The Point Loma kelp bed is world famous as a diving, snorkeling and surfing location.

The County of San Diego is the fifth most populous in the nation, and the Port supports one (1) out of every twelve (12) jobs in the San Diego region by direct employment or affiliation. The District alone generates more than \$5.5 billion annually for the regional economy, and approximately \$8.3 billion factoring multiplier effects.

Over one hundred languages are spoken by both employees and visitors to the Port.¹ Major languages spoken by tourists besides English are Spanish, Mandarin, Japanese, French, Korean, and German.² Large local populations also speak Arabic, Tagalog, Thai, and Vietnamese. Peak visitor months to the Port are June, July, and August.³ On a busy tourist surge day in July, more than 145,000 people interact with the Port.

The Port also hosts the San Diego’s International Airport on its property which serves more than 20 million arriving travelers per year. The Harbor Police Department (HPD) provides police and public safety services to all areas under the jurisdiction of the District. HPD is also the contracted police department for the San Diego International Airport.

¹ “San Diego County Atlas of Foreign-born Populations Language Spoken at Home” County of San Diego Health and Human Services Office, May 2017.

² “Overseas and Mexican Visitors to California” 2015, November, 2016. Prepared by: CIC Research, Inc. for Visit California and the California Business, Transportation and Housing Agency, Division of Tourism.

³ San Diego Tourism Authority: <https://www.sandiego.org/about/industry-research.aspx>

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2.3.1 HAZARD ASSESSMENT & MITIGATION

The Port's rapid growth, economic impact, and military presence make it one of strategic and national importance. Even a small disruption caused by intentional or natural events can have ripple effects throughout the State of California, the nation, and across the globe. As a major commercial and military hub for the import/export of products and the travel industry, the Port is exposed to numerous hazards which can disrupt operations. The most significant hazards include *natural hazards* such as, coastal storm erosion, tsunamis, flooding, and earthquakes. There is also the threat of terrorism or war-related incident such as a nuclear, biological, chemical, or conventional attack utilizing vehicles or vessels. Other emergencies could develop from a hazardous materials incident, conflagration, water or air pollution, major transportation accident, water, gas or energy shortage, or civil disorder.

A high level risk assessment can be found in *Attachment 2 – Hazards Overview and Risk Assessment*. The District Local Hazard Mitigation Plan is scheduled for development in 2018.

As part of the planning and threat mitigation process, the District is engaged in ongoing public education programs, to include programs administered and/or supported by the San Diego County Office of Emergency Services (SD OES), and the San Diego Urban Areas Security Initiative (UASI). Examples of such programs include the “See Something, Say Something” campaign, and other information related to the possible hazards and preparedness steps for businesses, residents, and visitors alike.

In light of the Port's susceptibility and vulnerability to natural and other hazards, continuing emphasis will be placed on emergency planning; training of full, part-time, and reserve personnel; public awareness and education; and ensuring the adequacy and availability of sufficient resources to cope with such emergencies.

2.4 WHOLE COMMUNITY STRATEGY AND INCLUSION

The Port is a vibrant, dynamic force whose influence and reach extends far beyond its geographic footprint. A driving factor in the development of this plan was a series of “internal” and “external” stakeholder meetings conducted in 2015 and 2016 between the District Emergency Manager, the District's emergency management consultant, and representatives from various port stakeholder groups, such as the U.S. Coast Guard (USCG), U.S. Navy Region Southwest (USNRSW) and Third Fleet, tenants and businesses (large and small), member cities, the San Diego County Regional Airport Authority (SDCRAA), County OES, the State of California OES, and District departments and representatives.

Resilience refers to the ability to adapt to changing conditions and withstand and rapidly recover from disruption due to emergencies.
~ White House, “*Presidential Policy Directive 8 (PPD-8)*,”
March 30, 2011

A plan alone, however, will not produce success. These meetings underscored the importance, and need, for the District to lean in and provide leadership to develop an inclusive “whole port” emergency management strategy that acknowledges and reflects the Port's critical role as a regional economic, social, and cultural driver.

Moving forward, the District will act as a regional leader to inspire confidence and continue to help the collective Port to engage with and account for all stakeholders. The District will actively work to define and build understanding of, and within, the whole port community. The District is currently engaged in an inclusive, open update to its Master Plan scheduled for completion in 2019. The Master Plan envisions a world class Bayfront rich in diversity, with a variety of opportunities in and around the Bay to attract people and provide public benefit. This will bring new opportunities for inclusion, as well as new challenges for emergency managers. ‘Resilience and Safety’ is an Element embedded in the Master Plan, as the Port seeks to balance safety and security with commerce, recreation, and protection of natural resources.

In 2016, the District sought, and obtained grant funding through the U.S. Department of Homeland Security (DHS) Port Security Grant Program (PSGP) to conduct the *2017 Operation Resilient Port Exercise Series*. The first exercise conducted in March 2017 enhanced awareness among all participants of the magnitude of the Port and the sheer number of stakeholders that need to coordinate to ensure the Port, as a whole, is able to mitigate, prepare for, respond to, and recover from any incident regardless of type or scale.

Exercise recommendations will drive formation of a “Port-wide Resilience Working Group (RWG)” (or its equivalent). *Attachment 4 – Resilience Working Group Overview* identifies representative organizations or groups initially identified for inclusion in the RWG. Where necessary to address gap areas, the RWG will form sub-working groups or committees to allow for concerted focus and inclusion of other individuals or groups specific to the task at hand. The purpose of the RWG, to be led by the District, is to provide a forum for the diverse stakeholders of the Port to work together to de-conflict plans, validate assumptions, assign roles and responsibilities, and continue to build and sustain relationships—and ultimately to build capability and capacity so that the Port truly is resilient.

Today, and as the Port implements the 50-year vision outlined in the Master Plan, the District will maintain sustained engagement, and continue its emergency management outreach efforts to create a deeper understanding of the unique and diverse needs and capabilities of each stakeholder. Effective emergency response is largely predicated on the preparedness and resilience of the collective Port community. It is important to understand the whole community may also extend outside the boundaries of the Port. Therefore, driving strategic themes of the District’s overall whole community emergency management approach include:

- Create a shared understanding of the complexity of the Port community in order to determine the best ways to organize and strengthen resources, capacities, and interests
- Recognize and incorporate community capabilities and needs, inclusive of people with disabilities and others with access and functional needs
- Foster relationships and partnerships throughout the Port community
- Engage and empower all parts of the Port community to assist in all phases of the emergency management cycle
- Leverage and strengthen social infrastructure, networks, and assets

As part of the continual planning process, the District recognizes and understands that the collective Port community is inclusive of people with disabilities and others with access and functional needs who may be disproportionately impacted during emergencies. The District’s Plan commits that all members who comprise the collective community have equal access to emergency systems and resources in the event of a disaster. The County of San Diego estimates at least 20% of its population who are, or have access and functional needs (AFN), such as:⁴

- Physical, developmental or intellectual disabilities
- Chronic conditions or injuries
- Limited (or no) English proficiency
- Older adults
- Children
- Low income, homeless and/or transportation disadvantaged (i.e., dependent upon public transit)
- Pregnant women

⁴ California Office of Emergency Services: <http://www.caloes.ca.gov/cal-oes-divisions/access-functional-needs>

The District plans for at least similar proportions working or visiting the Port on any given day. When activated, the District's Emergency Operations Center (EOC) (See Section 5.3) will include an AFN Coordinator as part of its EOC Command Staff. This position will coordinate with all EOC sections to identify unmet needs and

Given the diverse needs of the Port it is understood that the District cannot create and implement this Plan alone. Therefore, the District calls upon all Port stakeholders to engage, participate, and take ownership of the collective preparedness and resiliency effort in, and for, the Port.

provide support, guidance, and information as it relates to these diverse populations such that all individuals in/around the District have access to emergency services and systems. Access and functional needs competency training for District personnel will also be incorporated as part of the District's training and exercise program, and will be encouraged for other port stakeholders.

2.5 PLANNING ASSUMPTIONS

The following assumptions were made in development of this plan:

- The District will participate in the County of San Diego Operational Area (OA) disaster response and recovery organization.
- The District will use Standardized Emergency Management System (SEMS) and National Incident Management System (NIMS) principles in its emergency management activities.
- All District employees are disaster service workers and subject to assignment of public employee disaster service worker status or associated duties.
- The District will not discriminate on the grounds of race, religious creed, color, national origin, ancestry, principal disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identification, gender expression, age, sexual orientation, or military or veteran status in the execution of emergency management functions.
- The District will act in compliance with the Americans with Disabilities Act (ADA).
- Events may occur with little or no warning.
- Telecommunication and information technology services, including but not limited to telephone, cellular phone, Internet, and radio systems, may be interrupted.
- Incidents may require the cooperation and coordination of multiple departments and agencies internal and external to the District, to include other local, state, and federal government agencies; disaster relief organizations; and the private sector.
- Buildings and other structures may be severely damaged.
- Major roads and/or waterways may be impassable, thus employees, and staff may be unable to arrive at, or leave, District site(s) immediately due to external conditions.
- Mitigation activities conducted prior to the occurrence of a disaster result in a potential reduction in loss of life, injuries, and damage.
- Mutual aid assistance will be requested when emergency requirements exceed the District's ability to meet them; and will be provided as available.
- The District is dependent upon external and/or contracted services for some of its primary emergency response-related activities.
- Supporting plans and procedures are updated and maintained by responsible parties.
- District resources may be made available to other agencies, vendors, etc. if requested and available.
- The EOP was developed with an all-hazards perspective to make it applicable to the widest range of emergencies and disasters, both natural and human-caused. The plan, however, serves as a guidance document and will not impede Incident Commanders or the EOC Director(s) from retaining the flexibility to modify procedures and/or organizational structure to accomplish the emergency response and recovery.

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INTRODUCTION

SECTION 3: CONCEPT OF OPERATIONS

The District has the primary responsibility for emergency management activities within its jurisdiction.⁵ Therefore, it is the responsibility of the District to undertake an ongoing comprehensive approach to emergency management. “Emergency Management” is a perpetual cycle of **Mitigation** (preventing/deterring), **Preparedness** (planning, training, equipping, exercising, improving), **Response** (immediate response and incident stabilization) and **Recovery** (short-term [weeks to months], and long-term [months to years]).

The manner in which the District does business on a day-to-day basis, may not be the same in an emergency. The day-to-day activities, which do not contribute directly to the emergency operation, may need to be suspended for the duration of the emergency. Therefore, the District Emergency Management Organization (EMO) is flexible and scalable, meaning that it may be activated in whole, or in part, based upon the magnitude and/or severity of an incident. The District’s priorities for incident response and recovery are:

1. Provide effective life safety measures, reduce property loss, and protect the environment.
2. Recover and restore the District to its pre-disaster, or improved, state.
3. Provide for the rapid resumption of impacted businesses and community services.
4. Provide accurate documentation and records required for cost recovery efforts.

3.1 OPERATING UNDER SEMS/NIMS: APPLICATION TO THE DISTRICT

All jurisdictions within California operate under the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS). In the State of California, the use of SEMS is mandatory to be eligible for reimbursement of response-related costs.⁶ The basic frameworks for SEMS and NIMS incorporate the use of the Incident Command System (ICS) and the Multi-Agency Coordination System (MACS). The District’s EOP is based on SEMS and NIMS.

Fully activated, SEMS consists of the emergency management systems of all local jurisdictions (including special districts), Operational Areas (counties), California Office of Emergency Services (OES) Mutual Aid Regions (two or more counties) and State Government. **Exhibit 2** provides a graphic overview of the SEMS organizational levels, which are activated as necessary. The District is responsible for directing and/or coordinating emergency operations within the District, with the other levels being responsible for coordinating with, and/or providing support to the District as needed.

⁵ The District is categorized as a ‘Special District’ under SEMS. Special districts under SEMS are units of local government (other than a city or county) with authority or responsibility to own, operate or maintain a project (as defined in *California Code of Regulations* §2900(s) for purposes of natural disaster assistance).

⁶ The District definition of emergency includes disruptions relating to labor controversies, given the criticality of organized labor to port operations. Such disruptions, however, are not eligible for reimbursement under SEMS.

EMERGENCY DEFINED

“Emergency” is defined as the actual or threatened existence of conditions of disaster or peril to the health and safety of persons and/or property within the District including, but not limited to, those caused by such conditions or hazards as fire, flood, storm, tsunami, earthquake, epidemic, pandemic, hurricane, tornado, civil disturbance, significant technology or infrastructure disruption, act of terrorism, hazardous material spill, effect(s) of climate change or other conditions, including conditions resulting from war or imminent threat of war, or labor controversy.

A “Local Emergency” is defined as the duly proclaimed existence of such conditions that are, or are likely to be, beyond the control of the services, personnel, equipment, and facilities of the District, and which may require the supplemental efforts and available resources of other local government entities, the state and/or federal government, and/or disaster relief organizations to help alleviate the damage, loss, hardship, or suffering caused thereby.
~ BPC Policy No. 777 – “Definitions”

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CONCEPT OF OPERATIONS

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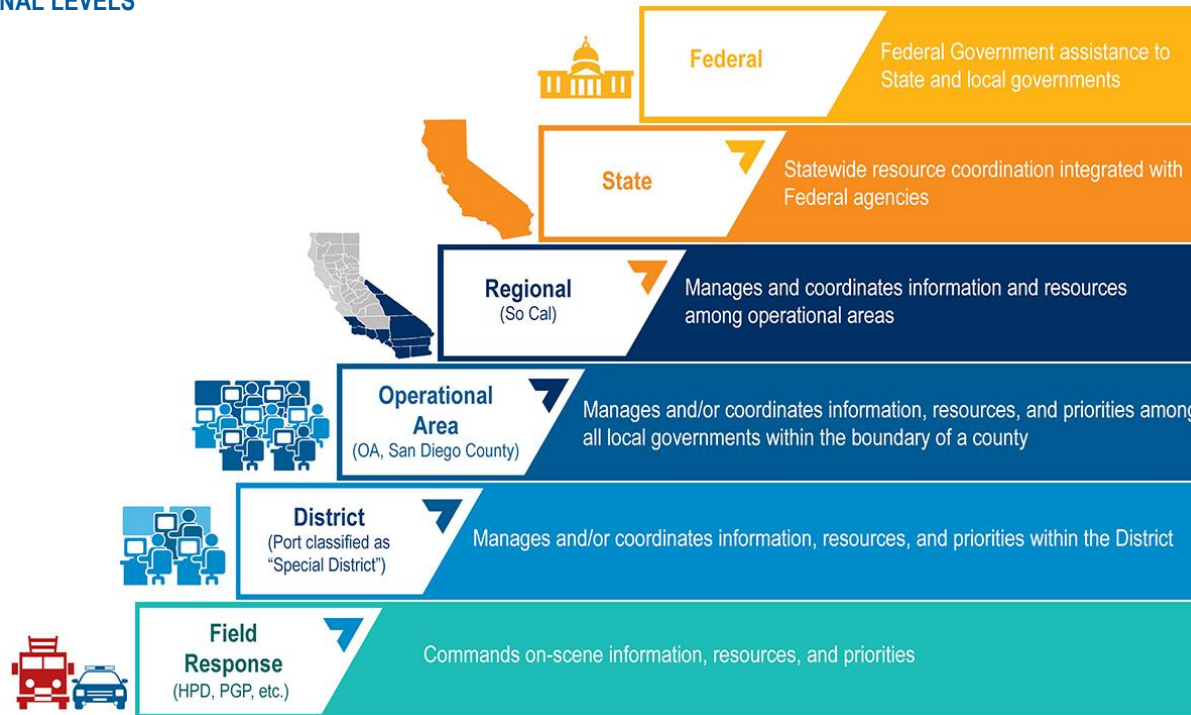
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EXHIBIT 2: SEMS ORGANIZATIONAL LEVELS



CONCEPT OF OPERATIONS

What “Field” and “Local” mean to the District: Under SEMS/NIMS, the District is responsible for two (2) of the five (5) organizational levels—namely, the “field response level” and “local government level”. At the field response level, all department and agencies will use ICS to standardize the emergency response and report emergency-related information to the emergency management organization in the District’s EOC. *The District’s EMO is described in more detail in Section 4 – Organization and Assignment of Responsibilities.*

What the “Operational Area” means to the District: During emergencies, the Operational Area ([OA], defined as a County and all its political subdivisions, inclusive of cities and special districts) will coordinate mutual aid and emergency operations within the OA and will be the channel for requesting mutual aid from the regional level. The EOC for the District coordinates with and through the San Diego County OA EOC, which is

managed by the San Diego County OES. In the event that resources exceed the capabilities of the District, requests for assistance will be sent to the San Diego County OA EOC.

What “Region” means to the District: The San Diego County OA EOC requests additional assistance from the Southern Regional Emergency Operations Center (REOC), which has additional resources in the event that County OA EOC resources are exceeded. The San Diego County OA (and by extension, the District) is in the CalOES Southern Administrative Region, which also includes San Luis Obispo, Santa Barbara, Ventura, Los Angeles, Orange, Mono, Inyo, San Bernardino, Riverside, and Imperial Counties.

What “State” and “Federal” mean to the District: From the REOC, additional assistance can be requested from the State, who can then request Federal assistance if necessary.

3.2 EMERGENCY RESPONSE LEVELS

By defining emergency/incident levels, it ensures that the incident is handled at the lowest level possible and minimizes disruption to the District. At the same time, it ensures that the right resources are scaled and activated at the right time to be able to respond effectively when needed.

Based on SEMS, the State of California and the San Diego County OA EOP identify three levels of emergencies used to categorize the response to an emergency. This categorization is also utilized by the District, as described in **Exhibit 3**. These levels are common to all annexes in this plan. It is noted that the federal government deploys support resources, using level numbers in REVERSE of this local/state system.

These levels also correspond in large part to the level of activation of the District's Emergency Operations Center (EOC), where the District EOC may be activated partially (Levels 1 or 2) or fully activated (Level 3). Additional information regarding the District EOC can be found *Annex E: Emergency Management*.

3.3 EMERGENCY PROCLAMATIONS

In 2017, through adoption of Board of Port Commissioners (BPC) Policy 777, the District established a process for proclaiming a "Local Emergency" in order to set the stage for additional State and/or Federal assistance in an emergency if needed. This process is outlined below, and supporting procedures and tools, such as the *Local Emergency Proclamation*, *Proclamation Extension*, and *Termination of Proclamation Templates* are provided in *Annex E: Emergency Management*.

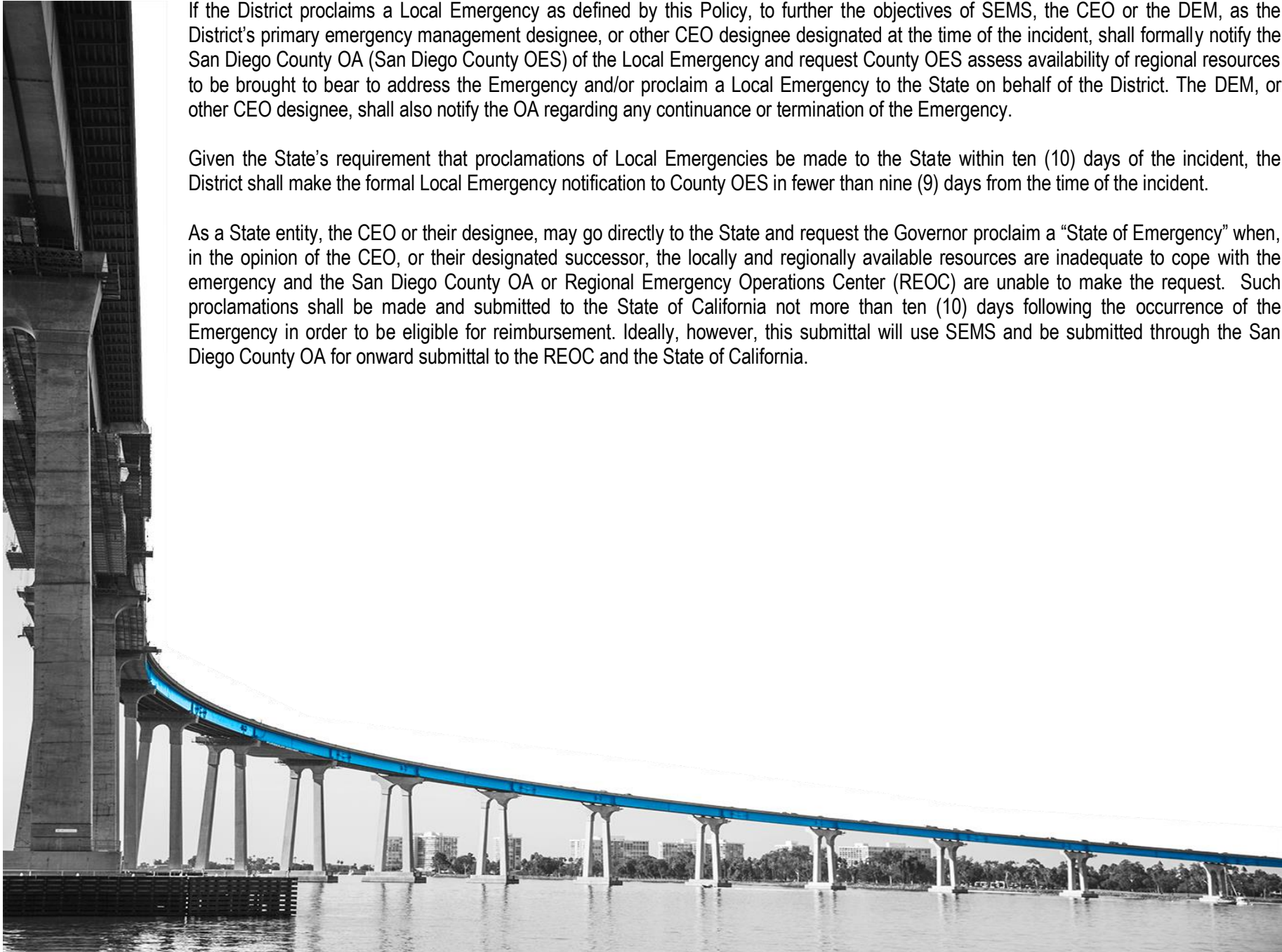
3.3.1 DISTRICT EMERGENCY PROCLAMATION PROCESS

The District Chief Executive Officer (CEO), or their designated successor, may request the BPC proclaim the existence of a "Local Emergency" if the BPC is in session, or issue such proclamation if the BPC is not in session. In the event the CEO or their designated successor is Unavailable, the District Director of Emergency Management (DEM) may issue such proclamation. If the CEO or the DEM orders any action, the BPC shall initially review the emergency action not later than seven (7) days after the action. The BPC shall review the need for continuing the Local Emergency at least every thirty (30) days until the BPC terminates the Local Emergency. The BPC shall proclaim the termination of such Local Emergency at the earliest possible date. Upon the declaration of termination of the Local Emergency by the BPC such rules, regulations, orders and directives shall terminate and be of no further force or effect unless otherwise directed by the BPC.

EXHIBIT 3: EMERGENCY RESPONSE LEVELS

DISTRICT / SAN DIEGO COUNTY / STATE OF CALIFORNIA			FEDERAL		
BASE-LINE	The District operates under this Level on a daily basis. Typically, the response is handled with a single department's available resources, and that department is responsible for decision making to properly resolve the issue.	N/A		1	
				2	
LEVEL 1	A minor to moderate incident or special event wherein District resources are adequate and available. A LOCAL EMERGENCY may or may not be proclaimed.	Level 3		3	CONCEPT OF OPERATIONS
				4	
LEVEL 2	A moderate to severe emergency wherein local resources are not adequate and mutual aid may be required on a regional or even statewide basis. A LOCAL EMERGENCY may or may not be proclaimed and a STATE OF EMERGENCY might be proclaimed.	Level 2		5	
				6	
LEVEL 3	A major disaster wherein resources in, or near, the impacted area are overwhelmed and extensive state and/or federal resources are required. A LOCAL EMERGENCY and a STATE OF EMERGENCY will be proclaimed and a PRESIDENTIAL DECLARATION OF EMERGENCY or MAJOR DISASTER may be requested.	Level 1		7	
				8	
				9	
				10	
				11	
				12	

request the BPC proclaim the existence of a “Local Emergency” if the BPC is in the CEO or their designated successor is Unavailable, the District Director of DEM orders any action, the BPC shall initially review the emergency action not using the Local Emergency at least every thirty (30) days until the BPC terminates the Local Emergency at the earliest possible date. Upon the declaration of termination of the



If the District proclaims a Local Emergency as defined by this Policy, to further the objectives of SEMS, the CEO or the DEM, as the District's primary emergency management designee, or other CEO designee designated at the time of the incident, shall formally notify the San Diego County OA (San Diego County OES) of the Local Emergency and request County OES assess availability of regional resources to be brought to bear to address the Emergency and/or proclaim a Local Emergency to the State on behalf of the District. The DEM, or other CEO designee, shall also notify the OA regarding any continuance or termination of the Emergency.

Given the State's requirement that proclamations of Local Emergencies be made to the State within ten (10) days of the incident, the District shall make the formal Local Emergency notification to County OES in fewer than nine (9) days from the time of the incident.

As a State entity, the CEO or their designee, may go directly to the State and request the Governor proclaim a "State of Emergency" when, in the opinion of the CEO, or their designated successor, the locally and regionally available resources are inadequate to cope with the emergency and the San Diego County OA or Regional Emergency Operations Center (REOC) are unable to make the request. Such proclamations shall be made and submitted to the State of California not more than ten (10) days following the occurrence of the Emergency in order to be eligible for reimbursement. Ideally, however, this submittal will use SEMS and be submitted through the San Diego County OA for onward submittal to the REOC and the State of California.

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SECTION 4: ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

The District has the overall responsibility to provide an effective emergency response within its jurisdiction. The District's emergency management structure and organization covers all emergency management phases, specifically – mitigation, preparedness, response and recovery.

References within this section are as defined, and/or derived from the description and authority in BPC Resolution No. 2017-053 and BPC Policy No. 777 (See *Attachment 6: District Emergency Management Policies* for ease of reference).

The District recognizes that flexibility may be required for an effective response to specific incidents. A major emergency can change the working relationships between government and industry and among government agencies. For example:

- Consolidation of several departments under a single chief, even though such departments normally work independently.
- Formation of special purpose units (situation intelligence, emergency information, recovery, management, etc. to perform functions not normally required).
- Formation of multi-agency or multiple jurisdiction commands to facilitate the response to an emergency.
- Personnel may be detached from their regular employment when the units or commands are activated.

Specific operational concepts, including the emergency response actions of District departments and supporting agencies, are reflected in the annexes and supplemental guides to this plan.

4.1 DISTRICT EMERGENCY MANAGEMENT ORGANIZATION

The District's Emergency Management Operations (EMO) consists of the following entities:

- Chief Executive Officer (CEO)
- Director of Emergency Management (DEM)
- District Policy Group
- All officers and employees of the District
- All volunteers and/or others enrolled to assist the District in an emergency
- Emergency Operations Center (EOC) when activated

The EMO will be activated on a scalable level upon receipt of warning of an impending, threatened or actual emergency, or upon the proclamation of a Local Emergency, by the CEO or the DEM or their designee(s), or in the event of their Unavailability, their successors.

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ORGANIZATION AND RESPONSIBILITIES

4.2 ASSIGNMENT OF RESPONSIBILITIES

4.2.1 CHIEF EXECUTIVE OFFICER

The CEO has the authority to implement all ordinary power and special powers conferred upon them through BPC Policy No. 777 and BPC Resolution No. 2017-053. The CEO has the authority to request the BPC to proclaim a Local Emergency if the BPC is in session, or to issue such proclamation if the BPC is not in session. The CEO will direct the DEM to respond to the emergency, and will serve as the head of the District Policy Group (See Section 4.2.3).

4.2.2 DIRECTOR OF EMERGENCY MANAGEMENT

The District's Homeland Security Program Manager is designated as the District DEM. The DEM facilitates the District's emergency management program, inclusive of all emergency management phases on a day-to-day basis. As such, the DEM must have exceptional knowledge of emergency management operations for the District and demonstrate the ability to engage all port stakeholders such that the District's emergency management program serves as a coordinating hub for advancing and achieving whole port resilience.

In the event of an actual or pending emergency, the DEM has the authority to activate the EMO, inclusive of the EOC, at the appropriate level, and command and marshal resources to support the District's response. During an actual emergency, the DEM, or their designee, will serve as the EOC Director.

The DEM, as the CEO's emergency management designee, has the authority to request the Board to proclaim a Local Emergency if the BPC is in session, or to issue such proclamation if the BPC is not in session, and the CEO or their successor is Unavailable. In the event of a Local Emergency Proclamation, as defined by BPC Policy 777, the DEM will formally notify the San Diego County Operational Area OA (San Diego County Office of Emergency Services – County OES) of the Local Emergency and request County OES assess availability of regional resources to be brought to bear to address the

emergency and/or proclaim a Local Emergency to the State on behalf of the District, as soon as possible, and not more than nine (9) days from the time of the incident.

4.2.3 POLICY GROUP

The District Policy Group serves during the response and recovery phases of a disaster. The Policy Group shall be activated upon activation of the EMO, by proclamation of a Local Emergency, or by direction of the CEO and/or by request of the DEM to assist the DEM and/or CEO, with the overall strategic emergency management objectives and policy decisions during an emergency, as necessary.

The District Policy Group consists of the following positions or their designees: District CEO, General Counsel, Chief Administrative Officer/Vice President, Chief Operating Officer/Vice President, Chief of Harbor Police/Vice President, Chief Financial Officer/Treasurer/Vice President, Port Auditor and District Clerk.

4.2.4 EMERGENCY MANAGEMENT TEAM

The District Emergency Management Team (DEMT), led by the DEM, provides operational leadership, input and support for the District's EMO during the preparedness and mitigation phases, inclusive of planning, training and exercises. The DEMT is the District-designated emergency management planning, training and exercise team. The DEMT, or select DEMT members as appropriate, will provide input and review for plans necessary to support the District's preparedness and resilience efforts, including, but not limited to the EOP, Continuity Plan, Local Hazard Mitigation Plan, and Port-wide Long-Term Recovery and Business/Trade Resumption Plan. The DEMT will also support training and exercise design. During an EOC activation, members of the DEMT may serve as members of the command/or general staff.

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DEMT members have intimate knowledge of their department or business unit function(s), policies and procedures related to emergency support within the District. The DEMT consists of the following key District positions and Department heads, or their designees:

- Director of Emergency Management
- Facility Security Officer
- Public Information Officer
- Risk and Safety Manager
- Information Technology Department
- Financial Services Department
- Procurement Department
- Harbor Police Department
- General Services Department
- Human Resources Department
- Engineering-Construction Department
- Real Estate Development Department
- Planning and Green Port (Environmental Services) Department
- Maritime Department

The District uses an Emergency Support Function (ESF) structure in implementing its functional EMO responsibilities in an emergency. Functional responsibilities of the DEMT are articulated in *Section 4.5 – Functional Emergency Response Structure* and *Section 11 –District ESFs and EOP Annexes*.

4.2.5 BOARD OF PORT COMMISSIONERS

The BPC provides policy direction for prevention/protection-related, response, recovery, and mitigation-related activities. If necessary, the BPC will formally proclaim a Local Emergency for the District (or review the Proclamation within seven (7) days if the CEO or DEM orders any action while the Board is not in session), and extend and/or terminate the Local Emergency Proclamation based on recommendations made by the DEM and CEO, as per BPC Policy 777.

Additional information regarding roles and responsibilities in the event of an emergency or disaster impacting the District for BPC members can be found in *Annex M: Emergency Operations Guide for the Board of Port Commissioners*.

4.3 LINE OF SUCCESSION

All levels of government are required to provide for the continuity of government in the event that current officials are unable to carry out their responsibilities. Lines of succession for the CEO and the BPC are designated per BPC Policy No. 777. The District's *Continuity Plan* details the District's continuity procedures, lines of succession, and delegations of authority, to include BPC lines of succession.



The CEO line of succession, in the event the CEO is Unavailable, is as designated by BPC Policy 777, and provided in **Exhibit 4**

EXHIBIT 4: CEO ORDER OF SUCCESSION

Order of Succession	Title
First	Chief Administrative Officer/Vice President
Second	Chief Operating Officer/Vice President
Third	Chief of Harbor Police/Vice President
Fourth	Chief Financial Officer/Treasurer/Vice President
Fifth	Chief Marketing Officer/Vice President
Sixth	Real Estate Development/Assistant Vice President

Through this Plan, and in accordance with the District's Continuity Plan, the District has provided for a line of succession to the DEM position in a major emergency. Should the DEM be Unavailable or unable to serve, the positions identified below in **Exhibit 5**, in order, shall take the DEM's place, with all the powers and authorities of the DEM. Alternates shall only be empowered to exercise the powers and authorities of the DEM, if the DEM and the alternates identified previously in the successive order are absent or otherwise unable to serve. The individual who serves as acting director shall have the DEM's authority and powers and will serve until the DEM is again able to serve or until the District Policy Group appoints a successor.

EXHIBIT 5: DISTRICT DIRECTOR OF EMERGENCY MANAGEMENT SUCCESSION

Order of Succession	Title	Department
First	District Homeland Security Program Manager	Harbor Police Department
Second	Director, General Services	Department of General Services
Third	Chief Engineer	Department of Engineering
Fourth	AVP, Infrastructure	Department of Infrastructure
Fifth	AVP, Planning and Green Port (PGP)	PGP Department
Sixth	AVP, Real Estate Development	Real Estate Department
Seventh	AVP, Marketing/External Relations	Marketing & Communications and Maritime Departments

All Department heads and other key District positions, as identified in BPC Policy 777, will provide at least a three-deep order of succession of appropriate subordinate employees. This succession order will be documented in the *District Continuity Plan*, and associated Departmental Continuity Plans. Notification of any successor changes shall be made through the established chain of command.

4.4 CONTINUITY FACILITIES

It is incumbent upon all levels of government to designate continuity facilities in the event the normal location is not available. The District's normal seat of operations, inclusive of its EOC, is the Port Administration Building, located at 3165 Pacific Highway, San Diego, California. In the event the primary location is unavailable, additional sites have been identified, in priority order, as the temporary seat for the District and/or for alternate EOC (AEOC) operations. These sites shall have the capacity and capability to readily conduct operations, inclusive of the necessary equipment, communications and information technology (IT) capabilities, planning and response tools necessary to function as the EOC and/or seat of government.

These sites are identified in the *District Continuity Plan* and in *Annex E – Emergency Management* and are not subject to public disclosure per the California Public Records Act §6254. Specific activation, operation, and deactivation procedures for the EOC and AEOC(s), inclusive of set-up and supply and equipment lists shall be maintained as part of the respective *EOC* or *AEOC Operations Manuals*, or within the *Continuity Plan*, as appropriate.

4.5 FUNCTIONAL EMERGENCY RESPONSE STRUCTURE

The District identified a number of core emergency operations functions (Emergency Support Functions [ESFs]) necessary for a successful emergency response. Not all functions will be performed in every emergency. Therefore, some or all ESFs may be activated based on the scope and severity of the incident. **Exhibit 6** provides an overview of the District's Emergency Support Function (ESF) structure, and the assigned primary and supporting department.

- *Primary Departments* possess significant authorities, roles, resources, and capabilities for coordinating and carrying out a particular ESF.
- *Supporting Departments* possess specific capabilities and resources that provide support to the primary department and mission of the ESF.

Section 11 – District ESFs and EOP Annexes provides additional details regarding each ESF and its associated EOP Annex.

This District ESF structure correlates to the Federal and State structures for emergency response to facilitate coordination and interoperability. **Exhibit 13** (*in Section 11*) provides a crosswalk of the District ESFs to the County of San Diego and State of California Emergency Functions (EFs), and the Federal ESF structures.



EXHIBIT 6: DISTRICT ESFs WITH PRIMARY AND SUPPORTING DEPARTMENTS

#	DISTRICT ESF	PRIMARY DEPARTMENT	SUPPORTING DEPARTMENT(S)
A	Transportation (Maritime, Rail, Truck)	Maritime	Harbor Police Department
B	Communications	Harbor Police Department	Information Technology
C	Engineering & General Services	General Services	Engineering-Construction
D	Marine Firefighting	Harbor Police Department	Not applicable
E	Emergency Management	Harbor Police Department	All other District Departments
F	Mass Care	Harbor Police Department	Real Estate Development; Maritime
G	Logistics Management/Resource Support	Procurement Services	General Services; Real Estate Development
H	Search & Rescue	Harbor Police Department	Maritime
I	Oil/Hazardous Materials Response	Planning & Green Port	Harbor Police Department; General Services; Maritime
J	Natural Resources Protection	Planning & Green Port	General Services; Real Estate Development
K	Public Safety & Security (Inclusive of Facility Security)	Harbor Police Department	Maritime
L	Public Information & Warning/External Affairs	Marketing & Communications	Government & Civic Relations; Harbor Police Department; Maritime; Information Technology
M	Board of Port Commissioners (BPC) Emergency Operations	Marketing & Communications	Harbor Police Department
N	Financial Disaster Recovery	Financial Services	Procurement Services

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ORGANIZATION AND RESPONSIBILITIES

SECTION 5: DIRECTION, CONTROL AND COORDINATION

The Port of San Diego is a complex, strategic port with an extensive list of federal, state, local, international, Department of Defense (DoD), private and nonprofit sector stakeholders. Enhanced coordination and communication with these stakeholders to enable an efficient, effective response and recovery to emergencies is required. Upon receipt of warning of an impending or threatened emergency, in the event of an actual emergency or significant special event, or upon proclamation of a Local Emergency, the District's Emergency Management Organization (EMO) will be activated, in whole or in part, on a scalable level by the District CEO or the Director of Emergency Management (DEM) or their designee(s). Selective implementation allows for a scaled response, delivery of the exact resources needed, and a level of coordination appropriate to each incident.

5.1 LOCAL RESPONSE STRUCTURE

All incidents will be managed at the lowest possible level. Responders will use the Incident Command System (ICS) to manage response operations. In accordance with the Standardized Emergency Management System (SEMS), the District will exhaust its resources, enact established mutual aid agreements, and then seek support from the San Diego County Operational Area (OA). In the event the needs of the District exceed that of the OA, the OA, on behalf of the District, will then request regional, and if needed state/federal support.

5.2 ON-SCENE COMMAND AND MANAGEMENT

The Port, as with other major ports, is multifaceted. A number of command, control, coordination, and situational awareness hubs operate within and around the Port. The following provides summary information regarding some of these centers. In line with the District's whole community/whole port vision, it is the intent of the District to help Port stakeholders achieve greater understanding and clarity of the roles and responsibilities between and among the various existing and planned command, coordination, and support centers to ensure an organized, cohesive response to any incident impacting the Port. Additional information, to include detailed roles and responsibilities shall be defined in annexes to this Plan, and in other agency plans as necessary or required.

In all cases, the operating premise is that command and management operates in accordance with ICS. The designated on-scene Incident Commander is responsible for all response activities, including the development of strategies and tactics and the ordering and release of resources. The Incident Commander has overall authority and responsibility for conducting and managing incident operations at the incident site.

5.2.1 INCIDENT COMMAND POST

The Incident Command Post (ICP) is established near the incident site in the event of an emergency. The ICP serves as the location for tactical-level, on-scene incident command functions.

5.2.2 JOINT HARBOR OPERATIONS CENTER

The region's 24/7 maritime watch center is the Joint Harbor Operations Center (JHOC). The JHOC is a collaborative partnership between the U.S. Coast Guard (USCG), the District, inclusive of the Harbor Police Department (HPD), US Navy (USN), U.S. Immigration and Customs Enforcement (ICE), U.S. Customs & Border Protection (CBP), and the California National Guard (CNG). It is a key coordinating hub in San Diego and is a national model for communication and information sharing—providing maritime situational awareness and de-confliction for maritime operations. The District has a Memorandum of Understanding (MOU) in place with the USCG which defines their dual roles in the JHOC. In an emergency the JHOC will help to establish situational awareness and coordinate maritime notifications and alerts, in conjunction with the Port Unified Command (PUC), and in support of the District EOC and the District's mass notification system.

5.2.3 PORT UNIFIED COMMAND

The Port Unified Command (PUC) will serve as a critical, strategic, and senior level coordination point for a major incident at the Port. The PUC will be activated and have representation from the USCG, the District, and other officials who have jurisdictional authority or functional responsibility for response operations under an appropriate law, ordinance, or agreement based on the nature of the incident.

To ensure whole port inclusion in the PUC, inclusive of local agencies and the private, non-profit, and academic sectors, the roles and responsibilities of the PUC will be further defined in the PUC Charter and Standard Operating Procedures (SOPs) in conjunction with the Area Maritime Security Committee (AMSC) and the Port Resilience Working Group (RWG), or its equivalent. The PUC Charter and SOPs are under development as of the date of this Basic Plan.

In accordance with unified command best practices and guides, PUC representatives should:

- Have jurisdictional authority or functional responsibility under a law or ordinance for the incident
- Have an area of responsibility that is affected by the incident or response operations
- Have the regulatory authority for commanding, coordinating, or managing a major aspect of the response
- Have resources, including funds, to support participation in the response organization
- Be trained in ICS
- Be able to provide a decision-capable representative to the incident for continuous operations
- Have the authority to commit and direct agency or company resources, including funding, to the incident

5.3 DISTRICT EMERGENCY OPERATIONS CENTER

The District Emergency Operations Center (EOC) is the District EMO's centralized point for response and recovery coordination. The EOC will help to form a common operating picture of the incident, and assist on-scene command with the burden of external coordination and the securing of additional resources. The District EOC will also advance the District's whole community/whole port strategy and work to ensure all affected port stakeholders are communicated with, engaged, and included (i.e., have input) in the formal emergency response and recovery system.

The District EOC, and its Alternate EOC (AEOC) will be maintained in a constant state of readiness by the DEM supported by members of the DEMA, consistent with state, national, and professional standards.



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DIRECTION, CONTROL AND COORDINATION

5.3.1 DISTRICT EOC ACTIVATION

EOC activation is flexible and scalable, and may be activated in whole or in part, depending upon the incident. The decision to activate the EOC will be made by the CEO, or the DEM as the CEO's primary emergency management designee, or their successors when there is a significant incident in the District (i.e., special event, warning of impending or threatened emergency, or actual emergency). The EOC can also be activated at the request of any District department and upon concurrence by the CEO, DEM, or their designees, or in the event of their Unavailability, their successors.

5.3.2 EOC ORGANIZATION

Core functions of the EOC include coordination, communications, resource allocation and tracking, and information collection, analysis, and dissemination. To accomplish this, the EOC will be activated and staffed to the appropriate level necessary for the response. The DEM, or their designee, shall serve as the primary District EOC Director and will direct and coordinate EOC operations.

The EOC is organized into five (5) sections, each responsible for carrying out different aspects of the response:

- **Management Section.** Responsible for overall management of the emergency and for providing policy and guidance for the response. The Management Section coordinates the overall response/recovery effort (prioritizing, decision-making, coordination, tasking, and conflict resolution). This includes reports to the CEO and Board of Port Commissioners (BPC), and/or the Policy Group when activated. The EOC Director, Public Information Officer (PIO), Access and Functional Needs (AFN) Coordinator, Legal Advisor, Liaison Officer,

Security Officer, and Safety Officer comprise the Management Section.

- **Planning & Intelligence Section.** Responsible for preparing the EOC Action Plan, maintaining resource status, and collecting, analyzing and displaying incident-related information in order to provide the overall common operating picture. The Planning & Intelligence Section helps to set the "operational tempo" of the EOC, and coordinates all EOC briefings to ensure EOC staff are aware of the current response effort and objectives.
- **Operations Section.** Responsible for coordinating all incident-related tactical operations as directed by the Management Section and in accordance with incident objectives. The Operations Section coordinates priority missions with Branch Directors or Group Supervisors and ensures resource deployment is consistent with District objectives. Operations Section branches may change based on the type of incident, and District coordination and tactical support needs.
- **Logistics Section.** Responsible for providing communications services (inclusive of information technology networks and their security, phones, computers, radios, and other devices), resource tracking, and procuring the equipment, supplies, personnel, transportation, food, and facilities needed to support the District's response.
- **Finance & Administration Section.** Responsible for ensuring all financial records are maintained and all incident-associated costs are tracked, to include personnel time; and cost recovery.

Activation levels and additional information regarding EOC operations can be found in *Annex E: Emergency Management*. Tactical procedures and checklists for activating and setting up the EOC are further described in the *District EOC Manual*.

SECTION 6: INFORMATION COLLECTION, ANALYSIS, AND DISSEMINATION

Effective emergency response, inclusive of Emergency Operations Center (EOC)/multi-agency coordination system (MACS) support and coordination, is predicated on the availability and sharing of accurate, timely, actionable information. Information, for purposes of this EOP, means validated data received, and/or disseminated from any source that:

- Informs or clarifies the response effort; and/or,
- Provides instruction or direction, either to responders or the public.

The ultimate goal of information collection, analysis, and dissemination in an emergency is to establish a common operating picture, and maintain shared situational awareness in real-time (or near real-time).

For shared information to be timely and useful, data flow needs to be managed. Information must move *vertically* to and from the incident site(s), up and down through the various "information hubs" available within and around the District, to include state and federal information centers, and other response stakeholder agencies, jurisdictions, and groups. Information must also move *laterally* between these "information hubs".

6.1 COORDINATING 'HUBS' OF INFORMATION

In this Plan, inclusive of its annexes and attachments, an "information hub" is defined as any place where the process of data collection, analysis, and dissemination takes place. This could be onsite at the Incident Command Post (ICP), at an EOC, within a fusion center, at the Joint Harbor Operations Center (JHOC), within the Port Unified Command (PUC), and/or within a Joint Information Center (JIC), depending on the type of information gathered and the purpose for which it is to be used.

There will be many information hubs all developing actionable information and intelligence for any given response involving the Port. The District EOC serves as one of these hubs for information collection, analysis, and dissemination relating to an incident or event.

6.2 INFORMATION COLLECTION & ANALYSIS

Information collection will be managed at the various information hubs involved in emergency response operations according to their EOPs, Standard Operating Procedures (SOPs), direction from their Incident Command, and in consultation with other response organizations.

This enables more informed, effective, efficient decision making in order to protect people, property, and the environment. Sources for data and information gathering include, but are not limited to:

- Open source intelligence (news reports, social media networks)
- Imagery intelligence (geospatial data, visual imagery (photos, video, etc.) from satellites, lasers, unmanned aerial vehicles (UAVs), radar)
- Human intelligence (reports from first responders, field outreach teams, eyewitness accounts, liaisons)

Received data, from any source, must be validated for accuracy and timeliness, and analyzed for clarity, urgency, and security before being disseminated. During emergency response operations, the District EOC Planning and Intelligence Section will support the District's efforts for timely, effective collection and analysis.

6.3 COORDINATION OF INFORMATION DISSEMINATION

Coordinating information sharing during complex operations can be challenging. Success is predicated on:

- The **Common Operating Picture** – Shared understanding of the emergency and the activities needed to support the response and recovery. This requires that all stakeholders are aware of the various “information hubs” active in the response, and their capabilities and capacities.
- **Organization of communications** – Understanding what communications platforms are available to gather, analyze, and share data; and rapidly developing sharing strategies necessary for effective information distribution among responders and to the public.
 - This includes hardware, software, and cloud/network assets, personnel assets, and scheduling tasks (for example, establishing a routine conference call or setting a Situation Reporting schedule).
- Obtaining **Essential Elements of Information (EELs)** – Identifying the specific kinds and sources of information needed for response.
 - EELs are explained further in *Section 6.4 – Essential Elements of Information* below.

Relevant information among “information hubs” will be communicated through Liaisons/agency representatives, to/from the field through the Operations Section, and through the Public Information Officer (PIO), and others as appropriate or designated. Generally:

- The on-scene incident command staff will disseminate information to/from **Responders** at the incident site(s)
- Information for the **Public** will be disseminated via the District Public Information Officer (PIO) or their designee. The PIO, and the District’s PIO Organization will utilize available media outlets, to include social media, FEMA’s Integrated Public Alert and Warning System (IPAWS), *Alert SD*, 2-1-1, interpreting systems for those who require specific accommodations, and other modes, to get necessary information to the public as soon as possible.
 - The PIO organization (and/or the Joint Information Center [JIC] when activated) plays a large role in the collection, analysis, and dissemination of information in general in an emergency. For additional information regarding the District’s PIO/JIC/Emergency Public Information system, see the *Annex L: Public Information & Warning/External Affairs*.
- Information for **Tenants** may be disseminated via announcements from the JHOC, San Diego Port Tenant’s Association, and/or the District PIO/JIC. If necessary due to communication systems disruption in-person Field Outreach Teams may be coordinated through the District EOC, and/or the PUC to ensure that all tenants, or other stakeholders, such as individuals or groups who may have access and functional needs, are contacted and needs assessed.

The means by which information is shared can include verbal reports, written messages, social media messaging, and broadcast platforms (television, cable, radio). Communications platforms and methodologies are discussed further in *Section 7: Communications*. All information relevant to the response, regardless of the means by which it was received, must be channeled, understood, and validated before it can be shared.

6.3.1 LIAISONS

Liaisons are representatives from other governmental agencies, nongovernmental organizations, and the private sector who provide input on their organization’s policies, resource availability, and other incident-related matters. Liaisons will be a primary means of coordinating information for the District in an emergency given the number of potential agencies and organizations involved in an emergency affecting the Port. Assigned liaisons and agency/organizational representatives must have the authority to speak for their parent agencies or organizations on all matters.

6.4 ESSENTIAL ELEMENTS OF INFORMATION

One of the goals of the District's EOC is to work to ensure that the interests and needs of all Port stakeholders are represented, communicated, or otherwise included within the formal response organization. To help achieve this, the District EOC maintains standing Essential Elements of Information (EELs) to help drive information collection and dissemination.

EELs are the critical items of information required within a particular timeframe that, when related to other available information and intelligence, may be used to establish and maintain situational awareness, and drive more informed decision making. A list of EELs that may be common in most emergencies affecting the District can be found in *Annex E: Emergency Management*. EOC personnel and District planners can use the EELs to enhance mitigation, preparedness, response, and recovery capabilities. In the event of an emergency, the EELs can help EOC staff to quickly prioritize key tasks and information requests, by knowing what types of data and information to collect, and where and how to get them.

EELs may periodically be issued to stakeholders or other agencies and departments outside the District in the form of Requests for Information (RFI) to enhance situational awareness on a specific information requirement. They may also be used as a pass-through from agencies outside the District seeking to satisfy an informational need.

A list of preliminary Essential Elements of Information (EELs), to include their potential sources and expected contributions, can be found in Annex E: Emergency Management.



SECTION 7: COMMUNICATIONS

The District Emergency Operations Center (EOC) will utilize existing resources to establish communications with all stakeholders in order to maintain situational awareness and coordination, as necessary. If the EOC is activated, all incident related information, updates, resource requests, etc. will be done in accordance with communications policies and procedures outlined in *Annex B: Communications*, *Annex E: Emergency Management*, *Annex L: Public Information and Warning/External Affairs*, and the *EOC Operations Manual*.

Communications between the San Diego County Operation Area (OA) EOC, and other activated EOCs will be conducted via *WebEOC*, in addition to other methods chosen to communicate, as requested, by the San Diego County OA EOC, and/or member city EOCs.

Emergency communications between the District and Port tenants will be conducted through designated coordinators at the San Diego Port Tenant's Association (SDPTA). SDPTA will then notify affected tenants via text, and other available means. Some tenants may be communicated with directly by the District depending upon the specific tenant's working relationship with SDPTA and/or the impact on the tenant.

The U.S. Navy Region Southwest (NRSW) Regional Operations Center (ROC) and the U.S. Navy Third Fleet Maritime Operations Center (MOC) have established positions within the USCG Joint Harbor Operations Center (JHOC), and will provide situational awareness updates to the District via the JHOC.

Communication between the District and the San Diego County Regional Airport Authority (SDCRAA) will be through both the SDCRAA EOC, if activated, and/or through the Harbor Police Department (HPD) directly on site at the airport.

The Harbor Police, Maritime, and General Services Departments possess the greatest number (volume) and types of communication devices in the District inclusive of phones, cellular devices, satellite phones, computers, wireless cards, 800 MHz radios, etc.

Currently, the District maintains alternate systems for emergency communications. Further details regarding these capabilities can be found in the *District Continuity Plan*. The District's *Continuity Plan* also includes information regarding communications modes, methods, and strategies in the event of a wide-scale disruption or failure of communications technologies.

Communications must be a two-way flow (both top down, and bottom up) through the established Incident Command System (ICS) structure. All communications must use plain language and avoid acronyms or jargon.

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COMMUNICATIONS

Exhibit 7 provides an overview of the District's primary notification and communications centers.

EXHIBIT 7: RESOURCES FOR COMMUNICATION

Communications Resource	Description	1	2	3	4	5	6	7	8	9	10	11	12
Harbor Police Department (HPD) Communications Center	<ul style="list-style-type: none"> Alerts and warnings are sent from the HPD Communications Center, inclusive of alerts and notifications using the District's Everbridge Emergency Notification System (ENS) Operates 24 hours per day, 7 days per week, 365 days per year Receives 9-1-1 calls and dispatches accordingly 												
Systems Application Product (SAP) Line (i.e., General Services On-Duty Supervisor Line)	<ul style="list-style-type: none"> Operates 24 hours per day, 7 days per week, 365 days per year Staffed line that connects callers to the General Services On-Duty Supervisor Connected to pre-determined Points-of-Contacts (POCs) for each department that can be contacted when there are issues or incidents within the District Functions as a "9-1-1" for <u>non</u>-life threatening emergencies for the Port The On-Duty Supervisor has the authority to dispatch on-call vendors, inclusive of environmental response vendors 												
Information Technology (IT) Department	<ul style="list-style-type: none"> Operates 24 hours per day, 7 days per week, 365 days per year for IT-related emergencies 												
Maritime Wharfinger Line	<ul style="list-style-type: none"> Operates 24 hours per day, 7 days per week, 365 days per year for maritime-related emergencies Provides connectivity to the District Facility Security Officer (FSO) 												
Joint Harbor Operations Center (JHOC)	<ul style="list-style-type: none"> Maritime watch center that operates 24 hours per day, 7 days per week, 365 days per year Provides maritime situational awareness and de-confliction for maritime operations Establishes situational awareness and coordinates maritime notifications and alerts, in conjunction with the Port Unified Command (PUC), and in support of the District EOC. 												



SECTION 8: ADMINISTRATION, FINANCE & LOGISTICS

All assets (human, facility, equipment, and supply resources) of the District will become the purview of the District Emergency Operations Center (EOC) to direct in any way necessary to respond to an emergency. Incident Command in the field will be instrumental in monitoring and communicating needs and requests to the EOC. Personnel in the EOC will handle and document available resources and requests, as well as keep disaster records in relation to damage, expenses, time, assistance, employee injuries, and recovery. Accounting is necessary to keep records dealing with documentation, damages, and costs associated with the incident.

EXHIBIT 8: APPLICABLE FINANCE AND PROCUREMENT LAWS

Applicable Finance and Procurement Policies, Codes, and Regulations

Federal:

- Emergency Procurements and subsequent recovery Procurements should conform to the Federal Acquisition Regulations (FAR).
- Chapter 2 of the Code of Federal Regulations (2 CFR)

State:

- California Public Contract Code

District:

- BPC Policy 777
- BPC Policy 110 - Procedure for the Administration of Contracts, Agreements, the Purchasing of Supplies, Materials and Equipment, and Grants
- Resolution 2003-03 - Emergency Procedures

The District should comply with their own procurement procedures in accordance with applicable state and local laws and regulations, provided they conform to applicable federal laws and standards. If there is a question regarding applicable law(s), ordinance(s), etc., the more stringent policy shall apply. **Exhibit 8** identifies key finance and procurement policies, codes and regulations. The list may not be inclusive of all applicable regulations.

8.1 FINANCIAL MANAGEMENT

Emergencies have an immediate impact on District resources and may require the unplanned expenditure of funds. Coordination may be required between the District, U.S. Coast Guard (USCG), U.S. Navy (USN), Department of Defense (DoD), private sector companies, and nonprofit organizations to administer various funding programs designed to assist the District following an emergency. The EOC Finance & Administration Section manages all financial, administrative and cost analysis aspects of an emergency.

The Director of Finance, as the primary Finance & Administration Section Chief, shall maintain a detailed accounting of all expenditures related to the Emergency, and shall submit a detailed report to the District CEO. In the event the District proclaims a Local Emergency, the CEO will provide the report to the Board of Port Commissioners (BPC) at each regularly scheduled meeting following the proclamation until the Emergency is terminated.

In order to more fully outline the District's disaster-related cost controls, as well as financial cost recovery policies and procedures, the District will develop and maintain a *Finance Disaster Recovery Manual* (See Annex N).

Additional information regarding the EOC Finance & Administration Section can be found in the *Annex E: Emergency Management* and *Annex N: Financial Disaster Recovery*

8.1.1 EMERGENCY FUNDS

Notwithstanding BPC Policy 117, 3(b), which requires any use of the \$20 million dollar minimum required operating reserve balance be approved by the BPC, per BPC Policy 777, the CEO, during an Emergency, has the authority to access the reserve to execute agreements and purchases not to exceed an aggregate of \$500,000 to protect life, property, and the environment. In addition, the CFO and the Chief Administrative Officer/Vice President shall have the authority to access the reserve in order to execute agreements and purchases not to exceed an aggregate of \$250,000 each to protect life and property. This authority is limited to those actions immediately necessary to address, or stabilize, the Emergency.

8.2 LOGISTICS MANAGEMENT AND RESOURCE SUPPORT

The Logistics Section in the District EOC is responsible for the coordination and management of District-wide resources during an emergency. To ensure proper documentation and to maximize cost recovery, the Logistics Section works closely with the Finance & Administration Section. Logistics provides guidance for coordinating resources needed to support planned events, emergency response, and recovery operations. Logistics primarily addresses protocols, processes, and systems for requesting, utilizing, tracking and reporting resources (i.e., personnel, teams, equipment, facilities, and supplies needed to achieve an identified task) that are outside standard practices for pre-existing discipline-specific mutual aid agreements (i.e., law enforcement, fire, emergency medical services, animal control services).

8.2.1 PROCUREMENT REQUIREMENTS

Emergency Procurements and subsequent recovery Procurements should conform to the Federal Acquisition Regulations (FAR). During emergency periods, efforts should be made to solicit bids and/or proposals from several sources to ensure low cost or best value. Records (documentation) of any bid or proposal solicitation, and the responses to such requests, will be maintained. Emergency contracts should be rebid once the exigent period is over and long-term needs are identified. All Procurement actions should conform with Chapter 2 of the Code of Federal Regulations (2 CFR), including affording full and open competition, inclusion of small and disadvantaged firms to the extent possible, price and cost analysis, and documentation of the procurement and vendor selection process.

In order to qualify for maximum state reimbursement, emergency Procurements and subsequent recovery Procurements should conform to the California Public Contract Code.

To the extent possible, Emergency response and recovery agreements and contracts should be competitively bid and pre-qualified pursuant to State law prior to any Emergency. These competitively bid and pre-qualified contracts ensure fair and open competition in a manner that meets state and federal Procurement requirements, while allowing the District to have resources immediately available as needed.

8.2.2 MUTUAL AID/AGREEMENTS AND UNDERSTANDINGS

8.2.2.1 DISTRICT AGREEMENTS AND MOUS

The District maintains day-to-day contractual Agreements with its member cities to provide Police/Sheriff, Fire and Emergency Medical Services for the outer reaches of the San Diego Bay and the cross-jurisdictional tidelands. The District's agreement with the City of Imperial Beach also includes Lifeguard and Animal Control Services. The District is also engaging in an initiative in early 2018 to establish Memorandums of Understanding (MOU) with each of its member cities to clarify emergency response and recovery roles and responsibilities, inclusive of damage assessment and recovery funding requests.

Further, as part of the District's whole port strategy, and as a public benefit organization heavily engaged with, and reliant upon its private sector partners, the District recognizes the importance of including these partners in District emergency response, recovery and preparedness efforts. Business and industry own, or have access to, substantial response and support resources—the use of which may be utilized within the District, or outside the District, to support emergency operations and recovery. Where appropriate, this could potentially help businesses off-set potential economic losses with alternate resource use, in a major disaster. The District will continue to engage in outreach and communication efforts with the greater port

community to identify potential opportunities, and document any agreements or understandings as may be necessary or required.

8.2.2.2 MUTUAL AID

Should District resources prove to be inadequate during an emergency, requests will be made for assistance from other local jurisdictions, inclusive of the District's member cities, higher levels of government, and other agencies in accordance with existing or emergency negotiated mutual-aid agreements and understandings. Mutual aid, including personnel, supplies, and equipment, is provided in accordance with the California Master Mutual Aid Agreement (MAA), and other Operational Area (OA) MAA, to include Public Works and Law Enforcement MAAs. The Emergency Management Assistance Compact (EMAC) defines the interstate mutual aid system, which

facilitates resource flow across state lines during governor-declared states of emergency.

See *Attachment 3: Mutual Aid* for additional details. The Attachment also provides an overview of how the District fits into the larger mutual aid system, as well as specific policies and procedures. Individual annexes also include more specific mutual aid information, as appropriate.

Any additional agreements and understandings that may be entered into at the time of a disaster, will be duly authorized by the CEO, and the BPC, as applicable, and will be formalized in writing whenever possible.

8.3 STAFF AUGMENTATION/DISASTER SERVICE WORKERS

Pursuant to California Government Code §3100-3109 and BPC Policy 777, all District employees are considered Disaster Service Workers (DSWs) and subject to assignment of public employee DSW status and associated duties. In addition to employees, certain classes of volunteers are considered DSWs for the purpose of engaging in disaster service pursuant to the California Emergency Services Act (CESA) without pay or other consideration.

Disaster service duties include assisting any unit of the emergency organization or performing any act contributing to the protection of life or property, or mitigating the effects of an emergency or potential emergency. Some District departments (such as Harbor Police, General Services and Planning & Green Port [PGP]) have specific disaster response duties that employees are trained to fulfill. For those District employees who do not have a specific disaster assignment, or specific emergency-related training, they may be assigned to perform general duties under the DSW Program.

In an emergency, supervisors may release non-essential District employees (those who are not required for continuity operations) from their typical day-to-day duties so they are available to assist any agency or organization in carrying out its emergency response duties. Gaining agencies and organizations will assign DSWs to duties within the scope of their training, skills, and ability. Under the DSW designation, workers are provided Workers' Compensation and liability coverage.



8.4 RECORDS AND REPORTS

The Office of the District Clerk is engaged in ongoing records preservation activities. The District Clerk, with the assistance of all District Departments, also abides by document retention guidelines established at the departmental level on a day-to-day basis.

The District's *Continuity Plan* includes an inventory of essential records, systems, data management software and equipment, and their locations, necessary to perform essential functions and activities, and to reconstitute normal operations following an emergency. The District's *Continuity Plan* must identify and include the following necessary and reasonable steps to protect such information, no matter the form or media:

1. Selection of essential records identified through the District's Records Retention Schedule/Document Management System, and in accordance with the District's Continuity Plan.
2. Identification and protection of systems, data management software, and equipment necessary to access essential records, no matter the media.
3. Review of protection methods available and appropriate for essential records and information preservation.
4. Identification of alternate storage locations for essential information.
5. Identification of the essential records and information that should receive priority during salvage operations.
6. Development of audit measures and maintenance to ensure current and effective recovery systems, including all essential information stored on all forms of media.
7. Establishment of administrative procedures and policies, such as an *Essential Records Plan Packet*.

Additional information related to essential records and reports can be found in the District's *Continuity Plan* and in *Annex E: Emergency Management*.

8.5 NONDISCRIMINATION

There will be no discrimination on grounds of race, religion, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, level of English proficiency, or military and veteran status in the execution of emergency management functions. This policy applies to all levels of government, contractors, and labor unions.

Further, the District will be in compliance with the Americans with Disabilities Act (ADA). Therefore, all communications must seek to address the provision of appropriate auxiliary and aids and services to ensure effective communication with individuals with disabilities, and to ensure individuals with disabilities are not separated from service animals and assistive devices and can receive disability-related assistance throughout emergencies. Support resources to accomplish this will be identified in the Resource Directory, which will be provided as an attachment to *Annex E: Emergency Management*.

8.6 ADMINISTRATION AND INSURANCE CLAIMS

The District maintains a regularly updated schedule of insurance policies, which identifies the types of insurance covered, policy dates, coverage amounts and carriers. This schedule is maintained by the District Risk and Safety Manager, and the list of providers and contacts is also maintained within the *District Continuity Plan*. Notification must be made immediately to the proper insurance company following an event or incident requiring assistance.

In emergencies eligible for Stafford Act assistance, numerous insurance guidelines apply with respect to eligibility to seek and obtain federal assistance, and Federal Emergency Management Agency (FEMA) only pays following any reimbursement due from insurance. FEMA also does not pay for business interruption, or for facilities owned by the private sector, which are critical partners and stakeholders in the District. As part of its preparedness efforts, the District will work to conduct a broad-based review and report of insurance coverages for the Port inclusive of public and private sector stakeholders, to establish a consolidated understanding of the Port's risk and exposure levels as it relates to insurance. The District will also work with the San Diego Port Tenants Association (SDPTA) to ensure the District's small business owners are knowledgeable and have access to the Small Business Administration (SBA) loan process.

8.7 AFTER-ACTION/CORRECTIVE ACTION REPORTING

SEMS regulations require any jurisdiction proclaiming a Local Emergency for which the governor proclaims a State of Emergency to complete and transmit an After-Action Report (AAR) and Corrective Action Report (CAR) to Cal OES within ninety (90) days of the incident period's close.

The AAR documents the District's response activities and identifies strengths and areas for improvement. The CAR will set out a work plan for implementing improvements in the response and recovery system.

The AAR is a composite of documents submitted by all functions and provides a broad perspective of the incident. It references documents that are more detailed and addresses all areas specified in the regulations. It includes information gathered from all documents generated during the response phase and interviews of emergency responders. It will coordinate with, but not encompass, hazard mitigation. Hazard mitigation efforts, however, may be included in the AAR's "Recovery Actions to Date" section.

At a minimum, the AAR must provide:

- Response actions taken
- Applications to Standardized Emergency Operations Plan/ National Incident Management System (SEMS/NIMS)
- Suggested modifications to SEMS/NIMS
- Necessary mediation to plans and procedures
- Identified training needs
- Recovery activities to date

Depending upon the nature of the incident, the District's after-action observations may be included as part of the larger San Diego County OA AAR. The EOC Planning & Intelligence Section, in conjunction with the Director of Emergency Management (DEM), will develop the AAR and CAR, or provide input to support the OA's AAR development and submission. The DEM will ensure AAR, or AAR input, is complete and distributed as appropriate. For those AARs specific to the District (i.e., separate from the OA), the DEM (or their designee) will send the AAR/CAR to the Cal OES Southern Region, with an information copy to the San Diego County OA, within 90 days.

SECTION 9: PLAN DEVELOPMENT AND MAINTENANCE

9.1 PLAN REVISION AND MAINTENANCE CYCLE

The Director of Emergency Management (DEM), in conjunction with the DEMA (District Emergency Management Team), is responsible for making revisions to the Emergency Operations Plan (EOP) to enhance the conduct of response and emergency management operations. The DEM, or their designee, will publish and distribute any necessary changes to all entities as shown on the Record of Distribution (*See Section 1.3 – Record of Distribution*). To ensure the EOP is a relevant, up-to-date tool, the District EOP Basic Plan will be reviewed and updated at a minimum of every three (3) years. Basic Plan changes must be approved by the Board of Port Commissioners (BPC).

EOP Annexes which may provide additional functional, operational and scenario-specific information will be developed, reviewed, and revised as necessary by the DEMA, or DEMA representatives, as appropriate, at a minimum of once per year.

Changes to improve to the Plan will be incorporated based on lessons learned during drills, exercises, or actual emergencies, and/or best practices/lessons learned from jurisdictions outside the District. Significant changes at the local (District and/or County/Operational Area), state, and/or federal levels may precipitate an out-of-cycle emergency update and/or review.

Planning alone will not achieve preparedness or build and maintain resilience. Training and exercising are essential components of the ongoing Preparedness Cycle (**Exhibit 9**) to make emergency operations personnel, and their support systems operationally ready.

EXHIBIT 9: PREPAREDNESS CYCLE



9.2 TRAINING

All District personnel who may participate in the District's emergency response must receive appropriate Standardized Emergency Management System (SEMS), National Incident Management Organization (NIMS), and other specialized training as required by SEMS regulations, NIMS policy, or their job function, respectively. When a new employee is hired, training requirements will be established in accordance with the District's employee and learning management systems. Individual department directors and supervisors will provide support to employees to ensure they are trained at the appropriate level and capable of performing their role within the District's Emergency Management Organization (EMO). Information to support awareness of the District's EMO, and its emergency management obligations, will be incorporated in new employee orientation and other staff trainings, as appropriate.

In June 2015, CalOES published its Emergency Operations Center (EOC) Position Credentialing Type II & Type III Program. The document identifies the process to credential personnel in EOC positions, and subsequent updates have been issued in 2016/2017 with regard to specific required courses for each credentialed position. The District can use this as an additional guide for developing its own EOC staff, and overall emergency management training program. Because differences exist between State and Federal standards due to the relative newness of the EOC credentialing programs, the DEM, and DEMA will work to ensure District staff are trained at the appropriate levels and comply with minimum training requirements.

In addition to online and District-sponsored training, courses are available through the San Diego County OA and the San Diego Urban Area Security Initiative (UASI). Calendars of these events are maintained by these respective organizations. Training is also scheduled as needed and to accommodate personnel changes.

Although some of the NIMS trainings below are available online through the Federal Emergency Management Agency (FEMA), Emergency Management Institute, Independent Study Program, live training deliveries provide a substantially richer environment for the learning and sharing of important information. **Exhibit 10** represents the current District training standards for those with designated emergency roles.

EXHIBIT 10: NIMS/SEMS TRAINING REQUIREMENTS

NIMS/SEMS TRAINING COMPLIANCE STANDARDS <i>SOURCE: ADAPTED FROM CAL OES TYPE II AND III POSITION CREDENTIALING STANDARDS (DECEMBER 2016)</i>	ICS INTRODUCTION (IS 100)	ICS BASIC (ICS 200)	NIMS AWARENESS (IS 700)	FUNDAMENTALS OF EMERGENCY MANAGEMENT (IS 230.D)	NIMS INTRASTATE MUTUAL AID INTRODUCTION (IS 706)	NATIONAL RESPONSE PLAN (IS 800)	SEMS EMERGENCY OPERATIONS CENTER COURSE (G-611)	EOC MANAGEMENT AND OPERATIONS (G-775)	INCIDENT COMMAND SYSTEM/ EMERGENCY OPS CENTER INTERFACE (G-191)
All District executives and elected officials	•	•	•						
All District staff who may be tasked to assist during a major emergency	•	•	•	•			•		
All first responders and registered volunteers (i.e., law enforcement, general services, engineering, planning and green port, volunteers, etc.)	•	•	•	•		•	•		
All staff with assignments in the EOC	•	•	•	•		•	•		•
All EOC staff members who may serve as “ Command Staff ” (i.e., member of the Management Section) or “ General Staff ” (i.e., Section Chief)	•	•	•	•	•	•	•	•	•
Any responder who may serve as an EOC Supervisor (i.e., unit leaders, group supervisors, branch directors)	•	•	•	•	•	•	•	•	•

NIMS/SEMS TRAINING COMPLIANCE STANDARDS SOURCE: ADAPTED FROM CAL OES TYPE II AND III POSITION CREDENTIALING STANDARDS (DECEMBER 2016)	ICS INTRODUCTION (IS 100)	ICS BASIC (ICS 200)	NIMS AWARENESS (IS 700)	FUNDAMENTALS OF EMERGENCY MANAGEMENT (IS 230.D)	NIMS INTRASTATE MUTUAL AID INTRODUCTION (IS 706)	NATIONAL RESPONSE PLAN (IS 800)	SEMS EMERGENCY OPERATIONS CENTER COURSE (G-611)	EOC MANAGEMENT AND OPERATIONS (G-775)	INCIDENT COMMAND SYSTEM/ EMERGENCY OPS CENTER INTERFACE (G-191)
Any staff whose primary responsibility is emergency management (i.e., District EOC Director, District Emergency Manager)	•	•	•	•	•	•	•	•	•

9.3 EXERCISES

The best tool for putting training to the test and allowing staff to demonstrate and practice their skills in a near real-world situation is through exercises. Exercises allow personnel to become familiar with the procedures, facilities, and systems which will be used in emergency situations, and should therefore provide realistic representation of the Port's diverse community. The Homeland Security Exercise and Evaluation Program (HSEEP) is a capabilities and performance-based exercise program that provides standardized methodology and terminology for exercise design, development, conduct, evaluation, and improvement planning.

EXHIBIT 11: HSEEP EXERCISE CONTINUUM

Following HSEEP doctrine and best practices, a regular exercise program should be progressive, and include the following:⁷

- Incorporation of disability and access/functional needs into exercise design
- Correction of systemic misconceptions and inaccurate assumptions
- Educational and testing opportunities to ensure compliance with the Stafford Act, Post-Katrina Emergency Management Reform Act, Rehabilitation Act, Americans with Disabilities Act, and others as appropriate
- Use of people with disabilities and others with access and functional needs versus actors

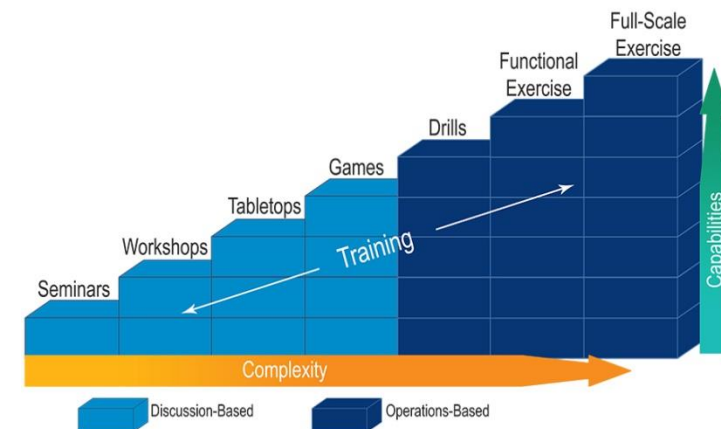


Exhibit 11 summarizes the continuum of discussed-based to operations-based exercises. As the level of capabilities exercised is increased, the commitment needed for planning and training also increases. For example, Seminars are a convenient and low-cost method typically used for orientation and overview, whereas Full-Scale Exercises involve the actual movement of people and equipment to respond to a simulated event in the field.

⁷ Kailes, I. J. *Edition 1: Integrating Individuals with Access and Functional Needs in Exercises Toolkit for North Carolina Emergency Managers*, produced for the North Carolina Emergency Management Agency, 2016.

9.4 THREE-YEAR TRAINING AND EXERCISE PLAN

The DEM, in conjunction with the DEMA, will develop a District Three-Year Training and Exercise Plan. The Plan will include specific requirements related to the various exercise programs that touch the Port, to include HSEEP, Area Maritime Security Exercise Program (AMSTEP), National Preparedness for Response Exercise Program (PREP), Spills of National Significance (SONS), and other programs as required. The plan should be reviewed on an annual/semi-annual basis, or as deemed necessary, by the DEMA. HSEEP-based best practices should be used to guide development of the Three-Year Training and Exercise Program, which includes conducting training and exercises in a planned, progressive manner. Plans can then be modified based on lessons learned, and tested in follow-on exercises for continued enhancement and training.



SECTION 10: AUTHORITIES & REFERENCES

All authorities and references listed apply to the Basic Plan and all its Annexes and Attachments.

District references are on file with the District Clerk, available electronically on the District's shared drive, and in hard copy format in the District Emergency Operations Center (EOC) as specified in *Annex E: Emergency Management*.

County of San Diego, state and federal references are also available electronically in the aforementioned location. Agreements with voluntary organizations and other governmental and private organizations are also on file, as appropriate.

Primary references and authorities for the District related to emergency management are as defined in SPUPD Resolution No. 2017-053, and BPC Policy No. 777. BPC District Resolution No. 2017-113 authorizes this Emergency Plan as of August 8, 2017.

10.1 DISTRICT AUTHORITIES AND REFERENCES

10.1.1 ACTS, AGREEMENTS, AND RESOLUTIONS

1. San Diego Unified Port District Act
2. Powers and Functions of the Board of Port Commissioners, BPC Policy No. 020
3. Procedure for the Administration of Contracts, Agreements, the Purchasing of Supplies, Materials, and Equipment and Grants, BPC Policy No. 110
4. Operating Reserve Policy, August, 2009, BPC Policy 117, 3(b)
5. Emergency Management and Disasters, April 11, 2017, BPC Policy No. 777
6. Emergency Procedures, January, 2000, BPC Resolution 2000.03
7. BPC District Resolution No. 2017-053 Adopting BPC Policy No. 777, April 11, 2017
8. BPC Resolution 2017-113, Authorizes the District's August 2017 Emergency Operations Plan, August 8, 2017
9. Agreement Between San Diego Unified Port District and City of Chula Vista for Police, Fire and Emergency Medical Services, Agreement No. 88-2012
10. Agreement Between San Diego Unified Port District and City of Coronado for Police, Fire and Emergency Medical Services, Agreement No. 87-2012
11. Agreement Between San Diego Unified Port District and National City for Police, Fire and Emergency Medical Services, Agreement No. 89-2012
12. Agreement Between San Diego Unified Port District and City of San Diego for Police, Fire and Emergency Medical Services, Agreement No. 85-2012
13. Agreement Between San Diego Unified Port District and City of Imperial Beach for Sheriff, Fire, Emergency Medical, Lifeguard and Animal Control Services, Agreement No. 86-2012

10.1.2 REFERENCES

14. San Diego Port Master Plan Update Assessment Report – Vision Statement and Guiding Principles, August 2014 (Adopted by BPC Resolution 2014-167)
15. San Diego Unified Port District Continuity of Operations Plan, 2014 (*Note: This Plan is referenced throughout the EOP as the "District Continuity Plan", in accordance with a planned update).*

10.2 PORT OF SAN DIEGO AUTHORITIES AND REFERENCES

16. San Diego Area Maritime Security Plan (AMSP)
17. The San Diego Area Contingency Plan (ACP), May 2015
18. Port of San Diego Maritime Emergency Restoration Plan, January 2016
19. The Port-Area Strategic Risk Management Plan (SRMP) and Trade Resumption/Resiliency Plan (TRRP), June 2009

10.3 SAN DIEGO COUNTY AUTHORITIES AND REFERENCES

10.3.1 ORDINANCES AND AGREEMENTS

20. County of San Diego Emergency Services Ordinance No. 8183, December 15, 1992
21. County of San Diego Resolution adopting the California Master Mutual Agreement, December 11, 1950
22. San Diego County Mutual Aid Agreement for Fire Departments
23. San Diego County Animal Control Mutual Aid Agreement

10.3.2 REFERENCES

24. San Diego County Operational Area Emergency Operations Plan, 2014
25. San Diego County Multi-Jurisdictional Hazard Mitigation Plan, August 2010
26. San Diego Urban Area Tactical Interoperable Communications Plan, February 2006
27. Unified San Diego County Emergency Services Organization Recovery Plan, June 2006
28. Unified San Diego County Emergency Services Organization Resolution adopting the National Incident Management System, September 15, 2005

10.4 STATE OF CALIFORNIA AUTHORITIES AND REFERENCES

10.4.1 STATUTES, DIRECTIVES, ACTS, AND TITLES

29. California Emergency Services Act (Chapter 7 of Division 1 of Title 2 of the State of California Government Code)
30. California State Emergency Plan and sub-plans/Annexes, July 2009
31. State of War Emergency, California Government Code- Section 8620-8624, 2009
32. Operational Areas, Article 9, Emergency Services, Section 8605 of the Government Code
33. Amendments to the Government Code, Article 7, California Emergency Services Act, Petris (SEMS) SB 1841 Chapter 1069
34. Standardized Emergency Management System (SEMS) (Chapter 1 of Division 2 of Title 19 of the California Code of Regulations)
35. California Disaster Assistance Act (California Government Code, Title 2, Division 1, Chapter 7.5)
36. California Public Records Act §6254
37. Preservation of Local Government, Section 8635, California Government Code, Article 15
38. California Harbors and Navigation Code (Port Act)
39. California Public Contract Code
40. California Government Code Section 8607 (a)
41. California Government Code Section 54956.5
42. California Government Code Section 54957
43. California Government Code Section 3100-3109

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AUTHORITIES & REFERENCES

44. California Government Code Sections 8638-8641
45. California Government Code Section 8644
46. California Master Mutual Aid Agreement

10.4.2 REFERENCES

47. California Emergency Management Mutual Aid Plan, November 2012
48. California Law Enforcement Mutual Aid Plan, June 2016
49. California Fire and Rescue Mutual Aid Plan, December 2014
50. California Fire and Rescue Operations Plan
51. California Office of Emergency Services, Emergency Proclamations Quick Reference Guide for Local Government, March 2014
52. Emergency Managers Mutual Aid (EMMA) Plan, November 2012

10.5 FEDERAL AUTHORITIES AND REFERENCES

10.5.1 STATUTES, DIRECTIVES, ACTS, AND TITLES

53. Americans with Disabilities Act (ADA) of 1990
54. ADA Amendments Act of 2008, inclusive of P.L. 110-325
55. Rehabilitation Act of 1973, Sections 501, 503, 504 and 508
56. Older Americans Act of 1965
57. Emergency Management Assistance Compact (EMAC), 1996
58. Integrated Public Alert and Warning System (IPAWS), Executive Order 13407
59. *Emergency Alert System (EAS) Statement of Requirements*, Presidential Memorandum, 1995
60. Civil Defense Act of 1950
61. Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, 42 U.S.C. 5121, et seq., as amended
62. Security and Accountability for Every Port Act, 2006 (Also known as the "SAFE Port Act")
63. Homeland Security Presidential Directive 5, Management of Domestic Incidents, February 2003
64. Homeland Security Presidential Policy Directive 8 (PPD-8), National Preparedness, March 2011
65. Emergency Management and Assistance, Code of Federal Regulations (CFR), Title 44,
66. Grants and Agreements, CFR Title 2,
67. Post-Katrina Emergency Management Reform Act of 2006
68. Presidential Decision Directive (PDD) 39 (*U.S. Policy on Counterterrorism*)
69. Presidential Decision Directive 62 (*Combating Terrorism*)
70. Sandy Recovery Improvement Act of 2013
71. Disaster Relief Appropriations Act of 2013

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AUTHORITIES & REFERENCES

10.5.2 REFERENCES

72. Developing and Maintaining Emergency Operations Plans Comprehensive Preparedness Guide (CPG) 101, Version 2.0, November 2010
73. Maritime Emergency Response Guide (MERG), March 2015
74. A Whole Community Approach to Emergency Management: Principles, Themes and Pathways for Action, December 2011
75. National Response Framework, 3rd Edition, 2016

10.6 OTHER AUTHORITIES AND REFERENCES

10.6.1 REFERENCES

76. The White House. *The Federal Response to Hurricane Katrina: Lessons Learned Report*. Washington DC: The White House, 2006.
77. Kailes, J. I. *Understanding Access and Functional Needs: Definitions*, 2017.
78. Kailes, I. J. *Edition 1: Integrating Individuals with Access and Functional Needs in Exercises Toolkit for North Carolina Emergency Managers*. North Carolina Emergency Management Agency, 2016.
79. Saathoff, Phyllis. *[Port] Emergency Preparedness and Continuity of Operations Planning, Manual for Best Practices*. American Association of Port Authorities, September 2006.



SECTION 11: DISTRICT ESFs AND EOP ANNEXES

While the Basic Plan covers general emergency policy and doctrine, many functions require more specific guidance. The District's Emergency Support Functions (ESFs), represented by their associated Annexes, fill these needs.

The District's primary EOP Annexes are categorized as "Functional Annexes". *Functional Annexes* discuss certain functions or operations that cut across most or all emergencies, such as emergency management and public information. As necessary, the District may develop additional hazard- or incident-specific annexes to address specific hazards (i.e., earthquake, tsunami, etc.), or specific incidents or special events (i.e., terrorist incidents, radiological incident, *Boom on the Bay 4th of July Annual Special Event*, etc.).

11.1 DISTRICT EMERGENCY SUPPORT FUNCTIONS

Exhibit 12 provides an overview of each District ESF, its associated Functional Annex, and the assigned District Primary and Supporting Department(s).

- **Primary Departments** possess significant authorities, roles, resources, and capabilities for coordinating and carrying out a particular ESF.
- **Supporting Departments** possess specific capabilities and resources that provide support to the primary department and mission of the ESF.

EXHIBIT 12: DISTRICT EMERGENCY FUNCTIONS

#	DISTRICT ESF	ASSOCIATED ANNEX AND DEFINITION	PRIMARY DEPARTMENT	SUPPORTING DEPARTMENT
A	Transportation (Maritime, Rail, Truck)	The Transportation Annex addresses management of transportation systems and infrastructure during a threat, or in response to an incident.	Maritime	Harbor Police Department
B	Communications	The Communications Annex addresses the restoration of communications infrastructure (inclusive of Information Technology (IT) infrastructure), coordinates communications support to response efforts, facilitates the delivery of information to emergency management decision makers, and assists in the stabilization and reestablishment of systems and applications during incidents.	Harbor Police Department	Information Technology
C	Engineering & General Services	The Engineering & General Services Annex describes the capabilities and resources to facilitate the delivery of services, technical assistance, engineering expertise, construction management, building inspection, utility response and other support as required.	General Services	Engineering-Construction

#	DISTRICT ESF	ASSOCIATED ANNEX AND DEFINITION	PRIMARY DEPARTMENT	SUPPORTING DEPARTMENT
D	Marine Firefighting	The Marine Firefighting Annex addresses the coordination of activities directly related to the detection and suppression of Marine fires and the provision of resources to support other response entities.	Harbor Police Department	N/A
E	Emergency Management	The Emergency Management Annex describes how emergencies will be managed within the District by providing a basis for centralized control, coordination, and direction of emergency operations, inclusive of EOC operations.	Harbor Police Department	All other District Departments
F	Mass Care	The Mass Care Annex describes care and shelter operations within the District while defining the collective and individual responsibilities of District, County, Cities and non-governmental agencies responding to, or acting in support of, mass care and shelter operations.	Harbor Police Department	Real Estate Development; Maritime
G	Logistics Management/Resource Support	The Logistics Management/Resource Support Annex addresses personnel, supplies, and equipment and how they are procured and supported within the District. Some assets may come from other counties/states, and the Logistics Annex outlines how these resources will be accounted for. All costs need to be tracked so that claims can be made to state and federal agencies during the recovery process. The Logistics Annex describes how the functions will be carried out within the District EOC.	Procurement Services	General Services; Real Estate Development
H	Search & Rescue	The Search & Rescue Annex addresses the coordination of activities directly related to incident scene (Land-side & Maritime) search and rescue operations.	Harbor Police Department	Maritime
I	Oil/Hazardous Materials Response	The Oil/Hazardous Materials Response Annex describes the resources and associated activities to prepare for, prevent, minimize, assess, mitigate, respond to and recover from an inland and/or marine oil or other hazardous materials release.	Planning & Green Port	Harbor Police Department; General Services; Maritime
J	Natural Resources Protection	The Natural Resources Protection Annex provides guidance on how to adequately address emergencies that directly impact the District's environment and natural resources.	Planning & Green Port	General Services; Real Estate Development

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DISTRICT ESFS AND EOP ANNEXES

#	DISTRICT ESF	ASSOCIATED ANNEX AND DEFINITION	PRIMARY DEPARTMENT	SUPPORTING DEPARTMENT
K	Public Safety & Security (Inclusive of Facility Security)	This Public Safety & Security Annex addresses the coordination, resources and actions required to support facility and resource security, security planning, public safety and support for security operations (i.e., Security, Evacuation, Traffic/Crowd Control, etc.) for the District.	Harbor Police Department	Maritime
L	Public Information & Warning/External Affairs	The Public Information & Warning/External Affairs Annex provides guidance for conduct and coordination of emergency public information and protective action guidance, alert and warning, media and community relations, and senior and elected official relations.	Marketing & Communications	Government & Civic Relations; Harbor Police Department; Maritime, Information Technology
M	Board of Port Commissioners (BPC) Emergency Operations	The Emergency Operations Guide for BPC Members Provides guidance for District BPC members regarding their emergency management roles and responsibilities before, during and after an emergency.	Marketing & Communications	Harbor Police Department
N	Financial Disaster Recovery	The Financial Disaster Recovery Manual describes the financial and administrative procedures that support emergency operations and cost recovery and documentation.	Financial Services	Procurement Services

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DISTRICT ESFS AND EOP ANNEXES

11.2 FUNCTIONAL ANNEX-EF-ESF CROSSWALK

Similarities between the Federal Emergency Support Functions (ESFs), the State of California Emergency Functions (CA-EFs), the County of San Diego Operational Area EFs and the Districts ESFs exist. Overviews of each functional structure are below, and **Exhibit 13** provides a crosswalk of how the District ESFs/Annexes correlate to the ESFs and EFs to enable enhanced coordination and understanding among Port stakeholders.

Federal ESF: The Federal Emergency Support Functions (ESFs) consist of fifteen (15) primary activities, and provide the structure for coordinating Federal interagency support for a Federal response to an incident. ESFs are mechanisms for grouping functions most frequently used to provide Federal support to States and Federal-to-Federal support, both for declared disasters and emergencies under the Stafford Act and for non-Stafford Act incidents. An ESF **primary agency** is a Federal agency with significant authorities, roles, resources, or capabilities for a particular function within an ESF. **Support agencies** are those entities with specific capabilities or resources that support the primary agency in executing the mission of the ESF. The ESFs are Annexes to the National Response Framework.

CA-EFs: The State of California (CA)-EFs consist of eighteen (18) primary activities deemed essential to address the emergency management needs of communities in all phases of emergency management. Each CA-EF represents a grouping of stakeholders (i.e., agencies, private sector, and non-profits) that possess common interests and share a level of responsibility for emergency management. The CA-EF groupings work to collaboratively prepare for, cohesively respond to, and effectively recover from an emergency. A single state agency is assigned to **lead** each CA-EF based on its authorities, resources and capabilities. Each CA-EF member agency is responsible to **assist** in coordinating the state's response to emergencies, including provision of mutual aid and the allocation of essential supplies and resources. The CA-EFs are Annexes to the State of California Emergency Plan.

County of San Diego Operational Area (OA) EFs: The County of San Diego OA has sixteen (16) Functional Annexes to the San Diego County Emergency Operations Plan. These Annexes describe the OA's EFs of the responding agencies and organizations for the County, inclusive of private and non-profit sector partners with primary and supporting response and recovery roles and responsibilities.

How the District Fits In: It is important the District understands how it fits into the Federal ESF, CA-EF and County EF structures to ensure a more seamless and rapid integration of agency resources during local, regional, state, or federal disasters. A swift, coordinated response effort based on role clarity and clear assignment of responsibilities ultimately supports a more rapid transition to recovery. The District's Annexes to this Emergency Operations Plan are designed to correspond across the local-state-federal structure.

EXHIBIT 13: FUNCTIONAL CROSSWALK

DISTRICT EMERGENCY FUNCTION		COUNTY OF SAN DIEGO OPERATIONAL AREA EMERGENCY FUNCTION		STATE OF CALIFORNIA EMERGENCY FUNCTION		NATIONAL RESPONSE FRAMEWORK EMERGENCY SUPPORT FUNCTION	
Corresponding Functional Annexes							
A	Transportation (Maritime, Rail, Truck)	Q	Evacuation	1	Transportation	1	Transportation
B	Communications	I	Communications & Warning Systems	2	Communications	2	Communications
C	Engineering & General Services	J	Construction & Engineering Operations	3	Construction & Engineering	3	Public Works & Engineering
D	Marine Firefighting	B	Fire & Rescue Mutual Aid Operations	4	Fire and Rescue	4	Firefighting
E	Emergency Management	A	Emergency Management	5	Management	5	Information & Planning
F	Mass Care	G	Care & Shelter Operations	6	Care & Shelter	6	Mass Care, Emergency Assistance, Temporary Housing, & Human Services
G	Logistics Management & Resource Support	K	Logistics	7	Resources	7	Logistics Management & Resource Support
H	Search & Rescue	B	Fire & Rescue Mutual Aid Operations	9	Search & Rescue	9	Search & Rescue
I	Oil/Hazardous Materials Response	H	Environmental Health Operations & Stand-Alone Plan	10	Hazardous Materials	10	Oil & Hazardous Materials Response
J	Natural Resources Protection	E O	Public Health Operations Animal Services	11	Food & Agriculture	11	Agriculture & Natural Resources
	See Annex C: Engineering & General Services		Stand-Alone Plan	12	Utilities	12	Energy
K	Public Safety & Security (Inclusive of Facility Security)	C	Law Enforcement Mutual Aid Operations	13	Law Enforcement	13	Public Safety & Security
L	Public Information & Warning/External Affairs	L	Emergency Public Information	15	Public Information	15	External Affairs
M	BPC Emergency Operations		N/A		N/A		N/A
N	Financial Disaster Cost Recovery		N/A	5	Management	5	Information & Planning

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DISTRICT ESFS AND EOP ANNEXES

ATTACHMENT 1: ACRONYMS & GLOSSARY OF TERMS

A-1.1 ACRONYMS

AAR	After-Action Report	CESA	California Emergency Services Act	EMSA	Emergency Medical Services Agency
ACP	Area Contingency Plan	CFO	Chief Financial Officer	ENS	Emergency Notification System
ADA	Americans with Disabilities Act	CFR	Code of Federal Regulation	EOC	Emergency Operations Center
AEOC	Alternate Emergency Operations Center	CHP	California Highway Patrol	EOG	Emergency Operations Guide
AFN	Access and Functional Needs	CNG	California National Guard	EOP	Emergency Operations Plan
AMSC	Area Maritime Security Committee	COG	Continuity of Government	ESF	Emergency Support Function
AMSP	Area Maritime Security Committee	COP	Common Operating Picture	FAR	Federal Acquisition Regulation
AMSTEP	Area Maritime Security Training and Exercise Program	DCE	Defense Coordinating Element	FEMA	Federal Emergency Management Agency
BPC	Board of Port Commissioners	DEM	Director of Emergency Management	GIS	Geographic Information System
CA-EF	California Emergency Functions	DEMT	District Emergency Management Team	HAZMAT	Hazardous Materials
CalOES	California Governor's Office of Emergency Services	DHS	U.S. Department of Homeland Security	HPD	Harbor Police Department
CAMPEN	Camp Pendleton	DoD	U.S. Department of Defense	HSEEP	Homeland Security Exercise and Evaluation Program
CAR	Corrective Action Report	DSW	Disaster Service Worker	ICE	U.S. Immigration & Customs Enforcement
CBO	Community-Based Organization	EAP	Employee Assistance Program	ICP	Incident Command Post
CBP	U.S. Customs & Border Protection	EEI	Essential Elements of Information	ICS	Incident Command System
CBRNE	Chemical, Biological, Radiological, Nuclear, or Explosive	EF	Emergency Function	IPAWS	Integrated Public Alert & Warning System
CDAAC	California Disaster Assistance Act	EMAC	Emergency Management Assistance Compact	JHOC	Joint Harbor Operations Center
CEO	Chief Executive Officer	EMO	Emergency Management Organization	JIC	Joint Information Center
		EMS	Emergency Medical Service	LHMP	Local Hazard Mitigation Plan

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ATTACHMENTS

MAA	Mutual Aid Agreement	PGP	Planning & Green Port	SDPTA	San Diego Port Tenants Association
MACS	Multi-Agency Coordination System	PIO	Public Information Officer	SEMS	Standardized Emergency Management System
MCB	Marine Corps Base	PREP	Preparedness for Response Exercise Program	SOP	Standard Operating Procedure
MCI-WEST	Marine Corps Installation West	PSGP	Port Security Grant Program	SONS	Spills of National Significance
MCRD	Marine Corps Recruit Depot	PTA	Port Tenant Association (See also SDPTA)	TSA	Transportation Security Administration
MERP	Maritime Emergency Restoration Plan	PUC	Port Unified Command	UASI	Urban Areas Security Initiative
MOC	Maritime Operations Center	REOC	Regional Emergency Operations Center	USACE	U.S. Army Corps of Engineers
MOU	Memorandum of Understanding	RFI	Request for Information	USCG	U.S. Coast Guard
NEMA	National Emergency Management Association	ROC	Regional Operations Center	USMC	U.S. Marine Corps
NGO	Non-Governmental Organization	RWG	Resilience Working Group	USN	U.S. Navy
NIMS	National Incident Management System	SDCRAA	San Diego County Regional Airport Authority	USN-RSW	U.S. Navy Region Southwest
NRF	National Response Framework	SD OES	San Diego County Office of Emergency Services	UAV	Unmanned Aerial Vehicle
NRSW	U.S. Navy Region Southwest				
OA	Operational Area				

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A-1.2 GLOSSARY

Access and Functional Needs: (See 'People with Access and Functional Needs')

After-Action Report (AAR): A post-incident report covering response actions, application of SEMS, modifications to plans and procedures, training needs, and recovery activities. AARs are required under SEMS after any emergency, which requires a declaration of an emergency. Reports are required within 90 days of the emergency's end.

Area Maritime Security Committee (AMSC): A committee established under the direction of the Captain of the Port (COTP) that assists in the development, review, and update of the Area Maritime Security Plan.

Board of Port Commissioners (BPC): The Port is governed by a seven member Board of Port Commissioners; one commissioner is appointed by each of the city councils of Chula Vista, Coronado, Imperial Beach and National City, and three commissioners are appointed by the San Diego City Council. They delineate policy direction for prevention/protection-related, response, recovery, and mitigation-related activities.

Chief Executive Officer (CEO): The District CEO will direct the DEM to respond to the emergency, and will serve as the head of the District Policy Group. The District CEO has the authority to implement all ordinary power and special powers conferred upon them through BPC Policy No. 777 and BPC Resolution No. 2017-053. The CEO has the authority to request the Board to proclaim a Local Emergency if the Board is in session, or to issue such proclamation if the Board is not in session.

Command Post: (See 'Incident Command Post')

Command Staff: The Command Staff at the SEMS Field level consists of the Information Officer, Safety Officer, Legal Officer and Liaison Officer. They report directly to the Incident Commander. They may have an assistant or assistants, as needed. At the EOC, they would report to the EOC Director within the Management Section.

Continuity Planning: Helps ensure that the facility can sustain operations that are absolutely vital including administrative and business components immediately following a crisis or disaster situation.

Cost-Sharing Agreements: Agreements between agencies or jurisdictions to share designated costs related to incidents. Cost sharing agreements are normally written but may also be verbal between authorized agency or jurisdictional representatives at the incident.

Delegation of Authority: A statement provided to the Incident Commander by the Agency Executive delegating authority and assigning responsibility. The Delegation of Authority can include objectives, priorities, expectations, constraints and other considerations or guidelines as needed. Many agencies require written Delegation of Authority to be given to Incident Commanders prior to their assuming command on larger incidents.

Department Operations Center (DOC): A facility used by a distinct discipline, such as flood operations, fire, medical, hazardous material, or a unit, such as Department of Public Works, or Department of Health. DOCs may be used at all SEMS levels above the field response level depending upon the needs of the emergency.

Disaster Service Worker (DSW): All public employees within the State of California, to include District employees, are declared as DSWs subject to assignment of public employee disaster service worker status and associated duties. As DSWs, employees are obligated to perform various disaster service activities to include assisting any unit of the emergency organization or performing any act contributing to the protection of life or property, or mitigating the effects of an emergency or potential emergency. *[Source: California Government Code, Section 3100-3109 and BPC Policy 777]*

District: Abbreviated term for the San Diego Unified Port District. (See 'San Diego Unified Port District')

District Director of Emergency Manager (DEM): The DEM facilitates the District's emergency management program with authority to activate the EMO, serving as the EOC Director in an actual emergency. For cities and counties, this position and associated responsibilities are commonly assigned by local ordinance.

District Emergency Management Team (DEMT): The DEMT is the District-designated emergency management planning, training and exercise team made up of key positions and department heads who may serve as members of the command and/or general staff during an EOC activation.

Emergency: The actual or threatened existence of conditions of disaster or peril to the health and safety of persons and/or property within the District including, but not limited to, those caused by such conditions or hazards as fire, flood, storm, tsunami, earthquake, epidemic, pandemic, hurricane, tornado, civil disturbance, significant technology or infrastructure disruption, act of terrorism, hazardous material spill, effect(s) of climate change or other conditions, including conditions resulting from war or imminent threat of war, or labor controversy. [Source: BPC Policy 777]

Emergency Management Organization: The operational forces deemed necessary to meet the conditions of an emergency. All officers and employees of the District, together with those credentialed, or otherwise qualified, volunteer forces enrolled to aid them during an emergency, and all groups, organizations and persons who may by agreement or operation of law, including persons pressed into service under the provisions of this title, be charged with duties incident to the protection of life and property in the District during such emergency.

Emergency Operations Center (EOC): A location from which centralized emergency management can be performed. EOC facilities are established by an agency or jurisdiction to coordinate the overall agency or jurisdictional response and support to an emergency.

Emergency Operations Plan (EOP): The plan that each jurisdiction has and maintains for responding to appropriate hazards.

EOC Action Plan: The plan developed within an EOC, which contains objectives, actions to be taken, assignments and supporting information for the next operational period.

Field Operations Guide (FOG): A pocket-size manual of instructions on the application of the Incident Command System.

Finance Section: One of the five primary functions found at all SEMS levels, which is responsible for all costs and financial considerations to include maintaining financial record and tracking all incident-associated costs.

General Staff: The group of management personnel reporting to the Incident Commander or to the EOC Director. They may each have a deputy, as needed. At the Field SEMS level, the General Staff consists of:

- Operations Section Chief
- Planning/Intelligence Section Chief
- Logistics Section Chief
- Finance Section Chief
- At some SEMS EOC levels, the position titles are Section Coordinators.

Incident Action Plan (IAP): The plan developed at the field response level, which contains objectives reflecting the overall incident strategy and specific tactical actions and supporting information for the next operational period. The plan may be oral or written.

Incident Commander (IC): The individual responsible for the command of all functions at the field response level.

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Incident Command Post (ICP): The location at which the primary command functions are executed. The ICP may be collocated with the incident base or other incident facilities.

Incident Command System (ICS): The nationally used standardized on-scene emergency management concept specifically designed to allow its user(s) to adopt an integrated organizational structure equal to the complexity and demands of single or multiple incidents without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, with responsibility for the management of resources to effectively accomplish stated objectives pertinent to an incident.

Incident Objectives: Statements of guidance and direction necessary for the selection of appropriate strategy(s), and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished when all allocated resources have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow for strategic and tactical alternatives.

Information Hub: For purposes of this EOP, an “information hub” is defined as any place where the process of data collection, analysis and dissemination takes place. This can be onsite at the Incident Command Post, at an EOC, within a fusion center, at the JHOC, within the PUC, and/or within a Joint Information Center (JIC), depending on the type of information gathered and the purpose for which it is to be used.

Joint Harbor Operations Center: The region’s 24/7 maritime watch center which assists in establishing situational awareness and coordinating maritime notifications and alerts, in conjunction with, or at the direction of, or in support of the Port Unified Command (PUC), and the District EOC. The JHOC is a collaborative partnership between the USCG, the District, inclusive of the Harbor Police Department (HPD), US Navy (USN), US Immigration and Customs Enforcement (ICE), US Customs & Border Protection (CBP), and the California National Guard (CNG).

Joint Information Center (JIC): A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media at the scene of the incident. Public information officials from all participating agencies should collocate at the JIC.

Joint Information System (JIS): Integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, timely information during crisis or incident operations. The mission of the JIS is to provide a structure and system for developing and delivering coordinated interagency messages; developing, recommending, and executing public information plans and strategies on behalf of the Incident Commander; advising the Incident Commander concerning public affairs issues that could affect a response effort; and controlling rumors and inaccurate information that could undermine public confidence in the emergency response effort.

Jurisdiction: The range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority for incident mitigation. Jurisdictional authority at an incident can be political/geographical (i.e., special district, county, state or Federal boundary lines), or functional (i.e., police department, health department, etc.). (See Multi-jurisdiction)

Liaison Officer: A member of the Command Staff in the Management Section at the Field SEMS level responsible for coordinating with representatives from cooperating and assisting agencies. At SEMS EOC levels, the function may be done by a Coordinator and/or within a Section or Branch reporting directly to the EOC Director.

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Local Emergency: The duly proclaimed existence of such conditions that are, or are likely to be, beyond the control of the services, personnel, equipment, and facilities of the District, and which may require the supplemental efforts and available resources of other local government entities, the state and/or federal government, and/or disaster relief organizations to help alleviate the damage, loss, hardship, or suffering caused thereby. *[Source: BPC Policy 777]*

Logistics Section: One of the five primary functions found at all SEMS levels. The Section responsible for providing facilities, services and materials for the incident or at an EOC to include providing communications services (inclusive of information technology, phones, radios and other devices), resource tracking, and procuring the equipment, supplies, personnel, transportation, food, and facilities needed to support the District's response.

Management Section: The Management Section consists of Command Staff (Information Officer, Safety Officer, Legal Officer and Liaison Officer). They report directly to the Incident Commander/EOC Director and are responsible for overall management of the emergency and for providing policy and guidance for the response.

Master Mutual Aid Agreement: An agreement entered into by and between the State of California, its various departments and agencies, and the various political subdivision, municipal corporations, and other public agencies of the State of California to assist each other by providing resource during an emergency Mutual aid occurs when two or more parties agree to furnish resources and facilities and to render services to each other to prevent and combat any type of disaster or emergency.

Multi-Agency Coordination System (MACS): The combination of personnel, facilities, equipment, procedures and communications integrated into a common system. When activated, MACS has the responsibility for coordination of assisting agency resources and support in a multi-agency or multijurisdictional environment.

Mutual Aid Agreement: Written agreement between agencies and/or jurisdictions in which they agree to assist one another upon request, by furnishing personnel and equipment.

National Incident Management System (NIMS): A system mandated by HSPD-5 that provides a consistent nationwide approach for Federal, State, local, and tribal governments; the private sector; and nongovernmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among Federal, State, local, and tribal capabilities, the NIMS includes a core set of concepts, principles, and terminology. HSPD-5 identifies these as the ICS; multiagency coordination systems; training; identification and management of resources (including systems for classifying types of resources); qualification and certification; and the collection, tracking, and reporting of incident information and incident resources.

Operational Area (OA): An intermediate level of the state emergency organization, consisting of a county and all political subdivisions within the county area.

Operational Period: The period of time scheduled for execution of a given set of operation actions as specified in the Incident Action Plan. Operational Periods can be of various lengths, although usually not over 24 hours.

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Operations Section: One of the five primary functions found at all SEMS levels. The Section is responsible for all tactical operations at the incident, or for the coordination of operational activities at an EOC as directed and in accordance with incident objectives. The Operations Section at the SEMS Field Response Level can include Branches, Divisions and/or Groups, Task Forces, Teams, Single Resources and Staging Areas. At the EOC levels, the Operations Section would contain Branches or Divisions as necessary because of span of control considerations.

People with Access and Functional Needs: Refers to a broader and diverse groups of people, to include 'People with Disabilities', who directly benefit from physical, communication, and program access. This includes people who may or may not meet the definitions of civil rights laws or some of the 60 plus varied definitions of disability used by various government entities in the United States. Functional Needs include predictable and specific communication, transportation, health and safety and support needs all contributing to helping people maintain their health, independence and safety. *[Source: Kailes, J. I. Understanding Access and Functional Needs: Definitions, 2017.]*

People with Disabilities: Refers to a protected class; protected from discrimination as defined by federal civil rights laws such as the Americans with Disabilities Act and other state and federal civil rights protections that detail the right to equal participation to enjoy and use services. *[Source: Kailes, J. I. Understanding Access and Functional Needs: Definitions, 2017.]*

Planning & Intelligence Section: One of the five primary functions found at all SEMS levels. Responsible for the collection, evaluation, and dissemination of information related to the incident or an emergency, and for the preparation and documentation of Incident or EOC Action Plans. The section also collects, analyzes, maintains and displays information on the current and forecasted situation, and on the status of resources assigned to the incident. At the SEMS Field Response level, the Section will include the Situation, Resource, Documentation, and Demobilization Units, as well as technical specialists. Other units may be added at the EOC level.

Policy Group: The District Policy Group consists of the following positions or their designees: District CEO, General Counsel, Chief Administrative Officer/Vice President, Chief Operating Officer/Vice President, Chief of Harbor Police/Vice President, Chief Financial Officer/Treasurer/Vice President, Port Auditor and District Clerk. The District Policy Group serves during the response and recovery phases of a disaster assisting the DEM and/or CEO, with the overall strategic emergency management objectives and policy decisions during an emergency, as necessary. *[Source: BPC Policy 777]*

Port of San Diego: A designated strategic port in the United States, it spans five cities (San Diego, National District, Chula Vista, Imperial Beach, and Coronado) and abuts international border/waters serving as a major hub for tourism, transnational commerce, aquaculture and real estate industries as well an extensive military presence.

Port Unified Command (PUC): Established when multiple command authorities are involved in an incident impacting the Port, it is comprised of officials who have jurisdictional authority or functional responsibility for the incident under an appropriate law, ordinance, or agreement. PUC allows for joint decision making that establishes common incident objectives, or management-by-objectives and a common operating picture.

Procurement: Obtaining goods, service agreements, public works contracts, and any other solicitation(s) necessary to support the District in an Emergency. *[Source: BPC Policy 777]*

Public Information Officer (PIO): A member of the Command Staff within the Management Section responsible for interfacing with the public and media or with other agencies requiring information directly from the incident. There is only one Public Information Officer per incident. The PIO may have assistants. This position is also referred to as Public Affairs or Information Officer in some disciplines. At SEMS EOC levels, the information function may be established as a Coordinator or as a section or branch reporting directly to the EOC Director.

Region Emergency Operations Center (REOC): Facilities found at State OES Administrative Regions. REOCs are used to coordinate information and resources among operational areas and between the operational areas and the state level. The Southern Region REOC is located at Joint Training Base Los Alamitos.

Resilience Working Group (RWG): The RWG provides a forum for the diverse Port stakeholders to work together to de-conflict plans, develop 'whole port' processes, validate assumptions, assign roles and responsibilities, and continue to build and sustain relationships in efforts to ensure resiliency for the Port of San Diego, as a whole. The RWG is led by the District, and will be comprised of representatives from the District departments, District member cities, County/State/Federal Agencies; Military; Public/Private/Non-Profit sector; Academic and Community-based establishments; and other maritime and land-side port-related entities and organizations that may play roles in District resilience, and as may be required to address or inform specific core capabilities.

Safety Officer: A member of the Command Staff within the Management Section at the incident or within an EOC responsible for monitoring and assessing safety hazards or unsafe situations, and for developing measures for ensuring personnel safety. The Safety Officer may have assistants.

San Diego Unified Port District: The District is governed by a seven-member Board of Port Commissioners; one commissioner each is appointed by the Cities of Chula Vista, Coronado, Imperial Beach and National City, and three commissioners are appointed by the City of San Diego. Considered an independent district, the District is the Port Authority within San Diego Bay, with the responsibility to administer governance in the form of zoning compliance, real estate development, environmental regulation, public good enhancements, and suitable public safety of the seaport and tidelands of San Diego to include emergency management activities within its jurisdiction, through coordination with the County, member cities and all other port tenants. The District's Harbor Police Department also provides security for the San Diego International Airport which is situated on District property.

Special District: A unit of local government (other than a city or county) with authority or responsibility to own, operate or maintain a project (as defined in California Code of Regulations 2900(s) for purposes of natural disaster assistance. This may include a joint-powers authority established under section 6500 et seq. of the Code.

Standardized Emergency Management System (SEMS): A system required by California Government Code for managing response to multi-agency and multi-jurisdiction emergencies in California. SEMS consists of five organizational levels, which are activated as necessary: Field Response, Local Government, Operational Area, Region, and State.

State of Emergency: The duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the State of California, or the Governor's warning of such conditions, other than conditions resulting from a labor controversy or conditions causing a "state of war emergency," which, by reason of their magnitude, are or are likely to be beyond the control of the services, personnel, equipment, and facilities of any single county, city and county, or city and require the combined forces of a mutual aid region or regions to combat, or with respect to regulated energy utilities, a sudden and severe energy shortage requires extraordinary measures beyond the authority vested in the California Public Utilities Commission. [Source: BPC Policy 777]

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State of Dire Emergency: A crippling disaster, mass destruction, terrorist act, or threatened terrorist activity that poses immediate and significant peril. [Source: BPC Policy 777]

State of War Emergency: The condition which exists immediately, whenever the State of California or the nation is attacked by an enemy of the United States, or upon receipt of a warning from the federal government indicating that such an enemy attack is probable or imminent. [Source: BPC Policy 777]

State Operations Center (SOC): An EOC facility operated by the Governor's Office of Emergency Services at the state level in SEMS. It is located at the former Mather AFB in Rancho Cordova.

Unavailable: Killed, missing or so seriously injured as to be unable to attend meetings and otherwise perform their duties. Any question as to whether a particular member is unavailable shall be settled by the Board, or any remaining available members of the Board, including standby officers who are serving on the Board. [Source: BPC Policy 777]

Whole Port: The "whole port" term reflects the larger Port of San Diego and all its stakeholders with a focus on inclusion, rather than exclusion. Therefore, the "whole port" term encompasses a wide range of stakeholders including, but not limited to District departments, District member cities, County/State/Federal Agencies; Military; Public/Private/Non-Profit sector; Academic and Community-based establishments; and other maritime and land-side port-related entities and organizations that may play roles in the Port.



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ATTACHMENT 2: HAZARDS OVERVIEW AND RISK ASSESSMENT

EXHIBIT 14: DISTRICT HAZARD AND RISK ASSESSMENT

Category	Threats	Risks
Human-Caused (Intentional/Adversarial Actor)	Improvised Explosive Device (Bomb)	Medium
	Armed Attack	Medium
	Vehicle/Vessel Attack	High
	Arson/Incendiary Attack	Medium
	IT Disruption	High
	Cyber-Terrorism	High
	CBRN	Medium
Natural	Fire Threat	Low
	Coastal Storm Erosion	Medium
	Tsunami	Medium
	Rain Induced Landslide/Flooding	Low
	Earthquake	Medium
Technological (System Failure/Accidental)	Hazardous Material Release on Land	High
	Oil Spill/Hazardous Material Release on Water	High
	Tijuana Sewage Spill	High
	Dam Failure	Low
	Utility Interruption	Medium
Reputational	Labor-union Dispute	High
	Protest of Policy	Low
	Actions by District Staff	Low
	Tourist Targeted Crime	Medium

The District is currently engaged in an update to the *Port Master Plan*, scheduled for completion in 2019. A District *Local Hazard Mitigation Plan (LHMP)* is scheduled for completion in 2018-2019, and will be coordinated with the Port Master Plan. A *Climate Action Plan* to address potential Port impacts as a result of expected sea level rise is also in process.

The District developed this high-level hazard and risk assessment to support current emergency planning efforts, in and around the District, pending completion of the more detailed plans outlined above. This assessment may not reflect the District's true risk, and this Attachment will be superseded by the LHMP upon publishing.

The assessment is derived from the *County of San Diego 2009-2010 County-wide Risk Assessment*, the *2016 City of San Diego Threat and Hazard Identification and Risk Assessment (THIRA)*, the *2015 Economic Impacts of the San Diego Unified Port District Report*, and the *State of California 2050 Climate Change Report*.

Top threats were assigned a risk rating in **Exhibit 14**, defined as:

- Low – Unlikely to happen
- Medium – Somewhat likely to happen
- High – Imminent, ongoing, or very likely to happen.

The specific threat categories, along with a brief analysis of the risks to the District associated with each threat is below.

Note: The maps and graphics provided in this section are for overview and orientation purposes. These images are extracted from 2010 County of San Diego Hazard Mitigation Maps, and the regional Geographic Information System (GIS) data source "SANGIS," which updates their datasets periodically. Higher resolution images can be made from the SANGIS data, and additional detailed hazard information and maps will be made available upon completion of the District's LHMP.

A-2.1 HUMAN-CAUSED

Human-caused threats result from intentional actions of an adversary. Attack methodologies have diversified since 9/11, and the Port is considered a prime target for terrorist or other adversarial activity because of its iconic profile as an economic and tourism center, and open access. The Port is assessed to be at Medium risk for improvised explosive device (IED) attacks, armed attacks, arson, and chemical, biological, radiological and nuclear (CBRN) attacks. The risks for Information technology (IT) disruptions and cyber-attacks were rated as High based on the volume of intrusion attempts tracked by the District's IT security systems.

A-2.2 NATURAL

The Port is vulnerable to several natural hazards. Due to its coastal access landslide, flooding, and fire threats are considered to have a lower probability of occurring, while coastal erosion, tsunamis, and earthquake are considered likely threats that could occur in the near to long-term. The Port, however, has many low-lying areas that are subject to repeated land-side flooding and present significant opportunities for hazard mitigation.

Liquefaction due to earthquakes **can cause ground acceleration in an earthquake**. Exhibits 15 and 16 show the liquefaction potential and likely ground acceleration. Despite the potential for liquefaction in the northeast portions of the Port, the ground acceleration is expected to be relatively low. Earthquake modeling and forecast mapping provides a Medium risk rating for the Port; however, given many unknowns as it relates to earthquakes this rating does not suggest the District should underestimate the potential for earthquake-related impacts.

EXHIBIT 15: PORT OF SAN DIEGO GROUND ACCELERATION POTENTIAL

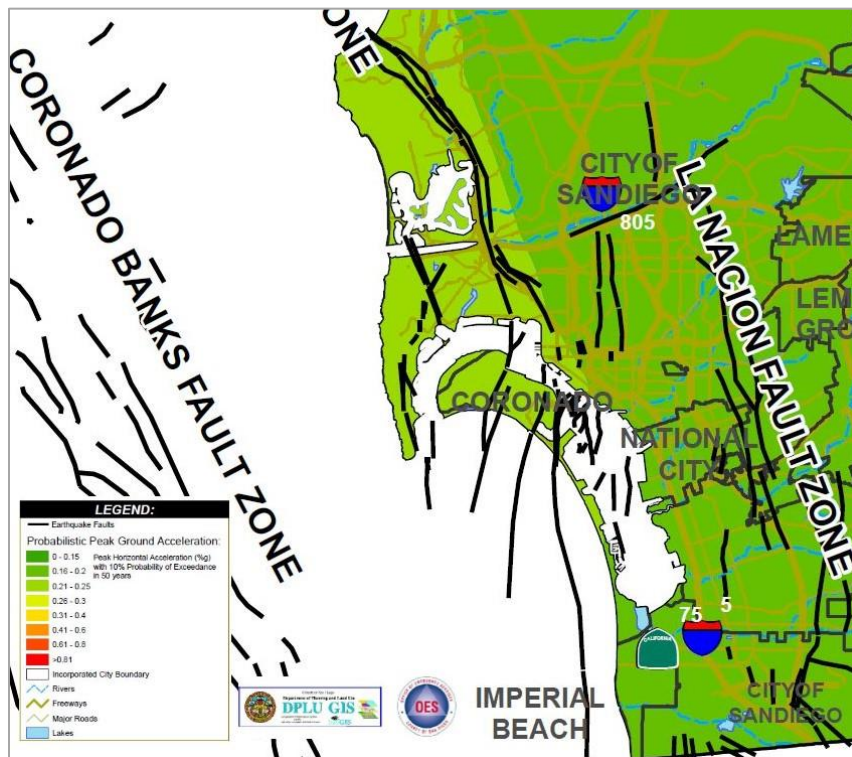


EXHIBIT 16: PORT OF SAN DIEGO LIQUEFACTION

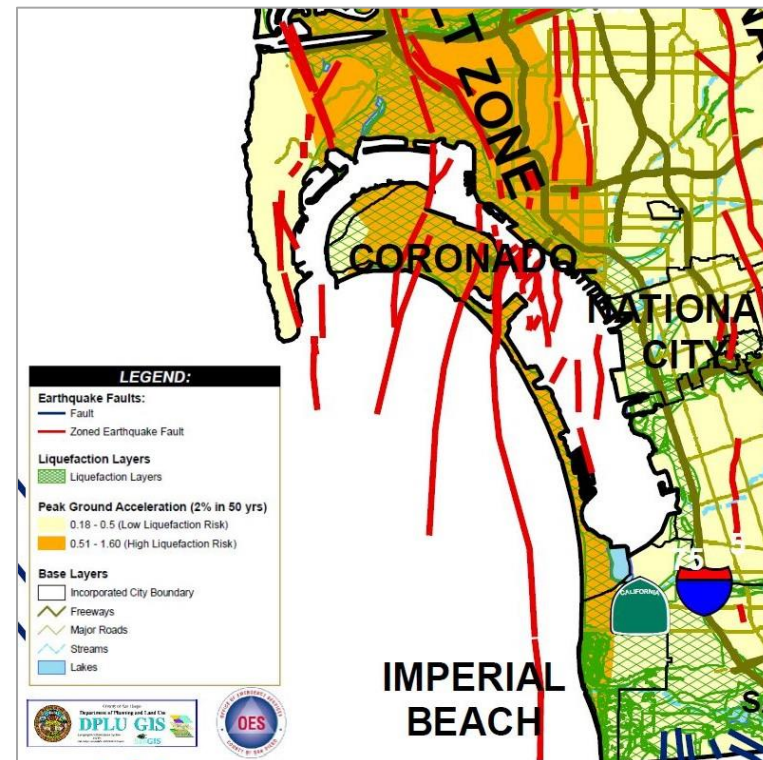


Exhibit 17 shows the District's risks for landslides is relatively low. **Exhibit 18** shows moderate (Medium) wildfire risk for the Port, except for parts of Chula Vista, Imperial Beach, and Coronado. The District does not consider wildfires to be an impending threat to overall operations, and therefore rates the risks of wildfires as Low.

EXHIBIT 17: LANDSLIDE SUSCEPTIBILITY AROUND THE PORT OF SAN DIEGO



EXHIBIT 18: WILDFIRE HAZARD LEVEL AROUND THE PORT OF SAN DIEGO



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EXHIBIT 19: PORT DISTRICT TSUNAMI RUN-UP PROJECTION

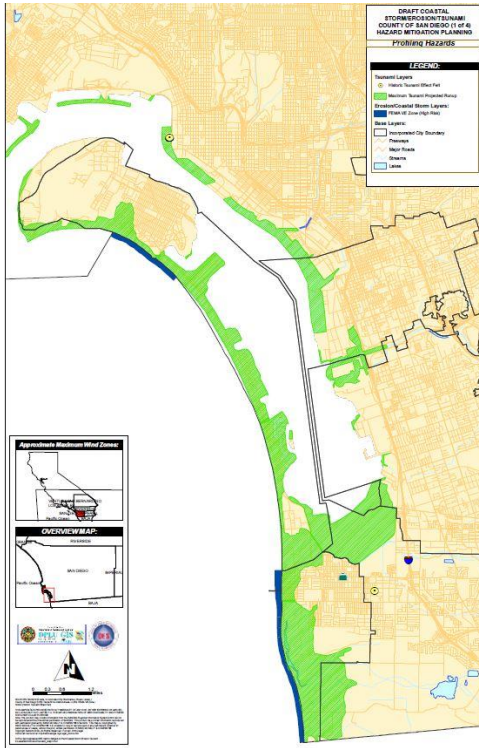


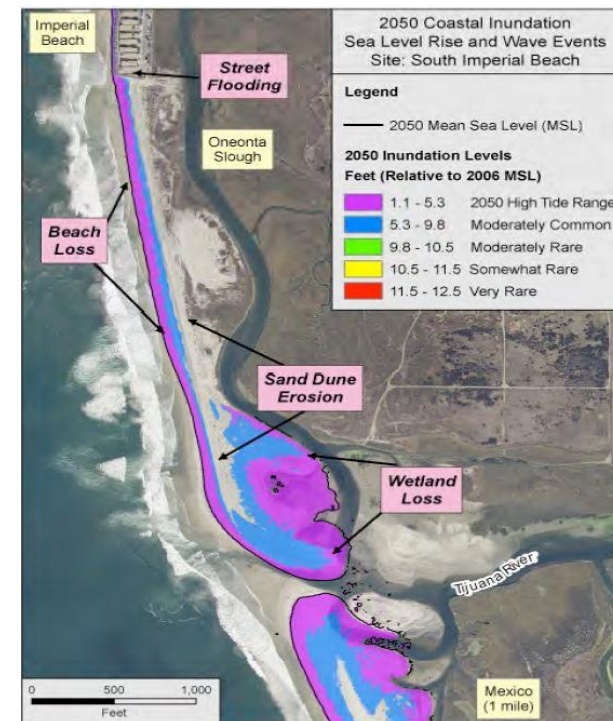
Exhibit 19 details the areas at risk from a potential tsunami. Based on available fault data from USGS, due to the angle of the coastal shoreline and the natural protection afforded by the bay, a majority of the Port is at limited risk of inundation from tsunamis. However, **Exhibits 19, 20 and 21** illustrate that the western side of Coronado Island, facing exterior to the bay, the beach fronts of Imperial Beach, and the Shelter Island area just inside the mouth of San Diego Bay facing southwest are at risk to both tsunamis and coastal erosion.

Exhibit 20 and 21 detail some of the expected impact of climate change on coastal erosion to Coronado and Imperial Beach. The risk probability of erosion along these parts of the Port are considered Medium for their long-term probability. Natural flood damage risks to the Port are considered Low.

EXHIBIT 20: COASTAL EROSION AROUND CORONADO BEACH BY 2050



EXHIBIT 21: COASTAL EROSION AROUND IMPERIAL BEACH BY 2050

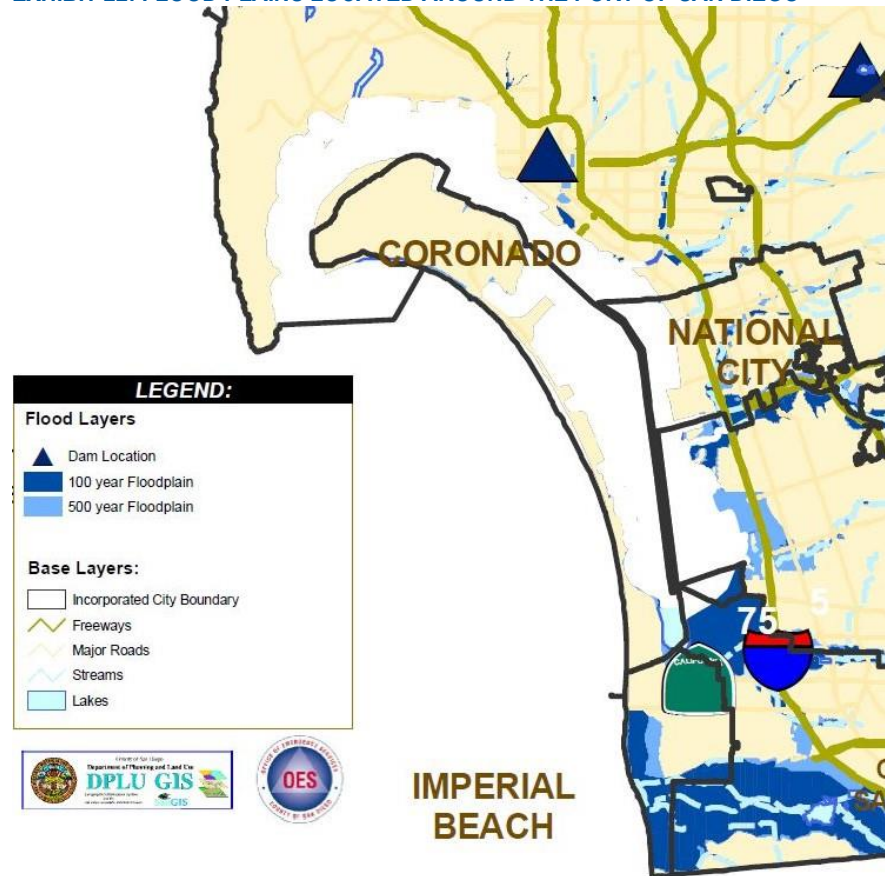


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Exhibit 22 shows that parts of the Port lie in flood plains. The overall flood risk rating, however, is Low, as these areas also coincide with the location of natural estuaries and less developed areas of the Port.

EXHIBIT 22: FLOOD PLAINS LOCATED AROUND THE PORT OF SAN DIEGO



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A-2.3 TECHNOLOGICAL

Technological hazards are unintended events associated with failures in engineering, chemical spills, and human-caused accidents. Due to the amount of hazardous materials stored, handled, and moved throughout the Port, the risks for toxic chemical spills and CBRN accidents are considered High. Areas of potential plume impact in the event of a radiological incident also add to the high-risk rating (**Exhibit 23**). Water-based chemical threats, such as oil and sewage spills, to multiple natural areas along the District were identified as High risk based upon their potential economic impact.

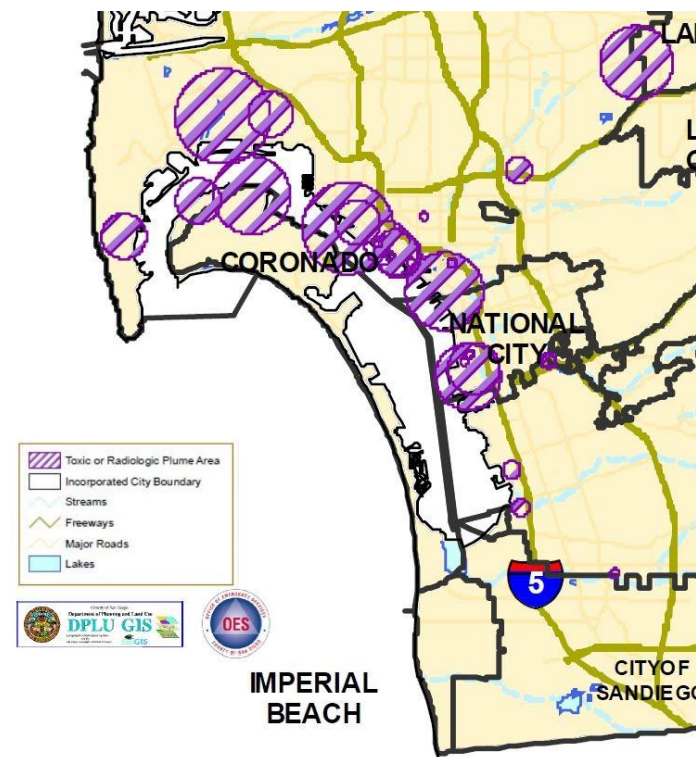
Sewage spills originating from south of the international border in Tijuana have become a recent and ongoing occurrence resulting in beach closures and adverse impacts wild-life habitats. Sewage spills are historically more common during rainy months, but are increasing. From January to March 2017, several million gallons of untreated sewage poured into the Port's coastal waters when Tijuana rerouted its sewage drainage while upgrading their system. Customs and Border Patrol agents and Navy Seal teams training in the area became ill following a May 2017 spillage of approximately 338,000 gallons of sewage. Therefore, the threat and risk from sewage spills is considered High.

Threats from Dam inundation are considered Low, except for the southeast portion of Imperial Beach, where a portion is at risk from a dam located within Mexico (**Exhibit 24**). Overall dam inundation risk for the District remains Low.

EXHIBIT 24: INUNDATION AREAS FROM DAM FAILURES*



EXHIBIT 23: RADIOLOGICAL PLUME DISTRIBUTION (LIKELY SCENARIO)



A-2.4 REPUTATIONAL

The ability of the District to act is largely dependent upon the trust invested in the organization by the populations it serves. If the reputation, or trust in the District is disrupted, the District's ability to act is reduced, and their often economic consequences. The District may be exposed to reputational damage even when they have done little wrong. Conversely, the District's strong brand may mitigate impacts even when the District is at fault. Recently, reputational risks have increased as the impact of social media on the perceptions of businesses increases—a mishandled response to an incident or emergency may cause more damage due to reputational losses, than the incident itself. A joint study by Deloitte and Forbes of 300 primarily “C-suite” and board directors, found that reputation was considered the highest impact risk area to business strategy⁸.

Labor disputes, specifically International Longshore and Warehouse Union (ILWU) along the West coast, have potential for major economic disruption. In 2002, the ILWU was locked out of ports along the entire West coast of the United States. After ten days, President Bush forced the end of the lockout through the Taft-Hartley Act invoking a national emergency. The economic impact resulted in billions of dollars lost nationally as “just-in-time” warehousing supplies were depleted, and numerous national-level industrial production lines were disrupted. The 2002 ten-day shutdown required ten weeks to clear the back log of goods stranded in ports.⁹ Contracts with individual ILWU related ports are typically renegotiated every 3 to 6 years. The potential for labor disputes is ongoing and likely to occur again, thus the impact on the port and the likelihood of another dispute warrants a High risk level.

Protests occurring within the boundaries of the Port may happen for reasons that have nothing to do with District policies, but they also may be in response to actual or perceived environmental impacts of the Port's expansion. Protest may stem from either primary or secondary District stakeholders. Data from environmental activism aimed at U.S. companies from 2004 to 2008 shows that activism by primary or secondary stakeholders did not have a direct impact on financial performance. Although protests may create long-term reputational damage, they will likely not directly influence a company's (or the District's) financial performance. Therefore, the risk level for protests of District policies is Low.

Behavior by District staff as it affects the District's reputation is likely to impact the overall Port reputation if the behavior is found to be considered part of larger cultural problem that is revealed from several impacted individuals. Examples of current national trends are biased police behavior, or work environments that foster and promote unsafe work conditions or attitudes towards a particular subgroup(s) because of their sex, race, religion, or sexual orientation. The District promotes tolerance and actively promotes excellence, respect for diversity and tolerance at every level of the District. Therefore, the assessed risk of staff behavior negatively impacting the Port's reputation is Low.

⁸ “Reputation and its Risks”, Eccles, Newquist, Schatz, Harvard Business Review 2007. <https://hbr.org/2007/02/reputation-and-its-risks>

⁹ “Times Runs Short to Avert Longshoremen Strike”, Caruso, Mayerowitz, Associated Press 2012. <http://www.sandiegouniontribune.com/sdut-time-runs-short-to-avert-longshoremens-strike-2012dec27-story.html>

ATTACHMENT 3: MUTUAL AID

The foundation of California's emergency planning and response is a statewide mutual aid system, designed to ensure that adequate resources, facilities, and other support services are provided to jurisdictions whenever their own resource capabilities are exceeded or overwhelmed during any incident.

The basis for the system is the California Disaster and Civil Defense Master Mutual Aid Agreement, as provided for in the California Emergency Services Act. The Civil Defense Master Mutual Aid Agreement was developed in 1950 and adopted by California's incorporated cities and by all 58 counties. It created a formal structure, in which each jurisdiction retains control of its own personnel and facilities, but can give and receive help whenever it is needed. State government, on the other hand, is obligated to provide available resources to assist local jurisdictions in emergencies. SEMS includes mutual aid as an essential element in responding to disasters and emergencies.

Through this system, each local jurisdiction relies first on its own resources, then calls for assistance:

- District to District or District to City(s)
- District to County,
- County to County, and
- County to the Regional office of the California Office of Emergency Services (Cal OES), which relays unmet requests to the State.

To facilitate the coordination and flow of mutual aid, the state has been divided into six (6) Cal OES Mutual Aid Regions, and three (3) Administrative Regions. Through this mutual aid system, Cal OES can receive a constant flow of information from every geographic and organizational area of the state. This includes direct notification from a state agency or department, or from a local government official that a disaster exists or is imminent. In some cases, it also includes information that makes it possible to anticipate an emergency and mitigate its effects by accelerated preparations, or perhaps prevent an incident from developing to disaster proportions.

To further facilitate the mutual aid process, particularly during day-to-day emergencies involving public safety agencies, Fire and Rescue, and Law Enforcement Coordinators have been selected and function at the Operational Area (countywide), Mutual Aid Region (two or more counties), and at the state level. It is expected that during a catastrophic event, such as an earthquake, Coordinators will be assigned at all levels for other essential services (i.e., Medical, Care and Shelter, Rescue).

A-3.1 DISTRICT MUTUAL AID REGIONS

The District is located within OES Mutual Aid Region VI, and the OES Southern Administrative Region. The Southern Administrative Region contains two of the six Mutual Aid Regions, which are managed through the Cal OES Southern Regional Operations Center (REOC) (See **Exhibit 26**). The primary mission of the Southern Region's emergency management organization is to support Operational Area response and recovery operations and to coordinate non-law and non-fire Mutual Aid Regional response and recovery operations through the REOC).

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The following Mutual Aid Region designations apply to District:

- OES Mutual Aid Region VI
- Law Enforcement Mutual Aid Region VI, which encompasses Mono, Inyo, San Bernardino, Riverside, and Imperial Counties.
- Fire and Rescue Division Mutual Aid Region VI, which includes Mono, Inyo, San Bernardino, Riverside, and Imperial Counties.

A-3.2 RESPONSIBILITIES

There responsibilities are inherent to each organizational level and/or component of the statewide Mutual Aid system. This section describes those responsibilities in general, but does not anticipate all possible responsibilities that may arise for a given entity during a specific response.

A-3.2.1 LOCAL JURISDICTIONS (THE DISTRICT)

Local jurisdictions, inclusive of the District, are responsible for:

- Developing and maintaining current emergency plans that are:
 - Compatible with the California Master Mutual Aid Agreement and the plans of neighboring jurisdictions
 - Designed to apply local resources to the emergency requirements of the immediate community or its neighbors.
- Maintaining liaison with the appropriate Cal OES Mutual Aid Region Office and neighboring jurisdictions.
- Identifying Multi-purpose Staging Areas (MSA) to provide rally points for incoming mutual aid and/or a staging area for support and recovery activities.
- Responding to requests for mutual aid.
- Dispatching situation reports to the appropriate Operational Area (OA) Coordinator and/or Cal OES Mutual Aid Region as the emergency develops and as changes in the emergency dictate.
- Requesting assistance from neighboring jurisdictions, and/or the OA, as necessary and feasible.
- Receiving and employing resources as may be provided by neighboring jurisdictions, state, federal, and private agencies.
- Carrying out emergency regulations issued by the Governor.

A-3.2.2 SAN DIEGO COUNTY OPERATIONAL AREA

The OA is responsible for:

- Coordinating intra-county mutual aid.
- Maintaining liaison with the appropriate Cal OES Mutual Aid Region Coordinator, the local jurisdictions within the county, and neighboring jurisdictions.
- Identifying MSAs to provide rally points for incoming mutual aid and/or staging areas for support and recovery activities.
- Channeling local mutual aid requests which cannot be satisfied from within the county to the appropriate Cal OES Mutual Aid Region Coordinator.
- Dispatching reports to the appropriate OES Mutual Aid Region Coordinator as the emergency develops and as changes in the emergency dictate.
- Receiving and employing resources provided by other counties, state, federal, and private agencies.
- Carrying out emergency regulations issued by the Governor.

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A-3.2.3 CAL OES MUTUAL AID REGION

Cal OES Mutual Aid Region is responsible for:

- Coordinating inter-county mutual aid.
- Maintaining liaison with appropriate state, federal, and local emergency response agencies located within the Region.
- Providing planning guidance and assistance to local jurisdictions.
- Responding to mutual aid requests submitted by jurisdictions and/or Operational Area Coordinators.
- Receiving, evaluating, and disseminating information on emergency operations.
- Providing the State Director, OES, with situation reports and, as appropriate, recommending courses of action.

A-3.2.4 CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES

Cal OES is responsible for:

- Performing executive functions assigned by the Governor.
- Coordinating the extraordinary emergency activities of all state agencies.
- Receiving, evaluating, and disseminating information on emergency operations.
- Preparing emergency proclamations and orders for the Governor and disseminating to all concerned.
- Receiving, processing, evaluating, and acting on requests for mutual aid.
- Coordinating the application of state mutual aid resources and services.
- Receiving, processing, and transmitting requests for federal assistance.
- Directing the receipt, allocation, and integration of resources supplied by federal agencies and/or other states.
- Maintaining liaison with appropriate state, federal, and private agencies.
- Coordinating emergency operations with bordering states.

A-3.2.5 OTHER STATE AGENCIES

Other State Agencies may provide mutual aid assistance to local jurisdictions based on capabilities and available resources.

A-3.2.6 INTERSTATE

The Emergency Management Assistance Compact (EMAC) defines the interstate mutual aid system. EMAC is a congressionally ratified mutual aid compact that legally establishes a national system to facilitate resource flow across state lines during an emergency or disaster. In 1996, EMAC was ratified as Public Law 104-321, making EMAC the first national disaster compact to be ratified by Congress since the Civil Defense Act of 1950. Through EMAC (which is administered through the National Emergency Management Association [NEMA]), assistance can be offered during governor-declared states of emergency through a system that allows states to send personnel, equipment, services, and commodities to help disaster relief efforts in other states. EMAC covers all hazards, and may also be used to support special events—so long as they are governor-declared emergencies by the requesting State.

Exhibit 25 provides a general diagram of how the mutual aid system works inclusive of coordination and information flow.

A-3.3 POLICIES AND PROCEDURES

A-3.3.1 DISTRICT-SPECIFIC POLICIES AND PROCEDURES

The District requests all mutual aid through the San Diego County OA EOC, exclusive of day-to-day law enforcement mutual aid or existing Agreements with each District member city to provide emergency-related services (*See Section 10 – References and Authorities*). The San Diego County OA then requests law, public works, emergency managers or other mutual aid through its regular channels.

If mutual aid is not available due to a lack of communications capability, lack of an existing system or the District has been so devastated that managers are not sure of what steps to take, a request for OA support will be made to the OA.

- The OA will inform the District (as the requesting agency) of the status of the request and also provide updated information to the EOC in a periodic Situation Report.
- Existing mutual aid agreements and financial protocols will be followed.

A-3.3.2 GENERAL MUTUAL AID SYSTEM POLICIES AND PROCEDURES

- Mutual aid resources will be provided and utilized in accordance with the California Master Mutual Aid Agreement and supporting separate agreements.
- During a proclaimed emergency, inter-jurisdictional mutual aid will be coordinated at the appropriate Operational Area or Mutual Aid Regional level whenever the available resources are:
- Subject to state or federal control
- Subject to military control
- Located outside the requesting jurisdiction
- Allocated on a priority basis
- Due to the variety of radio communications systems, local agencies should coordinate, where possible, with incoming mutual aid forces to provide an interoperable communications plan.
- Requests for and coordination of mutual aid support will normally be accomplished through established channels (cities to OAs, to Mutual Aid Regions, to State). Requests should include, as applicable:
 - Number of personnel needed
 - Type and amount of equipment
 - Reporting time and location
 - Authority to whom they are to report
 - Access routes
 - Estimated duration of operations

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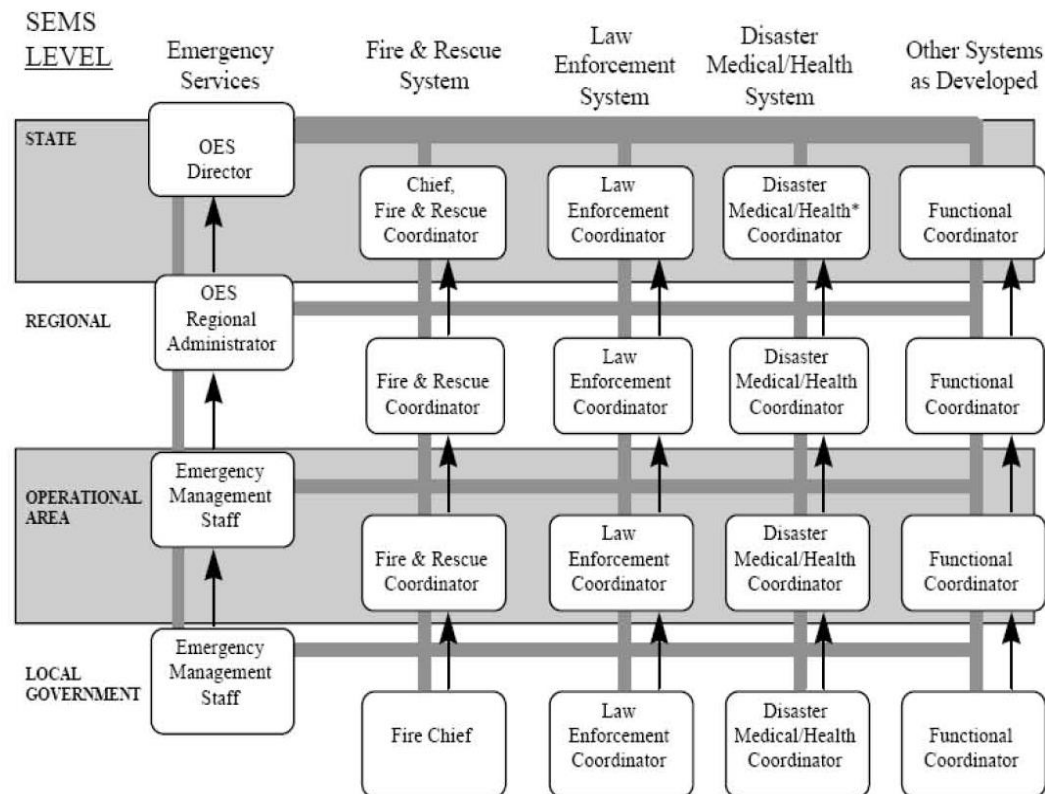
A-3.4 REFERENCES

Mutual aid assistance may be provided under one or more of the following authorities:

- State of California Fire and Rescue Emergency Plan
- State of California Law Enforcement Mutual Aid Plan
- Local Mutual Aid Agreements
- Federal Disaster Relief Act of 1974. (Public Law 93_288) (Provides federal support to state and local disaster activities.)
- State of California Emergency Management Mutual Aid Plan
- Emergency Management Assistance Compact, 1996 (Public Law 104-321)

A-3.4.1 MUTUAL AID DIAGRAMS AND MAPS

EXHIBIT 25: MUTUAL AID CHANNELS



* Includes Mental Health Mutual Aid System



Resource Requests



Information Flow and Coordination

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ATTACHMENT 4: RESILIENCE WORKING GROUP

Port of San Diego Resilience Working Group

The Resilience Working Group (RWG) provides a forum for the diverse Port stakeholders to work together to de-conflict plans, develop 'whole port' processes, validate assumptions, assign roles and responsibilities, and continue to build and sustain relationships in efforts to ensure resiliency for the Port of San Diego. The RWG is led by the District, and will be comprised of representatives from District departments, District member cities, County/State/Federal Agencies; Military; Private businesses and entities; Non-Profit/Academic/Community-based establishments; and other maritime and land-side port-related entities and organizations that may play roles in District resilience, and as may be required to address or inform specific core capabilities.

To help achieve this, and based on recommendations made during a port-wide recovery-based tabletop exercise conducted in March 2017, the District will establish a unified Resilience Working Group ([RWG] or provide support for its equivalent) to address response and recovery issues related to the Port of San Diego. RWG members will work together to de-conflict plans, validate assumptions, assign roles and responsibilities, and build relationships between and among agencies, organizations and others to ensure a more successful response and ability to recover from an incident affecting the Port. To address gap areas, the RWG will form sub-working groups or committees to allow for concerted focus and inclusion, as appropriate, of other individuals or groups specific to the task at hand.

Initially proposed members of the RWG include the following agencies and organizations:

- San Diego Unified Port District (Lead Agency)
 - Emergency Management
 - Representatives from all major departments
- District Member cities
 - Chula Vista, Coronado, Imperial Beach, National City, San Diego
- Private sector
 - Port Tenants Association (PTA)/Other umbrella representative
 - Other major/key private stakeholders inclusive of landside and maritime stakeholders (i.e., hotels, shipbuilders, tourism/convention, pilots, ferry, etc.)
- Pacific Maritime Association (represents organized labor)
- County OES
- California (CA) State Agencies
 - CalOES
 - CA Fish & Wildlife (CDFW)
 - California Environmental Protection Agency (Cal EPA)
- California Department of Transportation (CalTrans)
- Regional Water Quality Control Board (RWQCB)
- USCG
- U.S. Navy (USN)
 - Navy Region Southwest
 - 3rd Fleet
- Environmental groups/agencies
 - Scripps
 - Sea World
 - Coast Keeper
- Other Federal Agencies
 - U.S. Army Corps of Engineers (USACE)
 - U.S. Customs and Border Patrol (CBP)
 - Occupational Safety and Health Administration (OSHA)
 - National Oceanic and Atmospheric Association (NOAA)/National Weather Service (NWS)

- Critical Infrastructure Suppliers
 - San Diego Gas and Electric Company (SDG&E) (Power)
 - Jankovich (Oil/Fuel Pipeline)
 - Rail (Burlington Northern Santa Fe (BNSF), others)
 - Others as needed/identified
- As needed:
 - San Diego County Regional Airport Authority (SDCRAA)
 - United States Marine Corps (USMC) Marine Corps Installation (MCI) West
 - U.S. Army 834th Transportation Battalion
 - Access and functional needs advocacy and support organizations
 - Community and faith-based organizations

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ATTACHMENT 5: PLAN OVERVIEWS

The following plans represent some of the primary multi-agency, emergency management-related plans that apply to the Port of San Diego, and which have influence on the District's emergency management organization.

A.5-1 SAN DIEGO AREA MARITIME SECURITY PLAN

The Area Maritime Security Plan (AMSP) is primarily a communication and coordination document. The plan provides a framework of deterrence, protection, security response and recovery strategies and procedures for Transportation Security Incidents (TSI) and threats thereof and for other maritime security needs, to heighten the level of security in the port and coastal waterways.

The AMSP includes the following core elements:

- Details of operational and physical measures that must be in place at all MARSEC Levels
- Expected timeframes for responding to security threats and changes of MARSEC Levels
- Communication procedures
- Measures to ensure the security of vessels, facilities, and operations that are not covered by other security requirements
- Measures to ensure the security of the information in the AMS Plan
- Periodic review, audit, and updating procedures
- Procedures for reporting security incidents
- The jurisdiction of Federal, State, Indian Tribal and local government entities over area security related matters
- Identification of any facility otherwise subject to part 105 of this subchapter that the Captain of the Port (COTP) has designated as a public access facility within the area, the security measures that must be implemented at the various MARSEC Levels, and who is responsible for implementing those measures.

A.5-2 SAN DIEGO AREA CONTINGENCY PLAN

(May 2015)

The San Diego Area Contingency Plan (ACP) is primarily a reference document prepared for the use of all agencies engaged in responding to environmental emergencies within a defined geographic area. The San Diego ACP is structured to supplement the Region 9 Regional Contingency Plan and includes Sector San Diego specific information and guidance. These products of contingency planning are intended for use by Local, Tribal, State, and Federal emergency response personnel as a tool for obtaining resources to respond to an oil or hazardous materials incident. These outline the response mechanisms that would be activated among the various levels of the response community in the event of an emergency situation to ensure that all responders have access to essential area-specific information and promote inter-agency coordination to improve the effectiveness of responses.

Helpfully, within Section 9000, the Plan includes Unified Command/Emergency Operations Center (EOC) section checklists; notification processes, and a listing of agencies and organizations from the public, private, nonprofit and academic sectors that may be activated to support an oil or other hazardous materials response. Phone numbers and contact details are provided in a format that allows for ease of reference and fast referral.

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The San Diego ACP includes the following elements:

- Authority, involved agencies and geographical boundaries
- Command organization and guidance
- Operational organization and guidance pertaining to pertinent plans, policies and procedures
- Planning organization, documentation and guidance
- Logistical organization and guidance
- Financial and Administrative organization and guidance
- Hazardous Material Planning
- Marine firefighting, salvage and places of refuge
- Area planning documentation to support response and situational awareness
- Sensitive site summary

The plan is available publically on the State of California Department of Fish and Wildlife, Office of Spill Prevention and Response.

A.5-3 STRATEGIC RISK MANAGEMENT PLAN AND TRADE RESUMPTION/RESILIENCY PLAN

(June 2009)

The Port-Area Strategic Risk Management Plan (SRMP) and Trade Resumption/Resiliency Plan (TRRP) provides a risk management framework through which the COTP and the Area Maritime Security Committee (AMSC) can identify and mitigate strategic risk to the San Diego maritime domain's key strategic functions. The framework makes recommendations to strengthen the resiliency of the San Diego maritime domain, and ensure timely resumption of trade.

The plan includes the following elements:

- Identification of key strategic maritime functions in the San Diego Area of Operation
- Risk assessment for each strategic maritime function
- Identification of high-risk facilities
- Identification of existing security gaps
- Identification of existing resiliency gaps
- Recommended initiatives to address existing gaps
- A matrix to aid in evaluating each initiative based on risk-reduction, feasibility, and affordability
- Summary and plan implementation

A.5-4 PORT OF SAN DIEGO MARITIME EMERGENCY RESTORATION PLAN

(January 2016)

The Port of San Diego Maritime Emergency Restoration Plan outlines coordinated local, state, federal, and private sector activities that support efficient and timely port reopening to restore military and commercial maritime movement within the Port of San Diego. This plan occupies the space where immediate response (life/safety) transitions to sustained response and short-term recovery. It consolidates processes and procedures for consequence management that supports reopening of the port after an incident that physically impacts maritime traffic. The plan clarifies the roles and responsibilities of maritime stakeholders, establishing clear lines of authority to eliminate overlap and duplication of effort. Reopening after a purely regulatory closure is managed through other existing plans, orders and processes.

ATTACHMENT 6: DISTRICT EMERGENCY MANAGEMENT POLICIES

The following policies and resolutions related to the District's emergency management program are attached herein:

- The District's governance and authority related to emergency management is established by Board of Port Commissioners (BPC) Resolution 2017-053 adopting BPC Policy No. 777 – Emergency Management and Disasters, and BPC Policy 777.
- The EOP was approved by matter of Resolution 2017-113 on August 8, 2017.

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BPC Policy No. 777

SUBJECT: EMERGENCY MANAGEMENT

PURPOSE: To provide for the preparation and carrying out of plans for the protection of persons and property within the San Diego Unified Port District (District) in the event of an Emergency.

This policy sets forth the District's emergency organization, and the coordination of the emergency functions of the District with all other public agencies, corporations, organizations and affected private persons.

POLICY STATEMENT:

Definitions:

"Emergency" means the actual or threatened existence of conditions of disaster or peril to the health and safety of persons and/or property within the District including, but not limited to, those caused by such conditions or hazards as fire, flood, storm, tsunami, earthquake, epidemic, pandemic, hurricane, tornado, civil disturbance, significant technology or infrastructure disruption, act of terrorism, hazardous material spill, effect(s) of climate change or other conditions, including conditions resulting from war or imminent threat of war, or labor controversy.

"Local Emergency" means the duly proclaimed existence of such conditions that are, or are likely to be, beyond the control of the services, personnel, equipment, and facilities of the District, and which may require the supplemental efforts and available resources of other local government entities, the state and/or federal government, and/or disaster relief organizations to help alleviate the damage, loss, hardship, or suffering caused thereby.

"State of war emergency" means the condition which exists immediately, whenever the State of California or the nation is attacked by an enemy of the United States, or upon receipt of a warning from the federal government indicating that such an enemy attack is probable or imminent.

"State of emergency" means the duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the State of California, or the Governor's warning of such conditions, other than conditions resulting from a labor controversy or conditions causing a "state of war emergency," which, by reason

of their magnitude, are or are likely to be beyond the control of the services, personnel, equipment, and facilities of any single county, city and county, or city and require the combined forces of a mutual aid region or regions to combat, or with respect to regulated energy utilities, a sudden and severe energy shortage requires extraordinary measures beyond the authority vested in the California Public Utilities Commission.

"Dire Emergency" means a crippling disaster, mass destruction, terrorist act, or threatened terrorist activity that poses immediate and significant peril.

Unless otherwise stated the above definitions are collectively referred to as "Emergency" in this policy.

"Unavailable" means killed, missing or so seriously injured as to be unable to attend meetings and otherwise perform their duties. Any question as to whether a particular member is unavailable shall be settled by the Board, or any remaining available members of the Board, including standby officers who are serving on the Board.

"Procurement" includes goods, service agreements, public works contracts, and any other solicitation(s) necessary to support the District in an Emergency.

1. Adoption of the Standardized Emergency Management System and the National Incident Management System

The District will participate in the County of San Diego Operational Area disaster response and recovery organization. As part of that participation, the District shall use the California Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS), as may be amended. The framework of these systems includes use of the incident command system (ICS), multi-agency or interagency coordination, participation in the master mutual aid agreement and systems of the State of California, and the Operational Area concept.

2. Emergency Management Organization (EMO)

The EMO shall constitute the operational forces deemed necessary to meet the conditions of an emergency. All officers and employees of the District, together with those credentialed, or otherwise qualified, volunteer forces enrolled to aid them during an emergency, and all groups, organizations and persons who may by agreement or operation of law, including persons pressed into service under the provisions of this title, be charged with duties incident to the protection of life and property in the District during such emergency, shall constitute the EMO.

3. Authorities

During an Emergency, the District Chief Executive Officer (CEO) shall have the authority to implement the provisions of this policy and direct the Director of Emergency Management (DEM) to respond to the emergency. If the CEO is Unavailable, the following District personnel are empowered to assume the CEO's authority over the Emergency. The District CEO shall automatically be succeeded by the following officials in the order named until the CEO is no longer unavailable:

- (1) Chief Administrative Officer/Vice President
- (2) Chief Operating Officer/Vice President
- (3) Chief of Harbor Police/Vice President
- (4) Chief Financial Officer/Treasurer/Vice President
- (5) Chief Marketing Officer/Vice President
- (6) Real Estate Development/Assistant Vice President

4. Director of Emergency Management

The District's Homeland Security Program Manager, or the equivalent District position title, serves as the District's DEM, and is responsible for leading and managing the District's emergency management program at the direction of the CEO.

The DEM shall, prior to the existence of an Emergency do the following:

- A. Coordinate all District activities as it relates to emergency preparedness, mitigation, prevention, response and recovery.
- B. Develop, coordinate and maintain necessary Emergency plans for the District to include the District's Emergency Operations Plan (EOP) and Continuity of Operations Plan (COOP); and other plans as may be needed to support Emergency operations and recovery.
- C. Interact and coordinate with appropriate public and private entities regarding emergency planning;
- D. Develop, coordinate and/or support Emergency training programs and exercises as may be required or necessary at the discretion of the DEM.
- E. Coordinate planning and training with County, State, Local Agencies, District Member Cities, Federal, military, business and industry, disaster relief organizations and other organizations and entities.
- F. Ensure that people with disabilities and others with access and functional needs are integrated into the District's Emergency plans and standard operating procedures.
- G. Work with and advise the Real Estate Department and the Office of the General Counsel, and others as required, to ensure necessary and appropriate language is included in leases and other agreements or understandings to ensure the District's ability to respond to and effectively recover from

any Emergency.

- H. Assist in the development and coordination of an emergency public information program in conjunction with the District Public Information Officer (PIO), other District departments, and others as necessary;
- I. In coordination with the CEO make recommendations to the Board, as necessary.
- J. Advise and recommend to the CEO matters of policy for consideration by the Board insofar as they relate to Emergencies.
- K. At the direction of the CEO, manage the District's EMO during an Emergency to effectively guide the response and advise the CEO pursuant to the EOP.
- L. Serve as the Director of the Emergency Operations Center (EOC) when activated.

5. Activation of the Emergency Management Organization and the District Emergency Operations Plan

Upon receipt of warning of impending or threatened Emergency, or in the event of an actual Emergency, or upon the proclamation of a Local Emergency, the EMO shall be immediately activated on a scalable level and all or such portions of its organization or personnel shall be called into service as the CEO or the DEM or their designee(s), or in the event of their Unavailability, their successors may direct. EMO activities will be consistent with the SEMS and NIMS. Roles and responsibilities of the EMO shall be defined in the EOP.

The DEM shall be responsible for the development and maintenance of the EOP, supported by an EOP development team comprised of representatives from District departments. The EOP shall provide for the effective mobilization of all of the resources of the District, both public and private, to meet any condition constituting an Emergency, and shall provide for the organization, powers and duties, services and staff of the EMO. The EOP shall comply with all of the requirements and components of the SEMS for the State of California and the Federal NIMS. The EOP shall take effect upon adoption of the plan by resolution of the Board of Port Commissioners (Board). The Board shall review the District's Basic Plan, at a minimum, every three (3) years. The approved Basic Plan will be publically available.

Supplemental Annexes to the EOP which may provide additional operational or scenario-specific information will be developed, reviewed and revised as necessary by the EOP development team at a minimum of once per year. For operational security purposes all Annexes are sensitive information to be disseminated on an as-required basis and will be classified as appropriate depending upon the level of sensitivity of the individual Annex.

6. Emergency Proclamations

The CEO, or their designated successor, may request that the Board proclaim the existence of a "Local Emergency" if the Board is in session, or to issue such proclamation if the Board is not in session. In the event the CEO or their designated successor is Unavailable, the DEM may issue such proclamation. If the CEO or the DEM orders any action, the Board shall initially review the emergency action not later than seven (7) days after the action. The Board shall review the need for continuing the Local Emergency at least every thirty (30) days until the Board terminates the Local Emergency. The Board shall proclaim the termination of such Local Emergency at the earliest possible date. Upon the declaration of termination of the Local Emergency by the Board such rules, regulations, orders and directives shall terminate and be of no further force or effect unless otherwise directed by the Board.

If the District proclaims a Local Emergency as defined by this Policy, to further the objectives of SEMS, the CEO, their designee, or the DEM shall formally notify the San Diego County Operational Area (San Diego County Office of Emergency Services – County OES) of the Local Emergency and request County OES assess availability of regional resources to be brought to bear to address the emergency and/or proclaim a Local Emergency to the State on behalf of the District.

Additionally, given the State's requirement that proclamations of Local Emergencies be made to the State within ten (10) days of the incident, the District shall make the formal Local Emergency notification to County OES in fewer than ten (10) days from the time of the incident.

To further the objectives of SEMS, the CEO, their designee, or the DEM shall notify the San Diego County Operational Area (San Diego County Office of Emergency Services) of the Proclamation declaring, continuing and terminating the Emergency.

7. Emergency Meetings

Pursuant to California Government Code Section 54956.5, in the case of an Emergency the Board may hold a meeting without providing 24-hour notice or 24-hour posting or without providing either the notice or posting requirements. However, each local newspaper of general circulation and radio or television station that has requested notice of special meeting shall be notified by the presiding officer of the Board, or designee, one hour prior to the meeting, or in the case of a Dire Emergency, at or near the time that the presiding officer or designee notifies the members of the Board. The notice shall be given by telephone and all telephone numbers provided in the most recent request of a newspaper or station for notification of special meetings shall be exhausted. In the event that telephone services are not

functioning, the notice shall be deemed waived, and the Board or designee shall notify those newspapers, radio stations, or television stations of the fact of the holding of the meeting, the purpose of the meeting, and any action taken at the meeting as soon after the meeting as possible.

Pursuant to California Government Code Section 54957, the Board may meet in closed session with the Governor, Attorney General, district attorney, the District's counsel, sheriff, or chief of police, or their respective deputies, or a security consultant or a security operations manager such as the District's DEM, on matters posing a threat to security of public buildings, a threat to the security of essential public services, including water, drinking water, wastewater treatment, natural gas service, and electric service, or a threat to the public's right of access to public services or public facilities.

As a State entity, the CEO or their designee, may request the Governor to proclaim a "State of Emergency" when, in the opinion of the CEO, or their designated successor,

the locally and regionally available resources are inadequate to cope with the emergency and the San Diego County Operational Area or Regional Emergency Operations Center are unable to make the request. Such proclamations shall be made and submitted to the State of California not more than ten (10) days following the occurrence of the Emergency in order to be eligible for reimbursement. In accordance with SEMS, ideally this submittal will be submitted through the San Diego County Operational Area for onward submittal to the Region and the State of California.

8. Emergency Powers and Duties

The CEO, or the CEO's designee [such as the DEM], or in the event of their unavailability, their successors are empowered to:

- A. Request the Board to proclaim the existence of a Local Emergency."
- B. Control and direct the effort of the EMO.
- C. Direct and coordinate the services and staff of the EMO, and resolve questions of authority and responsibility.
- D. Represent the District in all interactions with public or private agencies at the local, state and federal levels on matters pertaining to the Emergency.
- E. Make and issue rules and regulations on matters related to the protection of life and property during the Emergency; provided, however, such rules and regulations must be confirmed at the earliest practicable time by the Board.

- F. Procure or otherwise obtain the use of vital supplies, equipment, and properties as required for the protection of life and property, and, if required immediately, to commandeer the same for public use as allowed by law.
- G. Require emergency services of any District officer or employee and to command the aid of as many citizens of this community as allowed by law; such persons shall be entitled to all privileges, benefits and immunities as are provided by state law for registered disaster service workers.
- H. Requisition necessary personnel or material of any District department or agency.
- I. Execute the ordinary power as CEO, all of the special powers conferred upon the CEO by this Policy, or by resolution or emergency plan, all powers conferred upon the CEO by any statute, by any agreement approved by the Board, and by any other lawful authority.
- J. Coordinate with State of California and Federal authorities on the response to and recovery from an Emergency in the event of a major disaster declaration at the State and/or Federal level, or at any other such time as may be required to ensure the interests of the District are represented.

9. Emergency Expenditures

In order to qualify for maximum federal reimbursement, emergency Procurements and subsequent recovery Procurements should conform to the Federal Acquisition Regulations (FAR). During emergency periods, efforts should be made and documented that bids and/or proposals are solicited from several sources to ensure low cost or best value. Emergency contracts should be rebid once the exigent period is over and long-term needs are identified. All Procurement actions should conform with Chapter 2 of the Code of Federal Regulations (2 CFR), including affording full and open competition, inclusion of small and disadvantaged firms to the extent possible, price and cost analysis, and documenting the procurement and vendor selection process.

In order to qualify for maximum state reimbursement, emergency Procurements and subsequent recovery Procurements should conform to the California Public Contract Code.

To the extent possible, Emergency response and recovery agreements and contracts should be competitively bid and pre-qualified pursuant to State law prior to any Emergency. These competitively bid and pre-qualified contracts ensure fair and open competition in a manner that meets state and federal Procurement requirements, while allowing the District to have resources immediately available as needed.

Notwithstanding BPC Policy 117, 3(b) which requires any use of the \$20 million BPC Policy No. 777

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dollar minimum required operating reserve balance be approved by the BPC, the CEO, during an Emergency, has the authority to access the reserve to execute agreements and purchases not to exceed an aggregate of \$500,000 to protect life and property. In addition, the Chief Financial Officer (CFO) and the Chief Administrative Officer/Vice President shall have the authority to access the reserve in order to execute agreements and purchases not to exceed an aggregate of \$250,000 each to protect life and property. This authority shall be limited to those actions immediately necessary to address the Emergency.

The Director of Finance shall maintain a detailed accounting of all expenditures related to the Emergency. Further, the Director of Finance shall submit a detailed report to the District CEO. The CEO shall provide the report to the Board thereafter at each regularly scheduled meeting until such Emergency is terminated.

In order to more fully outline the District's disaster-related cost controls, as well as financial cost recovery policies and procedures, the District will develop and maintain a *Finance Disaster Recovery Manual*. Such Manual shall be considered an Annex to the EOP.

10. Emergency Operations Center

The EOC for the District shall be the centralized point for coordination of the response and recovery for the District's EMO. The EOC may be activated at the request of any District department and upon concurrence by the CEO, DEM, or their designees, or in the event of their Unavailability, their successors. The EOC shall be maintained in a constant state of readiness which is consistent with state, national and professional standards. The District will maintain an Alternate Emergency Operations Center(s) (AEOC) which is consistent with state, national and professional standards. The primary or alternate site may be virtual as necessary or requested. The DEM is responsible for the maintenance and management of both the EOC and AEOC.

The EOC and the EMO shall be under the direction and control of the DEM at the direction of the CEO. Upon activation of the EOC, the DEM shall serve as the primary EOC Director, and shall direct and coordinate the EOC and EMO in accordance with established District plans and policies. EOC activities will be consistent with SEMS, NIMS and established best practices; and shall be activated and staffed in accordance with the current approved EOP.

11. Employees as Disaster Service Workers

Pursuant to California Government Code Section 3100-3109, all District employees are considered disaster service workers (DSWs) and subject to assignment of public employee disaster service worker status and associated duties. Disaster service duties include assisting any unit of the emergency organization or performing any act contributing to the protection of life or property, or mitigating the effects of an emergency or potential emergency.

In addition to employees, certain classes of volunteers are considered DSWs for the purpose of engaging in disaster service pursuant to the California Emergency Services Act without pay or other consideration.

12. Policy Group Membership

The District Policy Group is hereby created and shall consist of the following positions or their designees: District CEO, General Counsel, Chief Administrative Officer/Vice President, Chief Operating Officer/Vice President, Chief of Harbor Police/Vice President, Chief Financial Officer/Treasurer/Vice President, Port Auditor, and District Clerk.

13. Policy Group Powers and Duties

The District Policy Group shall assist the CEO and/or DEM with the overall strategic emergency management objectives and policy decisions during an Emergency. The District Policy Group serves during the response and recovery phases of a disaster. The Policy Group shall be activated upon activation of the EMO, by proclamation of a Local Emergency, or by direction of the CEO and/or by request of the DEM.

14. Continuity of Government and Continuity of Operations

The continuity of the District during an Emergency requires the succession for key District officials and department heads; alternate government facilities, protection of vital records, and adequate plans to provide for the continuance of essential governmental services during and recovering from an Emergency.

The DEM shall be supported by a COOP Team comprised of representatives from District departments. COOP Plans will be maintained for the overall District and individually for each District department.

15. Board of Port Commissioners Standby Officers

Pursuant to California Government Code Sections 8638 – 8641, in order to provide for the continuance of the Board during an Emergency, the Board may appoint three (3) standby officers for each member of the Board. In case a standby office becomes vacant because of removal, death, resignation or other cause, the Board may appoint another person to fulfill the position.

- A. Each person so appointed as a standby officer shall take the oath of office required of the person occupying the office for which they standby.
- B. Each standby officer shall deliver to the District Clerk within ten (10) days after their appointment a written declaration under oath that they accept the appointment and will faithfully perform the obligations imposed upon them thereby.
- C. Standby officers shall be designated numbers 1, 2 and 3, as the case may be.
- D. The qualifications of each standby officer should be carefully investigated, and the Board may request the Chief of Police to aid in the investigation of any prospective appointee. No examination or investigation shall be made without the consent of the prospective appointee.
- E. Persons appointed as standby officers shall serve in their posts as standby officers at the pleasure of the Board and may be removed and replaced at any time with or without cause.
- F. Each standby officer shall have the following duties:
 - 1. To inform themselves of the duties of the office for which they standby. Officers and employees of the District will assist and provide each standby officer with a copy of this Policy as well as a copy of California Government Code Article 15 – Preservation of Local Government.
 - 2. To keep informed of the business and affairs of the District to the extent necessary to enable themselves to fill their post competently. For this purpose the District may arrange information meetings and require attendance.
 - 3. To immediately report themselves ready for duty in the event of an Emergency at the place and in the method previously designated in the EOP.
 - 4. To fill the post for which they have been appointed when the regular Board member is unavailable in accordance with this Policy.
 - 5. Standby officers numbers 2 and 3 shall substitute in succession for standby officer number 1 in the same way that the standby officer is

substituted in place of the regular Board member. The Standby officers servicing as a Board member, shall serve until the regular Board member becomes available or until the appointment of a new Board member by the member city.

16. Board of Port Commissioners Temporary officers

Pursuant to California Government Code Section 8644, if all members of the Board, including all standby officers, are Unavailable, temporary officers shall be appointed to serve until a regular member or a standby member becomes available or until the appointment of a new Board member by the member city. Temporary officers shall be appointed as follows:

- A. By the Chairperson of the Board of Supervisors of the County of San Diego, or, if they are unavailable;
- B. By the Chairperson of the Board of Supervisors of any other county within 150 miles of the District, beginning with the nearest and most populated county and going to the farthest and least populated, or if they are unavailable;
- C. By the Mayor of any City within 150 miles of the District, beginning with the nearest and most populated City and going to the farthest and least populated.

17. Lines of Succession – Department Directors and Key Positions

Department heads and other key District positions shall provide for at least a three (3)-deep order of succession of appropriate subordinate employees to succeed to their position if that Department Director or Key Position is unavailable or unable to serve. These lines of succession will be identified in each department's COOP Plan. For the purpose of this policy, key positions and departments include:

- a) CEO
- b) Vice Presidents
- c) District Clerk
- d) General Counsel
- e) Port Auditor
- f) Chief Procurement Officer/Director
- g) Chief Technology Officer
- h) Assistant Vice President of External Relations
- i) Director of Emergency Management

- j) Facility Security Officer
- k) Public Information Officer
- l) Risk and Safety Manager
- m) Information Technology Department
- n) Financial Services Department
- o) Harbor Police Department
- p) General Services Department
- q) Human Resources Department
- r) Engineering-Construction Department
- s) Real Estate Development Department
- t) Planning and Green Port (Environmental Services) Department
- u) Maritime Department

18. Powers of Succession

For the purpose of this policy, each person who shall succeed to each position of office as provided herein, and as provided for in continuity plans, shall assume all of the powers and duties of the office succeeded to immediately upon such succession.

RESOLUTION NUMBER AND DATE: 2017-053, dated April 11, 2017

(3)

RESOLUTION 2017-053

**RESOLUTION ADOPTING BOARD OF PORT
COMMISSIONERS POLICY NO. 777 GOVERNING
THE DISTRICT'S PROCESSES AND
ADMINISTRATION DURING EMERGENCY
OPERATIONS, TO INCLUDE AUTHORITIES TO
ACT, PROCESSES FOR PROCLAIMING A LOCAL
EMERGENCY, DELEGATION OF AUTHORITY,
SUCCESSION PLANNING, EMERGENCY
COMMUNICATION, AND FINANCIAL SPENDING**

WHEREAS, the San Diego Unified Port District (District) is a public corporation created by the legislature in 1962 pursuant to Harbors and Navigation Code Appendix 1, (Port Act); and

WHEREAS, Section 21 of the Port Act authorizes the Board of Port Commissioners (Board) to "pass all necessary ordinances and resolutions for the regulation of the District"; and

WHEREAS, Section 35 of the Port Act authorizes the Board to do all other acts necessary and convenient for the exercise of its powers; and

WHEREAS, under the State of California's Standardized Emergency Management System (SEMS), the San Diego Unified Port District is considered a Special District and also a local government, as local governments include cities, counties and special districts; and

WHEREAS, pursuant to California Government Code, Article 15 – Preservation of Local Government, Section 8635, the California Legislature has recognized that the preservation of local government in the event of enemy attack or in the event of a state of emergency or a local emergency is a matter of statewide concern; and

WHEREAS, as a local government agency, the District has the primary responsibility for emergency management activities within its jurisdiction; and

WHEREAS, "Emergency Management" is defined as a perpetual cycle of: (1) mitigation (preventing/deterring), (2) preparedness (planning, training, equipping, exercising, improving), (3) response (immediate response and incident stabilization), and (4) recovery (short-term [weeks to months], and long-term [months to years]); and

WHEREAS, in order to be eligible for any funding of response-related costs under disaster assistance programs, California Government Code Section 8607(a) requires all state agencies and any local government agencies to use SEMS; and

WHEREAS, SEMS provides for a multiple level emergency response organization and is intended to structure and facilitate the flow of emergency information and resources within and between organizational levels; and

WHEREAS, the foundation for the District's organization during an emergency is the District's Emergency Management Policy (Policy) and provides the basis for the District's emergency management program by: (1) Defining an emergency, (2) Defining the District's Emergency Management Organization, (3) Articulating how and where the District fits within the larger local, regional, state, and federal disaster organizational structure (per State and Federal law), (4) Necessitating the District's use of SEMS for organization and structured response to an emergency, (5) Establishing a "local emergency" proclamation process, which sets the stage for additional State and/or Federal assistance in an emergency, (6) Establishing orders of succession and delegations of authority for key positions and department leads in the District, and (7) Establishing financial expenditure limits and authorities, inclusive of outlining Federal and State procurement requirements essential to post-disaster reimbursement; and

WHEREAS, adoption of the Policy authorizes the preparation of an Emergency Operations Plan (Plan) for approval by the Board, which will ensure the most effective and economical allocation of resources for maximum benefit to preserve life, property, the environment, and commerce during an emergency; and

WHEREAS, the Plan will define the District's concept of operations for its Emergency Management Organization, establish a structure to define and classify incidents and events, and will provide a framework for operations throughout the entire emergency management cycle; and

WHEREAS, separate but related to the Plan will be administrative and functional Annexes to the Plan which will address general types of necessary activities and provide protocols during an emergency; and

WHEREAS, Annexes will also be developed to address specific types of incidents the District may encounter (e.g., flooding, earthquakes, and major power outages); and

WHEREAS, the State of California Governor's Office of Emergency Services has put forth a requirement that as a local government, the District's governing body must authorize three individuals who thereafter are authorized (either by name and title or title alone) to execute for and on behalf of the District

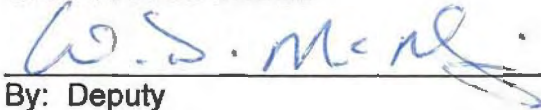
when the District files a claim with the California Governor's Office of Emergency Services for the purpose of obtaining certain federal financial assistance; and

WHEREAS, by executing on behalf of the District, these individuals also have the authority to certify the District is in compliance, as appropriate, with a prescribed list of project assurances for federal assistance; and

WHEREAS, the authorization of three individuals as Authorized Agents by a local government's governing body is a requirement of all applicants to be eligible to receive disaster funding and this requirement must be updated every three (3) years in order to maintain eligibility.

NOW, THEREFORE, BE IT RESOLVED that the Board of Port Commissioners of the San Diego Unified Port District, hereby adopts BPC Policy No. 777, Emergency Management Policy, governing the District's processes and administration during emergency operations, to include authorities to act, processes for proclaiming a local emergency, delegation of authority, succession planning, emergency communication, and financial spending.

APPROVED AS TO FORM AND LEGALITY:
GENERAL COUNSEL


By: Deputy

PASSED AND ADOPTED by the Board of Port Commissioners of the San Diego Unified Port District, this 11th day of April, 2017, by the following vote:

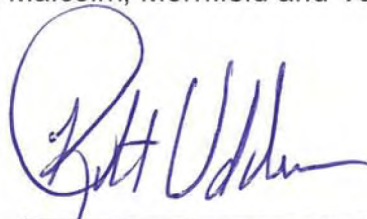
AYES: Moore, Nelson, Castellanos, Malcolm, Merrifield and Valderrama

NAYS: None.

EXCUSED: Bonelli

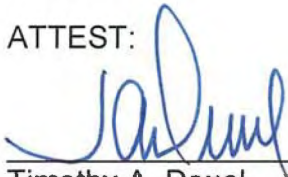
ABSENT: None.

ABSTAIN: None.



Robert Valderrama, Chair
Board of Port Commissioners

ATTEST:



Timothy A. Deuel
District Clerk

(Seal)

RESOLUTION 2017-113

RESOLUTION AUTHORIZING THE DISTRICT'S EMERGENCY OPERATIONS PLAN IN ACCORDANCE WITH BOARD OF PORT COMMISSIONERS POLICY NO. 777, EMERGENCY MANAGEMENT

WHEREAS, the San Diego Unified Port District (District) is a public corporation created by the Legislature in 1962 pursuant to Harbors and Navigation Code Appendix I, (Port Act); and

WHEREAS, Section 21 of the Port Act authorizes the Board of Port Commissioners (BPC) to pass all necessary ordinances and resolutions for the regulation of the District; and

WHEREAS, as a local government agency, the District has the primary responsibility for emergency management activities within its jurisdiction; and

WHEREAS, on April 11, 2017, the BPC passed Resolution 2017-053 adopting BPC Policy No. 777, governing the District's processes and administration during emergency operations, to include authorities to act, processes for proclaiming a local emergency, delegation of authority, succession planning, emergency communication, and financial spending; and

WHEREAS, adoption of BPC Policy No. 777 authorized the preparation of an Emergency Operations Plan for approval by the Board, which will ensure the most effective and economical allocation of resources for maximum benefit to preserve life, property, the environment, and commerce during an emergency; and

WHEREAS, the Emergency Operations Plan will define the District's concept of operations for its Emergency Management Organization, establish a structure to define and classify incidents and events, and will provide a framework for operations throughout the entire emergency management cycle; and

WHEREAS, sound planning carried out by knowledgeable and well-trained personnel can help save lives, mitigate impacts to property and the environment, and minimize disruptions.

NOW THEREFORE, BE IT RESOLVED by the Board of Port Commissioners (BPC) of the San Diego Unified Port District, as follows:

The District's Emergency Operations Plan, in accordance with BPC Policy No. 777, Emergency Management is hereby authorized.

APPROVED AS TO FORM AND LEGALITY:
GENERAL COUNSEL



By: Assistant/Deputy

PASSED AND ADOPTED by the Board of Port Commissioners of the
San Diego Unified Port District, this 8th day of August 2017, by the following vote:

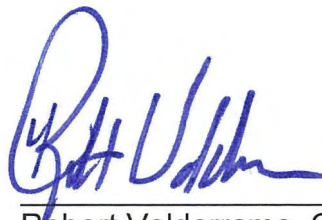
AYES: Bonelli, Castellanos, Malcolm, Merrifield, and Valderrama

NAYS: None.

EXCUSED: Moore, and Zucchet

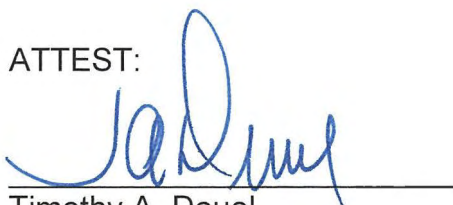
ABSENT: None.

ABSTAIN: None.



Robert Valderrama, Chair
Board of Port Commissioners

ATTEST:



Timothy A. Deuel
District Clerk

(Seal)



File #:2017-0278

DATE: August 8, 2017

SUBJECT:

RESOLUTION AUTHORIZING THE DISTRICT'S EMERGENCY OPERATIONS PLAN IN ACCORDANCE WITH BOARD OF PORT COMMISSIONERS POLICY NO. 777, EMERGENCY MANAGEMENT

EXECUTIVE SUMMARY:

Under the State of California's Standardized Emergency Management System (SEMS), the San Diego Unified Port District is considered a Special District and also a local government. Local governments include cities, counties and special districts. Pursuant to Government Code of the State of California, Article 15 - Preservation of Local Government, Section 8635 the California Legislature has recognized that the preservation of local government in the event of enemy attack or in the event of a state of emergency or a local emergency is a matter of statewide concern. As a local government agency, the District has the primary responsibility for emergency management activities within its jurisdiction. "Emergency Management" is defined as a perpetual cycle of **Mitigation** (preventing/deterring), **Preparedness** (planning, training, equipping, exercising, improving), **Response** (immediate response and incident stabilization) and **Recovery** (short-term [weeks to months], and long-term [months to years]).

On April 11, 2017 the Board passed Resolution 2017-053 adopting Board of Port Commissioners (BPC) Policy No. 777, governing the District's processes and administration during emergency operations, to include authorities to act, processes for proclaiming a local emergency, delegation of authority, succession planning, emergency communication, and financial spending.

Adoption of the Policy authorized the preparation of an Emergency Operations Plan (Plan) for approval by the Board, which will ensure the most effective and economical allocation of resources for maximum benefit to preserve life, property, the environment, and commerce during an emergency. The Plan will define the District's concept of operations for its Emergency Management Organization, establish a structure to define and classify incidents and events, and will provide a framework for operations throughout the entire emergency management cycle.

Separate but related to the Plan will be administrative and functional Annexes to the Plan. Annexes will address general types of necessary activities and provide protocols during an emergency. Annexes will also be developed to address specific types of incidents the District may encounter (e.g., flooding, earthquakes, and major power outages).

RECOMMENDATION:

Adopt a Resolution Authorizing g the District's Emergency Operations Plan, in accordance with Board of Port Commissioners Policy No. 777, Emergency Management

FISCAL IMPACT:

This agenda item has no immediate fiscal impact. Funds required for the execution of this Plan will be requested from the Board of Port Commissioners for approval as needed.

COMPASS STRATEGIC GOALS:

This agenda item supports the following Strategic Goal(s).

- A Port that the public understands and trusts.
- A thriving and modern maritime seaport.
- A Port with a healthy and sustainable bay and its environment.
- A Port that is a safe place to visit, work and play.
- Port with an innovative and motivated workforce.
- A financially sustainable Port that drives job creation and regional economic vitality.

DISCUSSION:

Adoption of this Plan positions the District to be in line with State and Federal regulations for government agencies responsible for a particular jurisdiction during an Emergency. Additionally, the proposed Plan helps define the District's concept of operations for its Emergency Management Organization, establishing a structure to define and classify incidents and events, and will provide the framework for operations throughout the entire emergency management cycle.

Separately, but related to the Plan will be administrative and functional Annexes to the Plan which will address general types of naturally occurring and man-made incidents the District may encounter (e.g., flooding, earthquakes, major outages, terrorist acts).

Emergencies can occur at any time, suddenly and without warning. Sound planning carried out by knowledgeable and well-trained personnel can help save lives, mitigate impacts to property and the environment, and minimize disruptions. The District has developed its Plan to coordinate all the personnel and facilities of the District into an effective and efficient organization capable of responding to an emergency. The Plan is for "all hazards" and applies to all incidents and threats the District may face. The governance and authority over this Plan was established by the Board of Port Commissioners on April 11, 2017 via Resolution No. 2017-053 adopting BPC Policy No. 777 - Emergency Management.

General Counsel's Comments:

The Office of the General Counsel has reviewed the Emergency Operations Plan and approves as to form and legality.

Environmental Review:

The proposed Board action does not constitute a “project” under the definition set forth in California Environmental Quality Act (CEQA) Guidelines Section 15378 because it will not have a potential to result in a direct or indirect physical change in the environment and is, therefore, not subject to CEQA. No further action under CEQA is required.

In addition, the proposed Board action allows for the District to implement its obligations under the Port Act and/or other laws. The Port Act was enacted by the California Legislature and is consistent with the Public Trust Doctrine. Consequently, the proposed Board action is consistent with the Public Trust Doctrine.

Finally, the proposed Board action does not allow for “development,” as defined in Section 30106 of the California Coastal Act, or “new development,” pursuant to Section 1.a. of the District’s Coastal Development Permit Regulations. Therefore, issuance of a Coastal Development Permit or exclusion is not required.

Equal Opportunity Program:

Not applicable.

PREPARED BY:

Matthew Brown, Homeland Security Program Manager
Harbor Police Department

Attachment(s):

Attachment A: SDUPD EOP Basic Plan



EMERGENCY OPERATIONS PLAN

Basic Plan



August 2017

PROMULGATION

The Port of San Diego (Port) is a vital and important part of the region's economy, security and vitality. The San Diego Unified Port District (District) is committed to the safety and security of all Port stakeholders, inclusive of employees, tenants, businesses, contractors, and visitors that interact and engage with the Port.

Emergencies can occur at any time, suddenly and without warning. Sound planning carried out by knowledgeable and well-trained personnel, can help save lives, mitigate impacts to property and the environment, and minimize disruptions. The District developed this Emergency Operations Plan (EOP) to coordinate all the personnel and facilities of the District into an effective and efficient organization capable of responding to an emergency. The EOP also provides the framework for enhanced District emergency management efforts in support of whole Port resiliency. The Plan is "all hazards" and applies to all incidents and threats the District may face regardless of cause, size or complexity. The governance and authority over this EOP is established by Board of Port Commissioners (BPC) Resolution 2017-053 adopting BPC Policy No. 777 – Emergency Management and Disasters, and BPC Policy 777.

This Plan is intended to be in accordance with all existing federal, state and local statutes. All federal, state, and local laws supersede the policies and procedures listed in this Plan.

The Port EOP supports the overall mission of the District. As such, the BPC endorses and gives its full support to this Plan and urges all officials, employees, port partners and stakeholders, individually and collectively, to support District whole port resiliency efforts.

This document is hereby approved and promulgated as the San Diego Unified Port District EOP.

SAN DIEGO UNIFIED PORT DISTRICT BOARD OF PORT COMMISSIONERS APPROVAL

See Attachment 6 for a copy of signed Resolution No. _____ approving the District's Emergency Operations Plan – Basic Plan.

APPROVAL AND IMPLEMENTATION

The District's Emergency Operations Plan (EOP or Plan) seeks to ensure a coordinated, effective response to any emergency, disaster or event that impacts, or may impact, District operations. This EOP supersedes all previous San Diego Unified Port District (District) EOPs and guides, and is formatted to be consistent with the National Response Framework (NRF), complete with a Basic Plan, Annexes, and attachments that support specific areas necessary to enhance District, and whole Port of San Diego (Port) emergency operations.

The District is mandated by federal, state, and local laws to ensure mitigation efforts are enhanced, preparedness is encouraged, responsiveness is assured, and recovery is achieved efficiently and effectively for all hazards, including natural and technological hazards, and human-caused incidents (i.e., earthquakes, floods, power outages, hazardous material spills, cyber/information technology (IT) disruptions or attacks, mass shootings, incidents of terrorism, etc.) which may occur within the District, or have impact upon the District.

The EOP was developed utilizing the guidance provided in the Federal Emergency Management Agency's (FEMA's) Comprehensive Preparedness Guide 101, Version 2.0 and best practices from ports and other jurisdictions within California and throughout the nation. The Plan was developed in accordance with the Standardized Emergency Management System (SEMS) and National Incident Management System (NIMS), and as such is an extension of the State of California Emergency Plan and the San Diego County Operational Area (OA) EOP. It has been reviewed by District staff and will be tested (through training and exercise), revised, and updated as necessary. Modifications to the Plan will be made by the District Director of Emergency Management (DEM) and the District Emergency Management Team (DEMT). Updates to the EOP Basic Plan will be approved by the Board of Port Commissioners (BPC).

PLAN OVERVIEW

The following provides a brief overview of the Basic Plan and its Attachments. Section 11 provides details regarding the planned EOP Annex structure.

Section 1.0	Plan Administration - Brief overview of the administrative elements related to the EOP.
Section 2.0	Introduction - Defines the overarching purpose and scope of the EOP, and provides an overview of the District's jurisdiction, potential hazards and threats that may affect Port operations, and the District's whole community/whole port emergency management and engagement strategy.
Section 3.0	Concept of Operations - Describes the District's emergency management approach, and outlines the District's three-level system of emergency activation and response to allow for a flexible, scalable approach to emergencies and events, in accordance with SEMS and NIMS. Provides an overview of the District's established Local Emergency proclamation process.
Section 4.0	Organization and Assignment of Responsibilities - Defines the District's Emergency Management Organization (EMO), and its functional and operational structure; key roles, responsibilities and emergency authorities; and continuity of government principles.
Section 5.0	Direction, Control, Coordination - Outlines the District's scalable command, control, and support coordination mechanisms used in District emergency management. These include the field Incident Command Post (ICP), Joint Harbor Operations Center (JHOC), Port Unified Command (PUC), and District Emergency Operations Center (EOC). Includes an overview of the District's EOC structure, activation and operation.
Section 6.0	Information Collection, Analysis, and Dissemination - Provides an overview of the mechanisms for establishing and maintaining situational awareness, and the dissemination of internal and external information.
Section 7.0	Communications - Describes District notification and communications methods and systems.
Section 8.0	Administration, Finance & Logistics - Outlines administrative and financial processes necessary to support response and recovery operations, such as financial management and logistical coordination, mutual aid agreements, Disaster Service Worker (DSW) policy, and District contracts, insurance, and after-action report (AAR) procedures
Section 9.0	Plan Development and Maintenance - Describes the activities and requirements for updating the District EOP; establishes the minimum emergency management training standards for District staff, and provides the foundation for a District-coordinated multi-year training and exercise program.
Section 10.0	Authorities & References - Lists the legal and statutory authorities, and guidance doctrine used to inform plan development.
Section 11.0	District ESFs & EOP Annexes - Outlines the District's Emergency Support Function (ESF) and associated Annex structure, and how these relate to other local, State, and Federal Emergency Function (EF)/ESF structures.
Attachments	<ul style="list-style-type: none"> • Attachment 1: Acronyms & Glossary of Terms • Attachment 2: Hazards Overview and Risk Assessment • Attachment 3: Mutual Aid • Attachment 4: Resilience Working Group Overview • Attachment 5: Plan Overviews • Attachment 6: District Emergency Management Policies

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SECTION 1: PLAN ADMINISTRATION

1.1 RECORD OF CHANGES

DATE OF REVISION	REVISION DESCRIPTION	SECTION/COMPONENT	REVISION COMPLETED BY
07/15/2017	Primary Emergency Operations Plan (EOP) Development	District Basic Plan	District Emergency Management Planning Team and Mozaik Solutions

1.2 RECORD OF DISTRIBUTION

DEPARTMENTS/AGENCIES RECEIVING COPIES OF THE EOP	POSITION TITLE	DATE OF DELIVERY	NO. OF COPIES E = ELECTRONIC H = HARD COPY
Board of Port Commissioners	Chairperson and Members of the Board		E - 7
District Chief Executive Officer (CEO)	President/CEO		E - 1
District General Counsel	General Counsel		E - 1
District Port Auditor	Port Auditor		E - 1
Office of the District Clerk	District Clerk		E - 1
District Vice Presidents	Chief of Harbor Police; Chief Marketing Officer; Chief Administrative Officer; Chief Operating Officer; Chief Financial Officer/Treasurer		E - 5
District Assistant Vice Presidents	Marketing/External Relations; Infrastructure; Planning & Green Port; Real Estate Development		E - 4
District Enterprise Strategy & Innovation Department	Director		E - 1
District Port as a Service Department	Director		E - 1

DEPARTMENTS/AGENCIES RECEIVING COPIES OF THE EOP	POSITION TITLE	DATE OF DELIVERY	NO. OF COPIES E = ELECTRONIC H = HARD COPY
District People Strategies	Director		E - 1
District Marketing and Communications Department	Director		E - 1
District Planning & Green Port Department	Energy Principal; Aquaculture & Blue Tech Acting Principal		E - 2
District General Services Department	Director		E - 1
District Engineering and Construction Department	Chief Engineer/Director		E - 1
District Harbor Police Department	Assistant Chief; Homeland Security Program Manager/Director of Emergency Management; Facility Security Officer		E - 3
District Finance Department	Financial Services Director		E - 1
District Procurement Department	Chief Procurement Officer/Director		E - 1
District Information Technology Department	Chief Technology Officer; Chief Information Security Officer		E - 2
District Maritime Department	Director		E - 1
District Clerk's Office	District Clerk		E - 1
District Human Resources Department	Director		E - 1
District Real Estate Department	Portfolio Management Principal; Development Services Principal		E - 2
District Government and Civic Relations Department	Government & Civic Relations Director; Arts & Culture Chief Curator		E - 2
District Audit, Risk Management and Safety Department	Risk & Safety Manager		E - 1
City of San Diego, Office of Homeland Security	Executive Director		E - 1
City of Chula Vista	Emergency Manager		E - 1
City of Coronado	Emergency Manager		E - 1
City of Imperial Beach	Emergency Manager		E - 1
City of National City	Emergency Manager		E - 1
U.S. Coast Guard (USCG)	Sector Commander; Chief, Contingency Planning & Force Readiness		E - 2

1

PLAN ADMINISTRATION

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DEPARTMENTS/AGENCIES RECEIVING COPIES OF THE EOP	POSITION TITLE	DATE OF DELIVERY	NO. OF COPIES E = ELECTRONIC H = HARD COPY
San Diego Area Maritime Security Committee (AMSC)	Executive Coordinator		E – 1
San Diego Port Tenants Association (PTA)	President		E – 1
San Diego County Regional Airport Authority (SDCRAA)	Manager, Emergency Preparedness & Public Safety		E – 1
California Governor's Office of Emergency Services (CalOES)	Maritime Emergency Services Coordinator		E – 1
County of San Diego, Office of Emergency Services	Director		E – 1
U. S. Navy Region Southwest (USNRSW)	Regional Program Director Emergency Management; Emergency Manager, Naval Air Base Coronado; Emergency Manager, Naval Air Station North Island		E – 3
U.S. Navy Third Fleet	Future Operations Office		E – 1
U.S. Department of Defense (DoD)	Chief of Operations, Defense Coordinating Element (DCE) Federal Emergency Management (FEMA) Region IX		E – 1
U.S. Department of Homeland Security (DHS), Customs and Border Protection (CBP)	Assistant Federal Security Director		E – 1
U.S. DHS, Transportation Security Administration (TSA)	Federal Security Director; Assistant Federal Security Director		E – 2

1.3 ADDITIONAL COPIES

This EOP Basic Plan and its attachments will be made available for public access on the District's website. The EOP in its entirety, inclusive of attachments, annexes and supporting references, is available to District employees in electronic format in the District's document management system, as specified in Annex E: Emergency Management.

Additional printed copies are housed at the Harbor Police Department (HPD) and in the Emergency Operations Center (EOC) and alternate EOC locations. Printed copies are of particular importance in the event of power loss or other emergency where the network drive is not accessible. Individual departments and staff should print and store any or all parts of the EOP as necessary or required for the performance of their plan-related duties.

Requests for additional copies or alternate formats of this document should be referred to the HPD.

SECTION 2: INTRODUCTION

The San Diego Unified Port District (District) Emergency Operations Plan (EOP) provides the framework upon which the District will build resilience and enable an effective, efficient, and coordinated response and recovery to incidents regardless of size, type, or complexity.

2.1 PURPOSE

The purpose of the District EOP is to inform District and Port of San Diego (Port) stakeholders of the District's all-hazards emergency management policy and process, and provide the foundation for a coordinated, scalable, organized response to emergencies. The Plan defines the District's concept of operations for its Emergency Management Organization (EMO), establishes a structure to define and classify incidents and events, and provides a framework for operations throughout the entire emergency management cycle. The Plan is designed to be flexible so that the District can adapt to a changing response environment and to the needs of supporting organizations.

Exhibit 1 illustrates how the District applies and integrates standard incident management principles across all the established emergency management phases to achieve **organizational resiliency**.

**EXHIBIT 1: ACHIEVING PORT RESILIENCE
THROUGHOUT ALL PHASES OF EMERGENCY
MANAGEMENT**



DISTRICT EOP DEFINED

The EOP informs Port stakeholders of the District's emergency management policy and process and provides the foundational framework for a coordinated, scalable and organized response to emergencies.

The EOP takes into consideration the District's obligations as the Port's authority, administrator, and operator, and as a "Special District" in the State of California, as well as the District's structure and organizational culture. The EOP delineates operational concepts, risks and hazards across all phases of the emergency management cycle (i.e., Mitigation/Prevention, Preparedness, Response and Recovery).

2.2 SCOPE

The District EOP applies to any extraordinary emergency associated with any hazard, natural or human-caused, which may affect the Port and result in a planned, coordinated response by multiple departments and/or supporting agencies.

This EOP has been developed to provide guidance for the District based upon the following objectives:

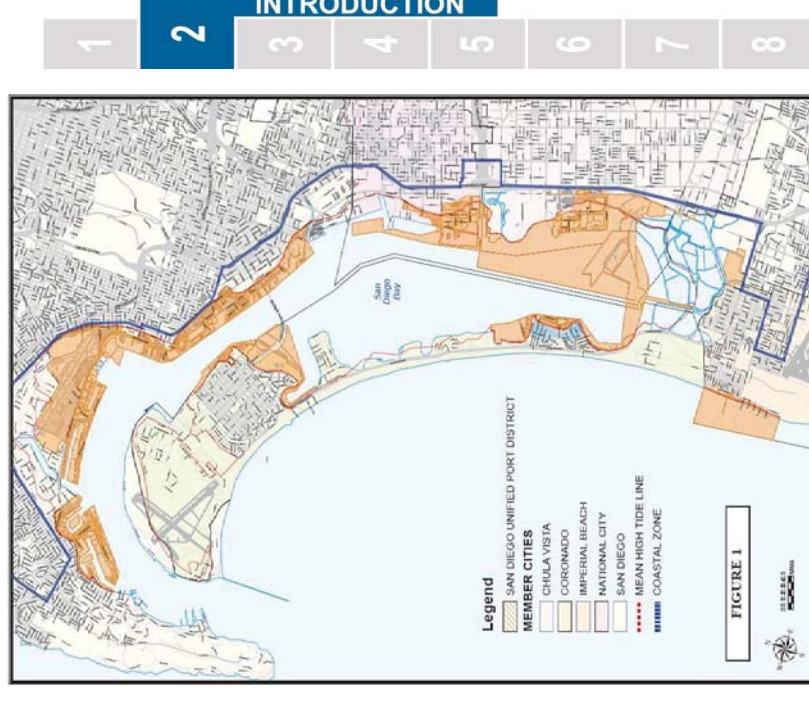
- Establish the District's policy and procedures for response to emergencies.
- Describe the District's EMO and establish an integrated system for the effective management of emergencies.
- Describe the District's "whole port (or whole community)" approach to emergency management, inclusive of individuals who may have access and functional needs.
- Describe the District's dependencies and relationships with outside agencies and jurisdictions, as it relates to emergency management activities in the Port.
- Identify lines of authority and relationships.
- Assign tasks and responsibilities.
- Describe the resources available and means to acquire additional resources to support emergency response activities in the Port.
- Provide the framework for performing emergency functions before, during, and after an emergency event, natural disaster, or technological incident that affects District operations.

2.3 SITUATION

San Diego's natural harbor and advantageous physical location have long made it a hub of important maritime commerce. The San Diego Bay's extensive shelter from ocean waves makes it one of the finest natural harbors in the world. The Port of San Diego (Port) lies entirely within the County of San Diego, and is bounded by five cities: San Diego, National City, Chula Vista, Imperial Beach, and Coronado. These cities are "member cities" of the San Diego Unified Port District (District). The District is the Port's operator, administrator, and authority – entrusted and empowered by the San Diego Unified Port District Act of 1962 to preserve, protect, and enhance the San Diego Bay for the public good.

The Port is located approximately 10 miles from the United States (U.S.)/Mexico border, and is the first U.S. port for northbound sailings from the west coasts of Mexico, and Central and South America. There are three international "ports of entry" into the U.S. within an eight mile radius of the Port including the San Ysidro land border (regarded as the busiest land border crossing in the world), the Port maritime "border", and the San Diego International Airport. The Port is the fourth-largest of 11 deep water ports in California, and is home to two (2) maritime cargo terminals, two (2) cruise ship terminals, twenty public parks, twenty-one marinas, three dry docks (inclusive of the largest floating dry dock in the State of California) and hundreds of tenant and sub-tenant businesses around the Port. San Diego's mild year-round climate is conducive to handling all types of cargo: container, dry bulk, liquid bulk, refrigerated, vehicle, breakbulk, and project cargo.

The Port of San Diego is an economic engine, an environmental steward of San Diego Bay and the surrounding tidelands, and a provider of community services and public safety



INTRODUCTION

INTRODUCTION

Ecologically, San Diego Bay is considered one of the most important embayments of the California coast and has nationally and internationally significant natural resources. It is a major stop on the Pacific Flyway and many species of birds, finfish, shellfish, turtles, bottom-dwelling invertebrates, and plants are dependent on the Bay—inclusive of more than 50 endangered, threatened, or rare species.

The Port is classified by the U.S. Department of Defense (DoD) as a “Strategic Port” for its criticality to the nation’s defense. As one of only 17 DoD designated strategic ports in the U.S., the Port is home to more than half of the U.S. Naval Pacific Fleet (Third Fleet), Naval Special Warfare Command and training center, and one of the largest military industrial complexes in the world. The U.S. Marine Corps Recruit Depot and Training Center also border Port property.

The Port provides a rich base for a thriving tourism industry, international commerce, and a variety of local recreation, aquaculture, and real estate industries, such as:

- Nearly 600 voyages by deep draft commercial cargo vessels and cruise ships, representing 1,350 transits into and out of the Bay annually.
- Home to the only major submarine and shipbuilding yards on the West Coast.
- Port properties include major hotels, to include the second largest hotel on the West Coast, cruise ship operators, restaurants and others.
- 1 out of every 8 automobiles imported into the U.S. enters through the Port – making it the largest auto processing operation on the West Coast.
- The Port is a major importer of fresh fruit (bananas and pineapple) with some 950 million short tons annually. Other principal cargo includes lumber, bulk cargo, cement, sand, fertilizer, steel cargos, containers, and fuel oil.
- The San Diego Bay is a recognized as one of the premier sailing and yachting centers in California, and has hosted the America’s Cup Yacht races.
- 200,000+ recreational boaters are estimated in the San Diego Bay and Mission Bay.
- The Port has a large sport fishing and whale migration observation fleet.
- The Point Loma kelp bed is world famous as a diving, snorkeling and surfing location.

The County of San Diego is the fifth most populous in the nation, and the Port supports one (1) out of every twelve (12) jobs in the San Diego region by direct employment or affiliation. The District alone generates more than \$5.5 billion annually for the regional economy, and approximately \$8.3 billion factoring multiplier effects.

Over one hundred languages are spoken by both employees and visitors to the Port.¹ Major languages spoken by tourists besides English are Spanish, Mandarin, Japanese, French, Korean, and German.² Large local populations also speak Arabic, Tagalog, Thai, and Vietnamese. Peak visitor months to the Port are June, July, and August.³ On a busy tourist surge day in July, more than 145,000 people interact with the Port.

The Port also hosts the San Diego’s International Airport on its property which serves more than 20 million arriving travelers per year. The Harbor Police Department (HPD) provides police and public safety services to all areas under the jurisdiction of the District. HPD is also the contracted police department for the San Diego International Airport.

¹ “San Diego County Atlas of Foreign-born Populations Language Spoken at Home” County of San Diego Health and Human Services Office, May 2017.

² “Overseas and Mexican Visitors to California” 2015, November, 2016. Prepared by: CIC Research, Inc. for Visit California and the California Business, Transportation and Housing Agency, Division of Tourism.

³ San Diego Tourism Authority: <https://www.sandiego.org/about/industry-research.aspx>

2.3.1 HAZARD ASSESSMENT & MITIGATION

The Port's rapid growth, economic impact, and military presence make it one of strategic and national importance. Even a small disruption caused by intentional or natural events can have ripple effects throughout the State of California, the nation, and across the globe. As a major commercial and military hub for the import/export of products and the travel industry, the Port is exposed to numerous hazards which can disrupt operations. The most significant hazards include natural hazards such as, coastal storm erosion, tsunamis, flooding, and earthquakes. There is also the threat of terrorism or war-related incident such as a nuclear, biological, chemical, or conventional attack utilizing vehicles or vessels. Other emergencies could develop from a hazardous materials incident, conflagration, water or air pollution, major transportation accident, water, gas or energy shortage, or civil disorder.

A high level risk assessment can be found in Attachment 2 – Hazards Overview and Risk Assessment. The District Local Hazard Mitigation Plan is scheduled for completion in 2018.

As part of the planning and threat mitigation process, the District is engaged in ongoing public education programs, to include programs administered and/or supported by the San Diego County Office of Emergency Services (SD OES), and the San Diego Urban Areas Security Initiative (UASI). Examples of such programs include the "See Something, Say Something" campaign, and other information related to the possible hazards and preparedness steps for businesses, residents, and visitors alike.

In light of the Port's susceptibility and vulnerability to natural and other hazards, continuing emphasis will be placed on emergency planning; training of full, part-time, and reserve personnel; public awareness and education; and ensuring the adequacy and availability of sufficient resources to cope with such emergencies.

2.4 WHOLE COMMUNITY STRATEGY AND INCLUSION

The Port is a vibrant, dynamic force whose influence and reach extends far beyond its geographic footprint. A driving factor in the development of this plan was a series of "internal" and "external" stakeholder meetings conducted in 2015 and 2016 between the District Emergency Manager, the District's emergency management consultant, and representatives from various port stakeholder groups, such as the U.S. Coast Guard (USCG), U.S. Navy Region Southwest (USNRSW) and Third Fleet, tenants and businesses (large and small), member cities, the San Diego County Regional Airport Authority (SDCRAA), County OES, the State of California OES, and District departments and representatives.

Resilience refers to the ability to adapt to changing conditions and withstand and rapidly recover from disruption due to emergencies.
~ White House, "Presidential Policy Directive 8 (PPD-8)," March 30, 2011

A plan alone, however, will not produce success. These meetings underscored the importance, and need, for the District to lean in and provide leadership to develop an inclusive "whole port" emergency management strategy that acknowledges and reflects the Port's critical role as a regional economic, social, and cultural driver.

Moving forward, the District will act as a regional leader to inspire confidence and continue to help the collective Port to engage with and account for all stakeholders. The District will actively work to define and build understanding of, and within, the whole port community. The District is currently engaged in an inclusive, open update to its Master Plan scheduled for completion in 2019. The Master Plan envisions a world class Bayfront rich in diversity, with a variety of opportunities in and around the Bay to attract people and provide public benefit. This will bring new opportunities for inclusion, as well as new challenges for emergency managers. 'Resilience and Safety' is an Element embedded in the Master Plan, as the Port seeks to balance safety and security with commerce, recreation, and protection of natural resources.

INTRODUCTION

In 2016, the District sought, and obtained grant funding through the U.S. Department of Homeland Security (DHS) Port Security Grant Program (PSGP) to conduct the 2017 Operation Resilient Port Exercise Series. The first exercise conducted in March 2017 enhanced awareness among all participants of the magnitude of the Port and the sheer number of stakeholders that need to coordinate to ensure the Port, as a whole, is able to mitigate, prepare for, respond to, and recover from any incident regardless of type or scale.

Exercise recommendations will drive formation of a “Port-wide Resilience Working Group (RWG)” (or its equivalent). Attachment 4 – Resilience Working Group Overview identifies representative organizations or groups initially identified for inclusion in the RWG. Where necessary to address gap areas, the RWG will form sub-working groups or committees to allow for concerted focus and inclusion of other individuals or groups specific to the task at hand. The purpose of the RWG, to be led by the District, is to provide a forum for the diverse stakeholders of the Port to work together to de-conflict plans, validate assumptions, assign roles and responsibilities, and continue to build and sustain relationships—and ultimately to build capability and capacity so that the Port truly is resilient.

Today, and as the Port implements the 50-year vision outlined in the Master Plan, the District will maintain sustained engagement, and continue its emergency management outreach efforts to create a deeper understanding of the unique and diverse needs and capabilities of each stakeholder. Effective emergency response is largely predicated on the preparedness and resilience of the collective Port community. It is important to understand the whole community may also extend outside the boundaries of the Port. Therefore, driving strategic themes of the District’s overall whole community emergency management approach include:

- Create a shared understanding of the complexity of the Port community in order to determine the best ways to organize and strengthen resources, capacities, and interests
- Recognize and incorporate community capabilities and needs, inclusive of people with disabilities and others with access and functional needs
- Foster relationships and partnerships throughout the Port community
- Engage and empower all parts of the Port community to assist in all phases of the emergency management cycle
- Leverage and strengthen social infrastructure, networks, and assets

As part of the continual planning process, the District recognizes and understands that the collective Port community is inclusive of people with disabilities and others with access and functional needs who may be disproportionately impacted during emergencies. The District’s Plan commits that all members who comprise the collective community have equal access to emergency systems and resources in the event of a disaster. The County of San Diego estimates at least 20% of its population who are, or have access and functional needs (AFN), such as:⁴

- Physical, developmental or intellectual disabilities
- Chronic conditions or injuries
- Limited (or no) English proficiency
- Older adults
- Children
- Low income, homeless and/or transportation disadvantaged (i.e., dependent upon public transit)
- Pregnant women

⁴ California Office of Emergency Services: <http://www.caloes.ca.gov/cal-oes-divisions/access-functional-needs>

The District plans for at least similar proportions working or visiting the Port on any given day. When activated, the District's Emergency Operations Center (EOC) (See Section 5.3) will include an AFN Coordinator as part of its EOC Command Staff. This position will coordinate with all EOC sections to identify unmet needs and provide support, guidance, and information as it relates to these diverse populations such that all individuals in/around the District have access to emergency services and systems. Access and functional needs competency training for District personnel will also be incorporated as part of the District's training and exercise program, and will be encouraged for other port stakeholders.

Given, the diverse needs of the Port it is understood that the District cannot create and implement this Plan alone. Therefore, the District calls upon all Port stakeholders to engage, participate, and take ownership of the collective preparedness and resiliency effort in and for the Port.

2.5 PLANNING ASSUMPTIONS

The following assumptions were made in development of this plan:

- The District will participate in the County of San Diego Operational Area (OA) disaster response and recovery organization.
- The District will use Standardized Emergency Management System (SEMS) and National Incident Management System (NIMS) principles in its emergency management activities.
- All District employees are disaster service workers and subject to assignment of public employee disaster service worker status or associated duties.
- The District will not discriminate on the grounds of race, religious creed, color, national origin, ancestry, principal disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identification, gender expression, age, sexual orientation, or military or veteran status in the execution of emergency management functions.
- The District will act in compliance with the Americans with Disabilities Act (ADA).
- Events may occur with little or no warning.
- Telecommunication and information technology services, including but not limited to telephone, cellular phone, Internet, and radio systems, may be interrupted.
- Incidents may require the cooperation and coordination of multiple departments and agencies internal and external to the District, to include other local, state, and federal government agencies; disaster relief organizations; and the private sector.
- Buildings and other structures may be severely damaged.
- Major roads and/or waterways may be impassable, thus employees, and staff may be unable to arrive at, or leave, District site(s) immediately due to external conditions.
- Mitigation activities conducted prior to the occurrence of a disaster result in a potential reduction in loss of life, injuries, and damage.
- Mutual aid assistance will be requested when emergency requirements exceed the District's ability to meet them; and will be provided as available.
- The District is dependent upon external and/or contracted services for some of its primary emergency response-related activities.
- Supporting plans and procedures are updated and maintained by responsible parties.
- District resources may be made available to other agencies, vendors, etc. if requested and available.
- The EOP was developed with an all-hazards perspective to make it applicable to the widest range of emergencies and disasters, both natural and human-caused. The plan, however, serves as a guidance document and will not impede Incident Commanders or the EOC Director(s) from retaining the flexibility to modify procedures and/or organizational structure to accomplish the emergency response and recovery.

SECTION 3: CONCEPT OF OPERATIONS

The District has the primary responsibility for emergency management activities within its jurisdiction.⁵ Therefore, it is the responsibility of the District to undertake an ongoing comprehensive approach to emergency management. "Emergency Management" is a perpetual cycle of **Mitigation** (preventing/detering), **Preparedness** (planning, training, equipping, exercising, improving), **Response** (immediate response and incident stabilization) and **Recovery** (short-term [weeks to months], and long-term [months to years]).

The manner in which the District does business on a day-to-day basis, may not be the same in an emergency. The day-to-day activities, which do not contribute directly to the emergency operation, may need to be suspended for the duration of the emergency. Therefore, the District Emergency Management Organization (EMO) is flexible and scalable, meaning that it may be activated in whole, or in part, based upon the magnitude and/or severity of an incident. The District's priorities for incident response and recovery are:

1. Provide effective life safety measures, reduce property loss, and protect the environment.
2. Recover and restore the District to its pre-disaster, or improved, state.
3. Provide for the rapid resumption of impacted businesses and community services.
4. Provide accurate documentation and records required for cost recovery efforts.

3.1 OPERATING UNDER SEMS/NIMS: APPLICATION TO THE DISTRICT

All jurisdictions within California operate under the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS). In the State of California, the use of SEMS is mandatory to be eligible for reimbursement of response-related costs.⁶ The basic frameworks for SEMS and NIMS incorporate the use of the Incident Command System (ICS) and the Multi-Agency Coordination System (MACS). The District's EOP is based on SEMS and NIMS.

Fully activated, SEMS consists of the emergency management systems of all local jurisdictions (including special districts), Operational Areas (counties), California Office of Emergency Services (OES) Mutual Aid Regions (two or more counties) and State Government. **Exhibit 2** provides a graphic overview of the SEMS organizational levels, which are activated as necessary. The District is responsible for directing and/or coordinating emergency operations within the District, with the other levels being responsible for coordinating with, and/or providing support to the District as needed.

⁵ The District is categorized as a 'Special District' under SEMS. Special districts under SEMS are units of local government (other than a city or county) with authority or responsibility to own, operate or maintain a project (as defined in California Code of Regulations §2900(s) for purposes of natural disaster assistance).

⁶ The District definition of emergency includes disruptions relating to labor controversies, given the criticality of organized labor to port operations. Such disruptions, however, are not eligible for reimbursement under SEMS.

EMERGENCY DEFINED

"Emergency" is defined as the actual or threatened existence of conditions of disaster or peril to the health and safety of persons and/or property within the District including, but not limited to, those caused by such conditions or hazards as fire, flood, storm, tsunami, earthquake, epidemic, pandemic, hurricane, tornado, civil disturbance, significant technology or infrastructure disruption, act of terrorism, hazardous material spill, effect(s) of climate change or other conditions, including conditions resulting from war or imminent threat of war, or labor controversy.

A "Local Emergency" is defined as the duly proclaimed existence of such conditions that are, or are likely to be, beyond the control of the services, personnel, equipment, and facilities of the District, and which may require the supplemental efforts and available resources of other local government entities, the state and/or federal government, and/or disaster relief organizations to help alleviate the damage, loss, hardship, or suffering caused thereby.
~ BPC Policy No. 777 – "Definitions"

A graphic overview of the SEMS organizational levels, which are activated as necessary, with the other levels being responsible for coordinating with, and/or providing support to the District as needed.

CONCEPT OF OPERATIONS

EXHIBIT 2: SEMS ORGANIZATIONAL LEVELS



What "Field" and "Local" mean to the District: Under SEMS/NIMS, the District is responsible for two (2) of the five (5) organizational levels—namely, the "field response level" and "local government level". At the field response level, all department and agencies will use ICS to standardize the emergency response and report emergency-related information to the emergency management organization in the District's EOC. **The District's EMO is described in more detail in Section 4 – Organization and Assignment of Responsibilities.**

What the "Operational Area" means to the District: During emergencies, the Operational Area (IOA), defined as a County and all its political subdivisions, inclusive of cities and special districts) will coordinate mutual aid and emergency operations within the OA and will be the channel for requesting mutual aid from the regional level. The EOC for the District coordinates with and through the San Diego County OA EOC, which is

managed by the San Diego County OES. In the event that resources exceed the capabilities of the District, requests for assistance will be sent to the San Diego County OA EOC.

What "Region" means to the District: The San Diego County OA EOC requests additional assistance from the Southern Regional Emergency Operations Center (REOC), which has additional resources in the event that County OA EOC resources are exceeded. The San Diego County OA (and by extension, the District) is in the CalOES Southern Administrative Region, which also includes San Luis Obispo, Santa Barbara, Ventura, Los Angeles, Orange, Mono, Inyo, San Bernardino, Riverside, and Imperial Counties.

What "State" and "Federal" mean to the District: From the REOC, additional assistance can be requested from the State, who can then request Federal assistance if necessary.

3.2 EMERGENCY RESPONSE LEVELS

By defining emergency/incident levels, it ensures that the incident is handled at the lowest level possible and minimizes disruption to the District. At the same time, it ensures that the right resources are scaled and activated at the right time to be able to respond effectively when needed.

Based on SEMS, the State of California and the San Diego County OA EOP identify three levels of emergencies used to categorize the response to an emergency. This categorization is also utilized by the District, as described in **Exhibit 3**. These levels are common to all annexes in this plan. It is noted that the federal government deploys support resources, using level numbers in REVERSE of this local/state system.

These levels also correspond in large part to the level of activation of the District's Emergency Operations Center (EOC), where the District EOC may be activated partially (Levels 1 or 2) or fully activated (Level 3). Additional information regarding the District EOC can be found Annex E: Emergency Management.

3.3 EMERGENCY PROCLAMATIONS

In 2017, through adoption of Board of Port Commissioners (BPC) Policy 777, the District established a process for proclaiming a "Local Emergency" in order to set the stage for additional State and/or Federal assistance in an emergency if needed. This process is outlined below, and supporting procedures and tools, such as the Local Emergency Proclamation, Proclamation Extension, and Termination of Proclamation Templates are provided in Annex E: Emergency Management.

3.3.1 DISTRICT EMERGENCY PROCLAMATION PROCESS

The District Chief Executive Officer (CEO), or their designated successor, may request the BPC proclaim the existence of a "Local Emergency" if the BPC is in session, or issue such proclamation if the BPC is not in session. In the event the CEO or their designated successor is Unavailable, the District Director of Emergency Management (DEM) may issue such proclamation. If the CEO or the DEM orders any action, the BPC shall initially review the emergency action not later than seven (7) days after the action. The BPC shall review the need for continuing the Local Emergency at least every thirty (30) days until the BPC terminates the Local Emergency. The BPC shall proclaim the termination of such Local Emergency at the earliest possible date. Upon the declaration of termination of the Local Emergency by the BPC such rules, regulations, orders and directives shall terminate and be of no further force or effect unless otherwise directed by the BPC.

EXHIBIT 3: EMERGENCY RESPONSE LEVELS

DISTRICT / SAN DIEGO COUNTY / STATE OF CALIFORNIA		FEDERAL
BASELINE	The District operates under this Level on a daily basis. Typically, the response is handled with a single department's available resources, and that department is responsible for decision making to properly resolve the issue.	N/A
	A minor to moderate incident or special event wherein District resources are adequate and available. A LOCAL EMERGENCY may or may not be proclaimed.	Level 3
LEVEL 1	A moderate to severe emergency wherein local resources are not adequate and mutual aid may be required on a regional or even statewide basis. A LOCAL EMERGENCY may or may not be proclaimed and a STATE OF EMERGENCY might be proclaimed.	Level 2
LEVEL 2	A major disaster wherein resources in, or near, the impacted area are overwhelmed and extensive state and/or federal resources are required. A LOCAL EMERGENCY and a STATE OF EMERGENCY will be proclaimed and a PRESIDENTIAL DECLARATION OF EMERGENCY or MAJOR DISASTER may be requested.	Level 1
LEVEL 3		

CONCEPT OF OPERATIONS

CONCEPT OF OPERATIONS



If the District proclaims a Local Emergency as defined by this Policy, to further the objectives of SEMS, the CEO or the DEM, as the District's primary emergency management designee, or other CEO designee designated at the time of the incident, shall formally notify the San Diego County OA (San Diego County OES) of the Local Emergency and request County OES assess availability of regional resources to be brought to bear to address the Emergency and/or proclaim a Local Emergency to the State on behalf of the District. The DEM, or other CEO designee, shall also notify the OA regarding any continuance or termination of the Emergency.

Given the State's requirement that proclamations of Local Emergencies be made to the State within ten (10) days of the incident, the District shall make the formal Local Emergency notification to County OES in fewer than nine (9) days from the time of the incident.

As a State entity, the CEO or their designee, may go directly to the State and request the Governor proclaim a "State of Emergency" when, in the opinion of the CEO, or their designated successor, the locally and regionally available resources are inadequate to cope with the emergency and the San Diego County OA or Regional Emergency Operations Center (REOC) are unable to make the request. Such proclamations shall be made and submitted to the State of California not more than ten (10) days following the occurrence of the Emergency in order to be eligible for reimbursement. Ideally, however, this submittal will use SEMS and be submitted through the San Diego County OA for onward submittal to the REOC and the State of California.

SECTION 4: ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

The District has the overall responsibility to provide an effective emergency response within its jurisdiction. The District's emergency management structure and organization covers all emergency management phases, specifically – mitigation, preparedness, response and recovery.

References within this section are as defined, and/or derived from the description and authority in BPC Resolution No. 2017-053 and BPC Policy No. 777 (See Attachment 6: District Emergency Management Policies for ease of reference).

The District recognizes that flexibility may be required for an effective response to specific incidents. A major emergency can change the working relationships between government and industry and among government agencies. For example:

- Consolidation of several departments under a single chief, even though such departments normally work independently.
- Formation of special purpose units (situation intelligence, emergency information, recovery, management, etc. to perform functions not normally required).
- Formation of multi-agency or multiple jurisdiction commands to facilitate the response to an emergency.
- Personnel may be detached from their regular employment when the units or commands are activated.

Specific operational concepts, including the emergency response actions of District departments and supporting agencies, are reflected in the annexes and supplemental guides to this plan.

4.1 DISTRICT EMERGENCY MANAGEMENT ORGANIZATION

The District's Emergency Management Operations (EMO) consists of the following entities:

- Chief Executive Officer (CEO)
- Director of Emergency Management (DEM)
- District Policy Group
- All officers and employees of the District
- All volunteers and/or others enrolled to assist the District in an emergency
- Emergency Operations Center (EOC) when activated

The EMO will be activated on a scalable level upon receipt of warning of an impending, threatened or actual emergency, or upon the proclamation of a Local Emergency, by the CEO or the DEM or their designee(s), or in the event of their Unavailability, their successors.

4.2 ASSIGNMENT OF RESPONSIBILITIES

4.2.1 CHIEF EXECUTIVE OFFICER

The CEO has the authority to implement all ordinary power and special powers conferred upon them through BPC Policy No. 777 and BPC Resolution No. 2017-053. The CEO has the authority to request the BPC to proclaim a Local Emergency if the BPC is in session, or to issue such proclamation if the BPC is not in session. The CEO will direct the DEM to respond to the emergency, and will serve as the head of the District Policy Group (See Section 4.2.3).

4.2.2 DIRECTOR OF EMERGENCY MANAGEMENT

The District's Homeland Security Program Manager is designated as the District DEM. The DEM facilitates the District's emergency management program, inclusive of all emergency management phases on a day-to-day basis. As such, the DEM must have exceptional knowledge of emergency management operations for the District and demonstrate the ability to engage all port stakeholders such that the District's emergency management program serves as a coordinating hub for advancing and achieving whole port resilience.

In the event of an actual or pending emergency, the DEM has the authority to activate the EMO, inclusive of the EOC, at the appropriate level, and command and marshal resources to support the District's response. During an actual emergency, the DEM, or their designee, will serve as the EOC Director.

The DEM, as the CEO's emergency management designee, has the authority to request the Board to proclaim a Local Emergency if the BPC is in session, or to issue such proclamation if the BPC is not in session, and the CEO or their successor is Unavailable. In the event of a Local Emergency Proclamation, as defined by BPC Policy 777, the DEM will formally notify the San Diego County Operational Area OA (San Diego County Office of Emergency Services – County OES) of the Local Emergency and request County OES assess availability of regional resources to be brought to bear to address the

emergency and/or proclaim a Local Emergency to the State on behalf of the District, as soon as possible, and not more than nine (9) days from the time of the incident.

4.2.3 POLICY GROUP

The District Policy Group serves during the response and recovery phases of a disaster. The Policy Group shall be activated upon activation of the EMO, by proclamation of a Local Emergency, or by direction of the CEO and/or by request of the DEM to assist the DEM and/or CEO, with the overall strategic emergency management objectives and policy decisions during an emergency, as necessary.

The District Policy Group consists of the following positions or their designees: District CEO, General Counsel, Chief Administrative Officer/Vice President, Chief Operating Officer/Vice President, Chief of Harbor Police/Vice President, Chief Financial Officer/Treasurer/Vice President, Port Auditor and District Clerk.

4.2.4 EMERGENCY MANAGEMENT TEAM

The District Emergency Management Team (DEMT), led by the DEM, provides operational leadership, input and support for the District's EMO during the preparedness and mitigation phases, inclusive of planning, training and exercises. The DEMT is the District-designated emergency management planning, training and exercise team. The DEMT, or select DEMT members as appropriate, will provide input and review for plans necessary to support the District's preparedness and resilience efforts, including, but not limited to the EOP, Continuity Plan, Local Hazard Mitigation Plan, and Port-wide Long-Term Recovery and Business/Trade Resumption Plan. The DEMT will also support training and exercise design. During an EOC activation, members of the DEMT may serve as members of the command/or general staff.

ORGANIZATION AND RESPONSIBILITIES

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DEMT members have intimate knowledge of their department or business unit function(s), policies and procedures related to emergency support within the District. The DEMT consists of the following key District positions and Department heads, or their designees:

- | | |
|--|--|
| <ul style="list-style-type: none"> • Director of Emergency Management • Facility Security Officer • Public Information Officer • Risk and Safety Manager • Information Technology Department • Financial Services Department • Procurement Department | <ul style="list-style-type: none"> • Harbor Police Department • General Services Department • Human Resources Department • Engineering-Construction Department • Real Estate Development Department • Planning and Green Port (Environmental Services) Department • Maritime Department |
|--|--|

The District uses an Emergency Support Function (ESF) structure in implementing its functional EMO responsibilities in an emergency. Functional responsibilities of the DEMT are articulated in Section 4.5 – Functional Emergency Response Structure and Section 11 – District ESFs and EOP Annexes.

4.2.5 BOARD OF PORT COMMISSIONERS

The BPC provides policy direction for prevention/protection-related, response, recovery, and mitigation-related activities. If necessary, the BPC will formally proclaim a Local Emergency for the District (or review the Proclamation within seven (7) days if the CEO or DEM orders any action while the Board is not in session), and extend and/or terminate the Local Emergency Proclamation based on recommendations made by the DEM and CEO, as per BPC Policy 777.

Additional information regarding roles and responsibilities in the event of an emergency or disaster impacting the District for BPC members can be found in Annex M: Emergency Operations Guide for the Board of Port Commissioners.

4.3 LINE OF SUCCESSION

All levels of government are required to provide for the continuity of government in the event that current officials are unable to carry out their responsibilities. Lines of succession for the CEO and the BPC are designated per BPC Policy No. 777. The District's Continuity Plan details the District's continuity procedures, lines of succession, and delegations of authority, to include BPC lines of succession.



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The CEO line of succession, in the event the CEO is Unavailable, is as designated by BPC Policy 777, and provided in **Exhibit 4**

EXHIBIT 4: CEO ORDER OF SUCCESSION

Order of Succession	Title
First	Chief Administrative Officer/Vice President
Second	Chief Operating Officer/Vice President
Third	Chief of Harbor Police/Vice President
Fourth	Chief Financial Officer/Treasurer/Vice President
Fifth	Chief Marketing Officer/Vice President
Sixth	Real Estate Development/Assistant Vice President

Through this Plan, and in accordance with the District's Continuity Plan, the District has provided for a line of succession to the DEM position in a major emergency. Should the DEM be Unavailable or unable to serve, the positions identified below in **Exhibit 5**, in order, shall take the DEM's place, with all the powers and authorities of the DEM. Alternates shall only be empowered to exercise the powers and authorities of the DEM, if the DEM and the alternates identified previously in the successive order are absent or otherwise unable to serve. The individual who serves as acting director shall have the DEM's authority and powers and will serve until the DEM is again able to serve or until the District Policy Group appoints a successor.

EXHIBIT 5: DISTRICT DIRECTOR OF EMERGENCY MANAGEMENT SUCCESSION

Order of Succession	Title	Department
First	District Homeland Security Program Manager	Harbor Police Department
Second	Director, General Services	Department of General Services
Third	Chief Engineer	Department of Engineering
Fourth	AVP, Infrastructure	Department of Infrastructure
Fifth	AVP, Planning and Green Port (PGP)	PGP Department
Sixth	AVP, Real Estate Development	Real Estate Department
Seventh	AVP, Marketing/External Relations	Marketing & Communications/ Maritime Departments

All Department heads and other key District positions, as identified in BPC Policy 777, will provide at least a three-deep order of succession of appropriate subordinate employees. This succession order will be documented in the District Continuity Plan, and associated Departmental Continuity Plans. Notification of any successor changes shall be made through the established chain of command.

ORGANIZATION AND RESPONSIBILITIES

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4.4 CONTINUITY FACILITIES

It is incumbent upon all levels of government to designate continuity facilities in the event the normal location is not available. The District's normal seat of operations, inclusive of its EOC, is the Port Administration Building, located at 3165 Pacific Highway, San Diego, California. In the event the primary location is unavailable, additional sites have been identified, in priority order, as the temporary seat for the District and/or for alternate EOC (AEOC) operations. These sites shall have the capacity and capability to readily conduct operations, inclusive of the necessary equipment, communications and information technology (IT) capabilities, planning and response tools necessary to function as the EOC and/or seat of government.

These sites are identified in the District Continuity Plan and in Annex E – Emergency Management and are not subject to public disclosure per the California Public Records Act §6254. Specific activation, operation, and deactivation procedures for the EOC and AEOC(s), inclusive of set-up and supply and equipment lists shall be maintained as part of the respective EOC or AEOC Operations Manuals, or within the Continuity Plan, as appropriate.

4.5 FUNCTIONAL EMERGENCY RESPONSE STRUCTURE

The District identified a number of core emergency operations functions (Emergency Support Functions [ESFs]) necessary for a successful emergency response. Not all functions will be performed in every emergency. Therefore, some or all ESFs may be activated based on the scope and severity of the incident. **Exhibit 6** provides an overview of the District's Emergency Support Function (ESF) structure, and the assigned primary and supporting department.

- Primary Departments possess significant authorities, roles, resources, and capabilities for coordinating and carrying out a particular ESF.
- Supporting Departments possess specific capabilities and resources that provide support to the primary department and mission of the ESF.

Section 11 – District ESFs and EOP Annexes provides additional details regarding each ESF and its associated EOP Annex.

This District ESF structure correlates to the Federal and State structures for emergency response to facilitate coordination and interoperability. **Exhibit 13** (in Section 11) provides a crosswalk of the District ESFs to the County of San Diego and State of California Emergency Functions (EFs), and the Federal ESF structures.



ORGANIZATION AND RESPONSIBILITIES

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EXHIBIT 6: DISTRICT ESFs WITH PRIMARY AND SUPPORTING DEPARTMENTS

DISTRICT ESF				PRIMARY DEPARTMENT		SUPPORTING DEPARTMENT(S)	
#							
A	Transportation (Maritime, Rail, Truck)	Maritime	Harbor Police Department				
B	Communications	Harbor Police Department	Information Technology				
C	Public Works & Engineering	General Services	Engineering/Construction				
D	Marine Firefighting	Harbor Police Department	Not applicable				
E	Emergency Management	Harbor Police Department	All other District Departments				
F	Mass Care	Harbor Police Department	Real Estate Development; Maritime				
G	Logistics Management/Resource Support	Procurement Services	General Services; Real Estate Development				
H	Search & Rescue	Harbor Police Department	Maritime				
I	Oil/Hazardous Materials Response	Planning & Green Port	Harbor Police Department; General Services; Maritime				
J	Natural Resources Protection	Planning & Green Port	General Services; Real Estate Development				
K	Public Safety & Security (Inclusive of Facility Security)	Harbor Police Department	Maritime				
L	Public Information & Warning/External Affairs	Marketing & Communications	Government & Civic Relations; Harbor Police Department; Maritime; Information Technology				
M	Board of Port Commissioners (BPC) Emergency Operations	Marketing & Communications	Harbor Police Department				
N	Financial Disaster Recovery	Financial Services	Procurement Services				

SECTION 5: DIRECTION, CONTROL AND COORDINATION

The Port of San Diego is a complex, strategic port with an extensive list of federal, state, local, international, Department of Defense (DoD), private and nonprofit sector stakeholders. Enhanced coordination and communication with these stakeholders to enable an efficient, effective response and recovery to emergencies is required. Upon receipt of warning of an impending or threatened emergency, in the event of an actual emergency or significant special event, or upon proclamation of a Local Emergency, the District's Emergency Management Organization (EMO) will be activated, in whole or in part, on a scalable level by the District CEO or the Director of Emergency Management (DEM) or their designee(s). Selective implementation allows for a scaled response, delivery of the exact resources needed, and a level of coordination appropriate to each incident.

5.1 LOCAL RESPONSE STRUCTURE

All incidents will be managed at the lowest possible level. Responders will use the Incident Command System (ICS) to manage response operations. In accordance with the Standardized Emergency Management System (SEMS), the District will exhaust its resources, enact established mutual aid agreements, and then seek support from the San Diego County Operational Area (OA). In the event the needs of the District exceed that of the OA, the OA, on behalf of the District, will then request regional, and if needed state/federal support.

5.2 ON-SCENE COMMAND AND MANAGEMENT

The Port, as with other major ports, is multifaceted. A number of command, control, coordination, and situational awareness hubs operate within and around the Port. The following provides summary information regarding some of these centers. In line with the District's whole community/whole port vision, it is the intent of the District to help Port stakeholders achieve greater understanding and clarity of the roles and responsibilities between and among the various existing and planned command, coordination, and support centers to ensure an organized, cohesive response to any incident impacting the Port. Additional information, to include detailed roles and responsibilities shall be defined in annexes to this Plan, and in other agency plans as necessary or required.

In all cases, the operating premise is that command and management operates in accordance with ICS. The designated on-scene Incident Commander is responsible for all response activities, including the development of strategies and tactics and the ordering and release of resources. The Incident Commander has overall authority and responsibility for conducting and managing incident operations at the incident site.

5.2.1 INCIDENT COMMAND POST

The Incident Command Post (ICP) is established near the incident site in the event of an emergency. The ICP serves as the location for tactical-level, on-scene incident command functions.

5.2.2 JOINT HARBOR OPERATIONS CENTER

The region's 24/7 maritime watch center is the Joint Harbor Operations Center (JHOC). The JHOC is a collaborative partnership between the U.S. Coast Guard (USCG), the District, inclusive of the Harbor Police Department (HPD), US Navy (USN), U.S. Immigration and Customs Enforcement (ICE), U.S. Customs & Border Protection (CBP), and the California National Guard (CNG). It is a key coordinating hub in San Diego and is a national model for communication and information sharing—providing maritime situational awareness and de-confliction for maritime operations. The District has a Memorandum of Understanding (MOU) in place with the USCG which defines their dual roles in the JHOC. In an emergency the JHOC will help to establish situational awareness and coordinate maritime notifications and alerts, in conjunction with the Port Unified Command (PUC), and in support of the District EOC and the District's mass notification system.

5.2.3 PORT UNIFIED COMMAND

The Port Unified Command (PUC) will serve as a critical, strategic, and senior level coordination point for a major incident at the Port. The PUC will be activated and have representation from the USCG, the District, and other officials who have jurisdictional authority or functional responsibility for response operations under an appropriate law, ordinance, or agreement based on the nature of the incident.

To ensure whole port inclusion in the PUC, inclusive of local agencies and the private, non-profit, and academic sectors, the roles and responsibilities of the PUC will be further defined in the PUC Charter and Standard Operating Procedures (SOPs) in conjunction with the Area Maritime Security Committee (AMSC) and the Port Resilience Working Group (RWG), or its equivalent. The PUC Charter and SOPs are under development as of the date of this Basic Plan.

In accordance with unified command best practices and guides, PUC representatives should:

- Have jurisdictional authority or functional responsibility under a law or ordinance for the incident
- Have an area of responsibility that is affected by the incident or response operations
- Have the regulatory authority for commanding, coordinating, or managing a major aspect of the response
- Have resources, including funds, to support participation in the response organization
- Be trained in ICS
- Be able to provide a decision-capable representative to the incident for continuous operations
- Have the authority to commit and direct agency or company resources, including funding, to the incident

5.3 DISTRICT EMERGENCY OPERATIONS CENTER

The District Emergency Operations Center (EOC) is the District EMO's centralized point for response and recovery coordination. The EOC will help to form a common operating picture of the incident, and assist on-scene command with the burden of external coordination and the securing of additional resources. The District EOC will also advance the District's whole community/whole port strategy and work to ensure all affected port stakeholders are communicated with, engaged, and included (i.e., have input) in the formal emergency response and recovery system.

The District EOC, and its Alternate EOC (AEOC) will be maintained in a constant state of readiness by the DEM supported by members of the DEMT, consistent with state, national, and professional standards.



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SECTION 6: INFORMATION COLLECTION, ANALYSIS, AND DISSEMINATION

Effective emergency response, inclusive of Emergency Operations Center (EOC)/multi-agency coordination system (MACS) support and coordination, is predicated on the availability and sharing of accurate, timely, actionable information. Information, for purposes of this EOP, means validated data received, and/or disseminated from any source that:

- Informs or clarifies the response effort; and/or,
- Provides instruction or direction, either to responders or the public.

The ultimate goal of information collection, analysis, and dissemination in an emergency is to establish a common operating picture, and maintain shared situational awareness in real-time (or near real-time).

For shared information to be timely and useful, data flow needs to be managed. Information must move vertically to and from the incident site(s), up and down through the various "information hubs" available within and around the District, to include state and federal information centers, and other response stakeholder agencies, jurisdictions, and groups. Information must also move laterally between these "information hubs".

6.1 COORDINATING 'HUBS' OF INFORMATION

In this Plan, inclusive of its annexes and attachments, an "information hub" is defined as any place where the process of data collection, analysis, and dissemination takes place. This could be onsite at the Incident Command Post (ICP), at an EOC, within a fusion center, at the Joint Harbor Operations Center (JHOC), within the Port Unified Command (PUC), and/or within a Joint Information Center (JIC), depending on the type of information gathered and the purpose for which it is to be used.

There will be many information hubs all developing actionable information and intelligence for any given response involving the Port. The District EOC serves as one of these hubs for information collection, analysis, and dissemination relating to an incident or event.

6.2 INFORMATION COLLECTION & ANALYSIS

Information collection will be managed at the various information hubs involved in emergency response operations according to their EOPs, Standard Operating Procedures (SOPs), direction from their Incident Command, and in consultation with other response organizations.

This enables more informed, effective, efficient decision making in order to protect people, property, and the environment. Sources for data and information gathering include, but are not limited to:

- Open source intelligence (news reports, social media networks)
- Imagery intelligence (geospatial data, visual imagery (photos, video, etc.) from satellites, lasers, unmanned aerial vehicles (UAVs), radar)
- Human intelligence (reports from first responders, field outreach teams, eyewitness accounts, liaisons)

Received data, from any source, must be validated for accuracy and timeliness, and analyzed for clarity, urgency, and security before being disseminated. During emergency response operations, the District EOC Planning and Intelligence Section will support the District's efforts for timely, effective collection and analysis.

6.3 COORDINATION OF INFORMATION DISSEMINATION

Coordinating information sharing during complex operations can be challenging. Success is predicated on:

- The **Common Operating Picture** – Shared understanding of the emergency and the activities needed to support the response and recovery. This requires that all stakeholders are aware of the various “information hubs” active in the response, and their capabilities and capacities.
- **Organization of communications** – Understanding what communications platforms are available to gather, analyze, and share data; and rapidly developing sharing strategies necessary for effective information distribution among responders and to the public.
 - This includes hardware, software, and cloud/network assets, personnel assets, and scheduling tasks (for example, establishing a routine conference call or setting a Situation Reporting schedule).
- Obtaining **Essential Elements of Information (EEIs)** – Identifying the specific kinds and sources of information needed for response.
 - EEIs are explained further in Section 6.4 – Essential Elements of Information below.

Relevant information among “information hubs” will be communicated through Liaisons/agency representatives, to/from the field through the Operations Section, and through the Public Information Officer (PIO), and others as appropriate or designated. Generally:

- The on-scene incident command staff will disseminate information to/from **Responders** at the incident site(s)
- Information for the **Public** will be disseminated via the District Public Information Officer (PIO) or their designee. The PIO, and the District’s PIO Organization will utilize available media outlets, to include social media, FEMA’s Integrated Public Alert and Warning System (IPAWS), Alert SD, 2-1-1, interpreting systems for those who require specific accommodations, and other modes, to get necessary information to the public as soon as possible.
 - The PIO organization (and/or the Joint Information Center [JIC] when activated) plays a large role in the collection, analysis, and dissemination of information in general in an emergency. For additional information regarding the District’s PIO/JIC/Emergency Public Information system, see the Annex L: Public Information & Warning/External Affairs.
- Information for **Tenants** may be disseminated via announcements from the JHOC, San Diego Port Tenant’s Association, and/or the District PIO/JIC. If necessary due to communication systems disruption in-person Field Outreach Teams may be coordinated through the District EOC, and/or the PUC to ensure that all tenants, or other stakeholders, such as individuals or groups who may have access and functional needs, are contacted and needs assessed.

The means by which information is shared can include verbal reports, written messages, social media messaging, and broadcast platforms (television, cable, radio). Communications platforms and methodologies are discussed further in Section 7: Communications. All information relevant to the response, regardless of the means by which it was received, must be channeled, understood, and validated before it can be shared.

6.3.1 LIAISONS

Liaisons are representatives from other governmental agencies, nongovernmental organizations, and the private sector who provide input on their organization’s policies, resource availability, and other incident-related matters. Liaisons will be a primary means of coordinating information for the District in an emergency given the number of potential agencies and organizations involved in an emergency affecting the Port. Assigned liaisons and agency/organizational representatives must have the authority to speak for their parent agencies or organizations on all matters.

6.4 ESSENTIAL ELEMENTS OF INFORMATION

One of the goals of the District's EOC is to work to ensure that the interests and needs of all Port stakeholders are represented, communicated, or otherwise included within the formal response organization. To help achieve this, the District EOC maintains standing Essential Elements of Information (EEIs) to help drive information collection and dissemination.

EEIs are the critical items of information required within a particular timeframe that, when related to other available information and intelligence, may be used to establish and maintain situational awareness, and drive more informed decision making. A list of EEIs that may be common in most emergencies affecting the District can be found in Annex E: Emergency Management. EOC personnel and District planners can use the EEIs to enhance mitigation, preparedness, response, and recovery capabilities. In the event of an emergency, the EEIs can help EOC staff to quickly prioritize key tasks and information requests, by knowing what types of data and information to collect, and where and how to get them.

EEIs may periodically be issued to stakeholders or other agencies and departments outside the District in the form of Requests for Information (RFI) to enhance situational awareness on a specific information requirement. They may also be used as a pass-through from agencies outside the District seeking to satisfy an informational need.

A list of preliminary Essential Elements of Information (EEIs), to include their potential sources and expected contributions, can be found in Annex E: Emergency Management.



SECTION 7: COMMUNICATIONS

The District Emergency Operations Center (EOC) will utilize existing resources to establish communications with all stakeholders in order to maintain situational awareness and coordination, as necessary. If the EOC is activated, all incident related information, updates, resource requests, etc. will be done in accordance with communications policies and procedures outlined in Annex B: Communications, Annex E: Emergency Management, Annex L: Public Information and Warning/External Affairs, and the EOC Operations Manual.

Communications between the San Diego County Operation Area (OA) EOC, and other activated EOCs will be conducted via WebEOC, in addition to other methods chosen to communicate, as requested, by the San Diego County OA EOC, and/or member city EOCs.

Emergency communications between the District and Port tenants will be conducted through designated coordinators at the San Diego Port Tenant's Association (SDPTA). SDPTA will then notify affected tenants via text, and other available means. Some tenants may be communicated with directly by the District depending upon the specific tenant's working relationship with SDPTA and/or the impact on the tenant.

The U.S. Navy Region Southwest (NRSW) Regional Operations Center (ROC) and the U.S. Navy Third Fleet Maritime Operations Center (MOC) have established positions within the USCG Joint Harbor Operations Center (JHOC), and will provide situational awareness updates to the District via the JHOC.

Communication between the District and the San Diego County Regional Airport Authority (SDCRAA) will be through both the SDCRAA EOC, if activated, and/or through the Harbor Police Department (HPD) directly on site at the airport.

The Harbor Police, Maritime, and General Services Departments possess the greatest number (volume) and types of communication devices in the District inclusive of phones, cellular devices, satellite phones, computers, wireless cards, 800 MHz radios, etc.

Currently, the District maintains alternate systems for emergency communications. Further details regarding these capabilities can be found in the District Continuity Plan. The District's Continuity Plan also includes information regarding communications modes, methods, and strategies in the event of a wide-scale disruption or failure of communications technologies.

Communications must be a two-way flow (both top down, and bottom up) through the established Incident Command System (ICS) structure. All communications must use plain language and avoid acronyms or jargon.

COMMUNICATIONS

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Exhibit 7 provides an overview of the District's primary notification and communications centers.

EXHIBIT 7: RESOURCES FOR COMMUNICATION

Communications Resource		Description
Harbor Police Department (HPD) Communications Center		<ul style="list-style-type: none"> Alerts and warnings are sent from the HPD Communications Center, inclusive of alerts and notifications using the District's Everbridge Emergency Notification System (ENS) Operates 24 hours per day, 7 days per week, 365 days per year Receives 9-1-1 calls and dispatches accordingly
		<ul style="list-style-type: none"> Operates 24 hours per day, 7 days per week, 365 days per year Staffed line that connects callers to the General Services On-Duty Supervisor Connected to pre-determined Points-of-Contacts (POCs) for each department that can be contacted when there are issues or incidents within the District Functions as a "9-1-1" for <u>non</u>-life threatening emergencies for the Port The On-Duty Supervisor has the authority to dispatch on-call vendors, inclusive of environmental response vendors
		<ul style="list-style-type: none"> Operates 24 hours per day, 7 days per week, 365 days per year for IT-related emergencies
Information Technology (IT) Department		
Maritime Wharfinger Line		<ul style="list-style-type: none"> Operates 24 hours per day, 7 days per week, 365 days per year for maritime-related emergencies Provides connectivity to the District Facility Security Officer (FSO)
Joint Harbor Operations Center (JHOC)		<ul style="list-style-type: none"> Maritime watch center that operates 24 hours per day, 7 days per week, 365 days per year Provides maritime situational awareness and de-confliction for maritime operations Establishes situational awareness and coordinates maritime notifications and alerts, in conjunction with the Port Unified Command (PUC), and in support of the District EOC.



SECTION 8: ADMINISTRATION, FINANCE & LOGISTICS

All assets (human, facility, equipment, and supply resources) of the District will become the purview of the District Emergency Operations Center (EOC) to direct in any way necessary to respond to an emergency. Incident Command in the field will be instrumental in monitoring and communicating needs and requests to the EOC. Personnel in the EOC will handle and document available resources and requests, as well as keep disaster records in relation to damage, expenses, time, assistance, and recovery. Accounting is necessary to keep records dealing with documentation, damages, and costs associated with the incident.

EXHIBIT 8: APPLICABLE FINANCE AND PROCUREMENT LAWS

Applicable Finance and Procurement Policies, Codes, and Regulations

Federal:

- Emergency Procurements and subsequent recovery Procurements should conform to the Federal Acquisition Regulations (FAR).
- Chapter 2 of the Code of Federal Regulations (2 CFR)

State:

- California Public Contract Code

District:

- BPC Policy 777
- BPC Policy 110 - Procedure for the Administration of Contracts, Agreements, the Purchasing of Supplies, Materials and Equipment, and Grants
- Resolution 2003-03 - Emergency Procedures

ADMINISTRATION, FINANCE & LOGISTICS

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8.1 FINANCIAL MANAGEMENT

Emergencies have an immediate impact on District resources and may require the unplanned expenditure of funds. Coordination may be required between the District, U.S. Coast Guard (USCG), U.S. Navy (USN), Department of Defense (DoD), private sector companies, and nonprofit organizations to administer various funding programs designed to assist the District following an emergency. The EOC Finance & Administration Section manages all financial, administrative and cost analysis aspects of an emergency.

The Director of Finance, as the primary Finance & Administration Section Chief, shall maintain a detailed accounting of all expenditures related to the Emergency, and shall submit a detailed report to the District CEO. In the event the District proclaims a Local Emergency, the CEO will provide the report to the Board of Port Commissioners (BPC) at each regularly scheduled meeting following the proclamation until the Emergency is terminated.

In order to more fully outline the District's disaster-related cost controls, as well as financial cost recovery policies and procedures, the District will develop and maintain a Finance Disaster Recovery Manual (See Annex N).

Additional information regarding the EOC Finance & Administration Section can be found in the Annex E: Emergency Management and Annex N: Financial Disaster Recovery

8.1.1 EMERGENCY FUNDS

Notwithstanding BPC Policy 117, 3(b), which requires any use of the \$20 million dollar minimum required operating reserve balance be approved by the BPC, per BPC Policy 777, the CEO, during an Emergency, has the authority to access the reserve to execute agreements and purchases not to exceed an aggregate of \$500,000 to protect life, property, and the environment. In addition, the CFO and the Chief Administrative Officer/Vice President shall have the authority to access the reserve in order to execute agreements and purchases not to exceed an aggregate of \$250,000 each to protect life and property. This authority is limited to those actions immediately necessary to address, or stabilize, the Emergency.

8.2 LOGISTICS MANAGEMENT AND RESOURCE SUPPORT

The Logistics Section in the District EOC is responsible for the coordination and management of District-wide resources during an emergency. To ensure proper documentation and to maximize cost recovery, the Logistics Section works closely with the Finance & Administration Section. Logistics provides guidance for coordinating resources needed to support planned events, emergency response, and recovery operations. Logistics primarily addresses protocols, processes, and systems for requesting, utilizing, tracking and reporting resources (i.e., personnel, teams, equipment, facilities, and supplies needed to achieve an identified task) that are outside standard practices for pre-existing discipline-specific mutual aid agreements (i.e., law enforcement, fire, emergency medical services, animal control services).

8.2.1 PROCUREMENT REQUIREMENTS

Emergency Procurements and subsequent recovery Procurements should conform to the Federal Acquisition Regulations (FAR). During emergency periods, efforts should be made to solicit bids and/or proposals from several sources to ensure low cost or best value. Records (documentation) of any bid or proposal solicitation, and the responses to such requests, will be maintained. Emergency contracts should be rebid once the exigent period is over and long-term needs are identified. All Procurement actions should conform with Chapter 2 of the Code of Federal Regulations (2 CFR), including affording full and open competition, inclusion of small and disadvantaged firms to the extent possible, price and cost analysis, and documentation of the procurement and vendor selection process.

In order to qualify for maximum state reimbursement, emergency Procurements and subsequent recovery Procurements should conform to the California Public Contract Code.

To the extent possible, Emergency response and recovery agreements and contracts should be competitively bid and pre-qualified pursuant to State law prior to any Emergency. These competitively bid and pre-qualified contracts ensure fair and open competition in a manner that meets state and federal Procurement requirements, while allowing the District to have resources immediately available as needed.

8.2.2 MUTUAL AID/AGREEMENTS AND UNDERSTANDINGS

8.2.2.1 DISTRICT AGREEMENTS AND MOUS

The District maintains day-to-day contractual Agreements with its member cities to provide Police/Sheriff, Fire and Emergency Medical Services for the outer reaches of the San Diego Bay and the cross-jurisdictional tidelands. The District's agreement with the City of Imperial Beach also includes Lifeguard and Animal Control Services. The District is also engaging in an initiative in early 2018 to establish Memorandums of Understanding (MOU) with each of its member cities to clarify emergency response and recovery roles and responsibilities, inclusive of damage assessment and recovery funding requests.

Further, as part of the District's whole port strategy, and as a public benefit organization heavily engaged with, and reliant upon its private sector partners, the District recognizes the importance of including these partners in District emergency response, recovery and preparedness efforts. Business and industry own, or have access to, substantial response and support resources—the use of which may be utilized within the District, or outside the District, to support emergency operations and recovery. Where appropriate, this could potentially help businesses off-set potential economic losses with alternate resource use, in a major disaster. The District will continue to engage in outreach and communication efforts with the greater port

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ADMINISTRATION, FINANCE & LOGISTICS

community to identify potential opportunities, and document any agreements or understandings as may be necessary or required.

8.2.2.2 MUTUAL AID

Should District resources prove to be inadequate during an emergency, requests will be made for assistance from other local jurisdictions, inclusive of the District's member cities, higher levels of government, and other agencies in accordance with existing or emergency negotiated mutual-aid agreements and understandings. Mutual aid, including personnel, supplies, and equipment, is provided in accordance with the California Master Mutual Aid Agreement (MAA), and other Operational Area (OA) MAA, to include Public Works and Law Enforcement MAAs. The Emergency Management Assistance Compact (EMAC) defines the interstate mutual aid system, which

facilitates resource flow across state lines during governor-declared states of emergency.

See Attachment 3: Mutual Aid for additional details. The Attachment also provides an overview of how the District fits into the larger mutual aid system, as well as specific policies and procedures. Individual annexes also include more specific mutual aid information, as appropriate.

Any additional agreements and understandings that may be entered into at the time of a disaster, will be duly authorized by the CEO, and the BPC, as applicable, and will be formalized in writing whenever possible.

8.3 STAFF AUGMENTATION/DISASTER SERVICE WORKERS

Pursuant to California Government Code §3100-3109 and BPC Policy 777, all District employees are considered Disaster Service Workers (DSWs) and subject to assignment of public employee DSW status and associated duties. In addition to employees, certain classes of volunteers are considered DSWs for the purpose of engaging in disaster service pursuant to the California Emergency Services Act (CESA) without pay or other consideration.

Disaster service duties include assisting any unit of the emergency organization or performing any act contributing to the protection of life or property, or mitigating the effects of an emergency or potential emergency. Some District departments (such as Harbor Police, General Services and Planning & Green Port [PGPI]) have specific disaster response duties that employees are trained to fulfill. For those District employees who do not have a specific disaster assignment, or specific emergency-related training, they may be assigned to perform general duties under the DSW Program.

In an emergency, supervisors may release non-essential District employees (those who are not required for continuity operations) from their typical day-to-day duties so they are available to assist any agency or organization in carrying out its emergency response duties. Gaining agencies and organizations will assign DSWs to duties within the scope of their training, skills, and ability. Under the DSW designation, workers are provided Workers Compensation and liability coverage.



8.4 RECORDS AND REPORTS

The Office of the District Clerk is engaged in ongoing records preservation activities. The District Clerk, with the assistance of all District Departments, also abides by document retention guidelines established at the departmental level on a day-to-day basis.

The District's Continuity Plan includes an inventory of essential records, systems, data management software and equipment, and their locations, necessary to perform essential functions and activities, and to reconstitute normal operations following an emergency. The District's Continuity Plan must identify and include the following necessary and reasonable steps to protect such information, no matter the form or media:

1. Selection of essential records identified through the District's Records Retention Schedule/Document Management System, and in accordance with the District's Continuity Plan.
2. Identification and protection of systems, data management software, and equipment necessary to access essential records, no matter the media.
3. Review of protection methods available and appropriate for essential records and information preservation.
4. Identification of alternate storage locations for essential information.
5. Identification of the essential records and information that should receive priority during salvage operations.
6. Development of audit measures and maintenance to ensure current and effective recovery systems, including all essential information stored on all forms of media.
7. Establishment of administrative procedures and policies, such as an Essential Records Plan Packet.

Additional information related to essential records and reports can be found in the District's Continuity Plan and in Annex E: Emergency Management.

8.5 NONDISCRIMINATION

There will be no discrimination on grounds of race, religion, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, level of English proficiency, or military and veteran status in the execution of emergency management functions. This policy applies to all levels of government, contractors, and labor unions.

Further, the District will be in compliance with the Americans with Disabilities Act (ADA). Therefore, all communications must seek to address the provision of appropriate auxiliary and aids and services to ensure effective communication with individuals with disabilities, and to ensure individuals with disabilities are not separated from service animals and assistive devices and can receive disability-related assistance throughout emergencies. Support resources to accomplish this will be identified in the Resource Directory, which will be provided as an attachment to Annex E: Emergency Management.

8.6 ADMINISTRATION AND INSURANCE CLAIMS

The District maintains a regularly updated schedule of insurance policies, which identifies the types of insurance covered, policy dates, coverage amounts and carriers. This schedule is maintained by the District Risk and Safety Manager, and the list of providers and contacts is also maintained within the District Continuity Plan. Notification must be made immediately to the proper insurance company following an event or incident requiring assistance.

In emergencies eligible for Stafford Act assistance, numerous insurance guidelines apply with respect to eligibility to seek and obtain federal assistance, and Federal Emergency Management Association (FEMA) only pays following any reimbursement due from insurance. FEMA also does not pay for business interruption, or for facilities owned by the private sector, which are critical partners and stakeholders in the District. As part of its preparedness efforts, the District will work to conduct a broad-based review and report of insurance coverages for the Port inclusive of public and private sector stakeholders, to establish a consolidated understanding of the Port's risk and exposure levels as it relates to insurance. The District will also work with the San Diego Port Tenants Association (SDPTA) to ensure the District's small business owners are knowledgeable and have access to the Small Business Administration (SBA) loan process.

8.7 AFTER-ACTION/CORRECTIVE ACTION REPORTING

SEMS regulations require any jurisdiction proclaiming a Local Emergency for which the governor proclaims a State of Emergency to complete and transmit an After-Action Report (AAR) and Corrective Action Report (CAR) to Cal OES within ninety (90) days of the incident period's close.

The AAR documents the District's response activities and identifies strengths and areas for improvement. The CAR will set out a work plan for implementing improvements in the response and recovery system.

The AAR is a composite of documents submitted by all functions and provides a broad perspective of the incident. It references documents that are more detailed and addresses all areas specified in the regulations. It includes information gathered from all documents generated during the response phase and interviews of emergency responders. It will coordinate with, but not encompass, hazard mitigation. Hazard mitigation efforts, however, may be included in the AAR's "Recovery Actions to Date" section.

At a minimum, the AAR must provide:

- Response actions taken
- Applications to Standardized Emergency Operations Plan/ National Incident Management System (SEMS/NIMS)
- Suggested modifications to SEMS/NIMS
- Necessary mediation to plans and procedures
- Identified training needs
- Recovery activities to date

Depending upon the nature of the incident, the District's after-action observations may be included as part of the larger San Diego County OA AAR. The EOC Planning & Intelligence Section, in conjunction with the Director of Emergency Management (DEM), will develop the AAR and CAR, or provide input to support the OA's AAR development and submission. The DEM will ensure AAR, or AAR input, is complete and distributed as appropriate. For those AARs specific to the District (i.e., separate from the OA), the DEM (or their designee) will send the AAR/CAR to the Cal OES Southern Region, with an information copy to the San Diego County OA, within 90 days.

SECTION 9: PLAN DEVELOPMENT AND MAINTENANCE

9.1 PLAN REVISION AND MAINTENANCE CYCLE

The Director of Emergency Management (DEM), in conjunction with the DENT (District Emergency Management Team), is responsible for making revisions to the Emergency Operations Plan (EOP) to enhance the conduct of response and emergency management operations. The DEM, or their designee, will publish and distribute any necessary changes to all entities as shown on the Record of Distribution (See Section 1.3 – Record of Distribution). To ensure the EOP is a relevant, up-to-date tool, the District EOP Basic Plan will be reviewed and updated at a minimum of every three (3) years. Basic Plan changes must be approved by the Board of Port Commissioners (BPC).

EOP Annexes which may provide additional functional, operational and scenario-specific information will be developed, reviewed, and revised as necessary by the DENT, or DENT representatives, as appropriate, at a minimum of once per year.

Changes to improve to the Plan will be incorporated based on lessons learned during drills, exercises, or actual emergencies, and/or best practices/lessons learned from jurisdictions outside the District. Significant changes at the local (District and/or County/Operational Area), state, and/or federal levels may precipitate an out-of-cycle emergency update and/or review.

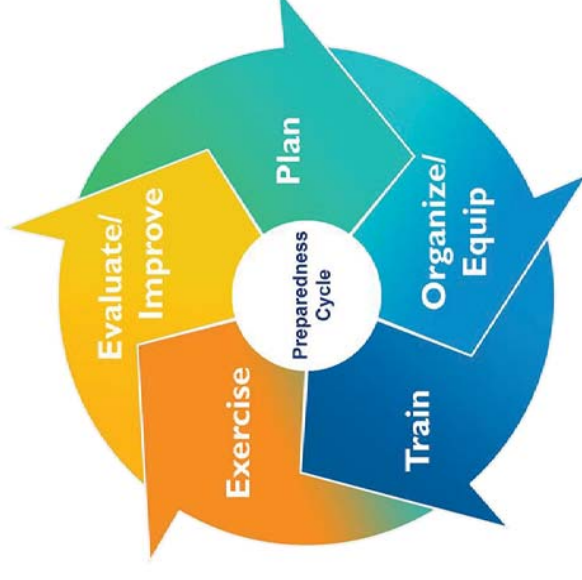
Planning alone will not achieve preparedness or build and maintain resilience. Training and exercising are essential components of the ongoing Preparedness Cycle (**Exhibit 9**) to make emergency operations personnel, and their support systems operationally ready.

9.2 TRAINING

All District personnel who may participate in the District's emergency response must receive appropriate Standardized Emergency Management System (SEMS), National Incident Management Organization (NIMS), and other specialized training as required by SEMS regulations, NIMS policy, or their job function, respectively. When a new employee is hired, training requirements will be established in accordance with the District's employee and learning management systems. Individual department directors and supervisors will provide support to employees to ensure they are trained at the appropriate level and capable of performing their role within the District's Emergency Management Organization (EMO). Information to support awareness of the District's EMO, and its emergency management obligations, will be incorporated in new employee orientation and other staff trainings, as appropriate.

In June 2015, CalOES published its Emergency Operations Center (EOC) Position Credentialing Type II & Type III Program. The document identifies the process to credential personnel in EOC positions, and subsequent updates have been issued in 2016/2017 with regard to specific required courses for each credentialled position. The District can use this as an additional guide for developing its own EOC staff, and overall emergency management training program. Because differences exist between State and Federal standards due to the relative newness of the EOC credentialing programs, the DEM, and DENT will work to ensure District staff are trained at the appropriate levels and comply with minimum training requirements.

EXHIBIT 9: PREPAREDNESS CYCLE



PLAN DEVELOPMENT AND MAINTENANCE

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In addition to online and District-sponsored training, courses are available through the San Diego County OA and the San Diego Urban Area Security Initiative (UASI). Calendars of these events are maintained by these respective organizations. Training is also scheduled as needed and to accommodate personnel changes.

Although some of the NIMS trainings below are available online through the Federal Emergency Management Agency (FEMA), Emergency Management Institute, Independent Study Program, live training deliveries provide a substantially richer environment for the learning and sharing of important information. **Exhibit 10** represents the current District training standards for those with designated emergency roles.

EXHIBIT 10: NIMS/SEMS TRAINING REQUIREMENTS

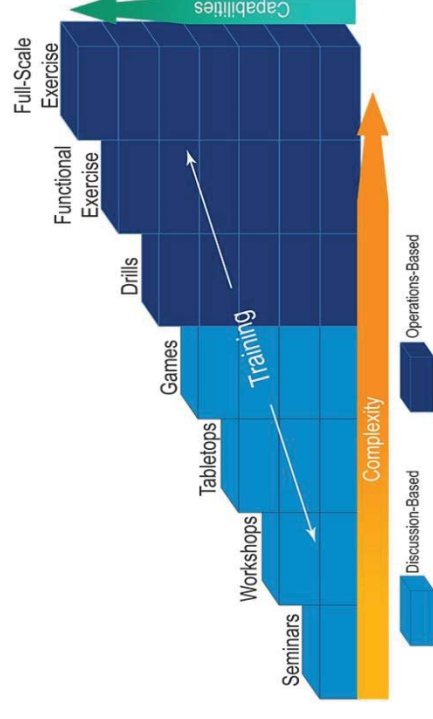
NIMS/SEMS TRAINING COMPLIANCE STANDARDS SOURCE: ADAPTED FROM CAL OES TYPE II AND III POSITION CREDENTIALING STANDARDS (DECEMBER 2016)	PLAN DEVELOPMENT AND MAINTENANCE											
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ICS INTRODUCTION (IS 100)	•											
ICS BASIC (ICS 200)	•											
NIMS AWARENESS (IS 700)	•											
FUNDAMENTALS OF EMERGENCY MANAGEMENT (IS 230.D)												
NIMS INTRASTATE MUTUAL AID INTRODUCTION (IS 706)												
NATIONAL RESPONSE PLAN (IS 800)												
SEMS EMERGENCY OPERATIONS CENTER COURSE (G-611)												
EOC MANAGEMENT AND OPERATIONS (G-775)												
INCIDENT COMMAND SYSTEM/ EMERGENCY OPS CENTER INTERFACE (G-191)												
All District executives and elected officials	•											
All District staff who may be tasked to assist during a major emergency	•											
All first responders and registered volunteers (i.e., law enforcement, general services, engineering, planning and green port, volunteers, etc.)	•											
All staff with assignments in the EOC	•											
All EOC staff members who may serve as "Command Staff" (i.e., member of the Management Section) or "General Staff" (i.e., Section Chief)	•											
Any responder who may serve as an EOC Supervisor (i.e., unit leaders, group supervisors, branch directors)	•											

NIMS/SEMS TRAINING COMPLIANCE STANDARDS SOURCE: ADAPTED FROM CAL OES TYPE II AND III POSITION CREDENTIALING STANDARDS (DECEMBER 2016)	ICS INTRODUCTION (IS 100)	ICS BASIC (ICS 200)	NIMS AWARENESS (IS 700)	FUNDAMENTALS OF EMERGENCY MANAGEMENT (IS 230.D)	NIMS INTRASTATE MUTUAL AID INTRODUCTION (IS 706)	NATIONAL RESPONSE PLAN (IS 800)	SEMS EMERGENCY OPERATIONS CENTER COURSE (G-611)	EOC MANAGEMENT AND OPERATIONS (G-775)	INCIDENT COMMAND SYSTEM/ EMERGENCY OPS CENTER INTERFACE (G-191)
Any staff whose primary responsibility is emergency management (i.e., District EOC Director, District Emergency Manager)	•	•	•	•	•	•	•	•	•

9.3 EXERCISES

The best tool for putting training to the test and allowing staff to demonstrate and practice their skills in a near real-world situation is through exercises. Exercises allow personnel to become familiar with the procedures, facilities, and systems which will be used in emergency situations, and should therefore provide realistic representation of the Port's diverse community. The Homeland Security Exercise and Evaluation Program (HSEEP) is a capabilities and performance-based exercise program that provides standardized methodology and terminology for exercise design, development, conduct, evaluation, and improvement planning.

EXHIBIT 11: HSEEP EXERCISE CONTINUUM



Following HSEEP doctrine and best practices, a regular exercise program should be progressive, and include the following:⁷

- Incorporation of disability and access/functional needs into exercise design
- Correction of systemic misconceptions and inaccurate assumptions
- Educational and testing opportunities to ensure compliance with the Stafford Act, Post-Katrina Emergency Management Reform Act, Rehabilitation Act, Americans with Disabilities Act, and others as appropriate
- Use of people with disabilities and others with access and functional needs versus actors

Exhibit 11 summarizes the continuum of discussed-based to operations-based exercises. As the level of capabilities exercised is increased, the commitment needed for planning and training also increases. For example, Seminars are a convenient and low-cost method typically used for orientation and overview, whereas Full-Scale Exercises involve the actual movement of people and equipment to respond to a simulated event in the field.

⁷ Kailles, I. J. Edition 1: Integrating Individuals with Access and Functional Needs in Exercises Toolkit for North Carolina Emergency Managers, produced for the North Carolina Emergency Management Agency, 2016.

9.4 THREE-YEAR TRAINING AND EXERCISE PLAN

The DEM, in conjunction with the DMT, will develop a District Three-Year Training and Exercise Plan. The Plan will include specific requirements related to the various exercise programs that touch the Port, to include HSEEP, Area Maritime Security Exercise Program (AMSTEP), National Preparedness for Response Exercise Program (PREP), Spills of National Significance (SONS), and other programs as required. The plan should be reviewed on an annual/semi-annual basis, or as deemed necessary, by the DMT. HSEEP-based best practices should be used to guide development of the Three-Year Training and Exercise Program, which includes conducting training and exercises in a planned, progressive manner. Plans can then be modified based on lessons learned, and tested in follow-on exercises for continued enhancement and training.



SECTION 10: AUTHORITIES & REFERENCES

All authorities and references listed apply to the Basic Plan and all its Annexes and Attachments.

District references are on file with the District Clerk, available electronically on the District's shared drive, and in hard copy format in the District Emergency Operations Center (EOC) as specified in Annex E: Emergency Management.

County of San Diego, state and federal references are also available electronically in the aforementioned location. Agreements with voluntary organizations and other governmental and private organizations are also on file, as appropriate.

Primary references and authorities for the District related to emergency management are as defined in SPUPD Resolution No. 2017-053, and BPC Policy No. 777.

10.1 DISTRICT AUTHORITIES AND REFERENCES

10.1.1 ACTS, AGREEMENTS, AND RESOLUTIONS

1. San Diego Unified Port District Act
2. Powers and Functions of the Board of Port Commissioners, BPC Policy No. 020
3. Procedure for the Administration of Contracts, Agreements, the Purchasing of Supplies, Materials, and Equipment and Grants, BPC Policy No. 110
4. Operating Reserve Policy, August, 2009, BPC Policy 117, 3(b)
5. Emergency Management and Disasters, April 11, 2017, BPC Policy No. 777
6. Emergency Procedures, January, 2000, BPC Resolution 2000.03
7. BPC District Resolution No. 2017-053 Adopting BPC Policy No. 777, April 11, 2017
8. Agreement Between San Diego Unified Port District and City of Chula Vista for Police, Fire and Emergency Medical Services, Agreement No. 88-2012
9. Agreement Between San Diego Unified Port District and City of Coronado for Police, Fire and Emergency Medical Services, Agreement No. 87-2012
10. Agreement Between San Diego Unified Port District and National City for Police, Fire and Emergency Medical Services, Agreement No. 89-2012
11. Agreement Between San Diego Unified Port District and City of San Diego for Police, Fire and Emergency Medical Services, Agreement No. 85-2012
12. Agreement Between San Diego Unified Port District and City of Imperial Beach for Sheriff, Fire, Emergency Medical, Lifeguard and Animal Control Services, Agreement No. 86-2012

10.1.2 REFERENCES

13. San Diego Port Master Plan Update Assessment Report – Vision Statement and Guiding Principles, August 2014 (Adopted by BPC Resolution 2014-167)
14. San Diego Unified Port District Continuity of Operations Plan, 2014 (Note: This Plan is referenced throughout the EOP as the "District Continuity Plan", in accordance with a planned update).

AUTHORITIES & REFERENCES

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10.2 PORT OF SAN DIEGO AUTHORITIES AND REFERENCES

15. San Diego Area Maritime Security Plan (AMSP)
16. The San Diego Area Contingency Plan (ACP), May 2015
17. Port of San Diego Maritime Emergency Restoration Plan, January 2016
18. The Port-Area Strategic Risk Management Plan (SRMP) and Trade Resumption/Resiliency Plan (TRRP), June 2009

10.3 SAN DIEGO COUNTY AUTHORITIES AND REFERENCES

10.3.1 ORDINANCES AND AGREEMENTS

19. County of San Diego Emergency Services Ordinance No. 8183, December 15, 1992
20. County of San Diego Resolution adopting the California Master Mutual Agreement, December 11, 1950
21. San Diego County Mutual Aid Agreement for Fire Departments
22. San Diego County Animal Control Mutual Aid Agreement

10.3.2 REFERENCES

23. San Diego County Operational Area Emergency Operations Plan, 2014
24. San Diego County Multi-Jurisdictional Hazard Mitigation Plan, August 2010
25. San Diego Urban Area Tactical Interoperable Communications Plan, February 2006
26. Unified San Diego County Emergency Services Organization Recovery Plan, June 2006
27. Unified San Diego County Emergency Services Organization Resolution adopting the National Incident Management System, September 15, 2005

10.4 STATE OF CALIFORNIA AUTHORITIES AND REFERENCES

10.4.1 STATUTES, DIRECTIVES, ACTS, AND TITLES

28. California Emergency Services Act (Chapter 7 of Division 1 of Title 2 of the State of California Government Code)
29. California State Emergency Plan and sub-plans/Annexes, July 2009
30. State of War Emergency, California Government Code- Section 8620-8624, 2009
31. Operational Areas, Article 9, Emergency Services, Section 8605 of the Government Code
32. Amendments to the Government Code, Article 7, California Emergency Services Act, Petris (SEMS) SB 1841 Chapter 1069
33. Standardized Emergency Management System (SEMS) (Chapter 1 of Division 2 of Title 19 of the California Code of Regulations
34. California Disaster Assistance Act (California Government Code, Title 2, Division 1, Chapter 7.5)
35. California Public Records Act §6254
36. Preservation of Local Government, Section 8635, California Government Code, Article 15
37. California Harbors and Navigation Code (Port Act)
38. California Public Contract Code
39. California Government Code Section 8607 (a)
40. California Government Code Section 54956.5
41. California Government Code Section 54957
42. California Government Code Section 3100-3109

43. California Government Code Sections 8638-8641
44. California Government Code Section 8644
45. California Master Mutual Aid Agreement

10.4.2 REFERENCES

46. California Emergency Management Mutual Aid Plan, November 2012
47. California Law Enforcement Mutual Aid Plan, June 2016
48. California Fire and Rescue Mutual Aid Plan, December 2014
49. California Fire and Rescue Operations Plan
50. California Office of Emergency Services, Emergency Proclamations Quick Reference Guide for Local Government, March 2014
51. Emergency Managers Mutual Aid (EMMA) Plan, November 2012

10.5 FEDERAL AUTHORITIES AND REFERENCES

10.5.1 STATUTES, DIRECTIVES, ACTS, AND TITLES

52. Americans with Disabilities Act (ADA) of 1990
53. ADA Amendments Act of 2008, inclusive of P.L. 110-325
54. Rehabilitation Act of 1973, Sections 501, 503, 504 and 508
55. Older Americans Act of 1965
56. Emergency Management Assistance Compact (EMAC), 1996
57. Integrated Public Alert and Warning System (IPAWS), Executive Order 13407
58. Emergency Alert System (EAS) Statement of Requirements, Presidential Memorandum, 1995
59. Civil Defense Act of 1950
60. Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, 42 U.S.C. 5121, et seq., as amended
61. Security and Accountability for Every Port Act, 2006 (Also known as the "SAFE Port Act")
62. Homeland Security Presidential Directive 5, Management of Domestic Incidents, February 2003
63. Homeland Security Presidential Policy Directive 8 (PPD-8), National Preparedness, March 2011
64. Emergency Management and Assistance, Code of Federal Regulations (CFR), Title 44,
65. Grants and Agreements, CFR Title 2,
66. Post-Katrina Emergency Management Reform Act of 2006
67. Presidential Decision Directive (PDD) 39 (U.S. Policy on Counterterrorism)
68. Presidential Decision Directive 62 (Combating Terrorism)
69. Sandy Recovery Improvement Act of 2013
70. Disaster Relief Appropriations Act of 2013

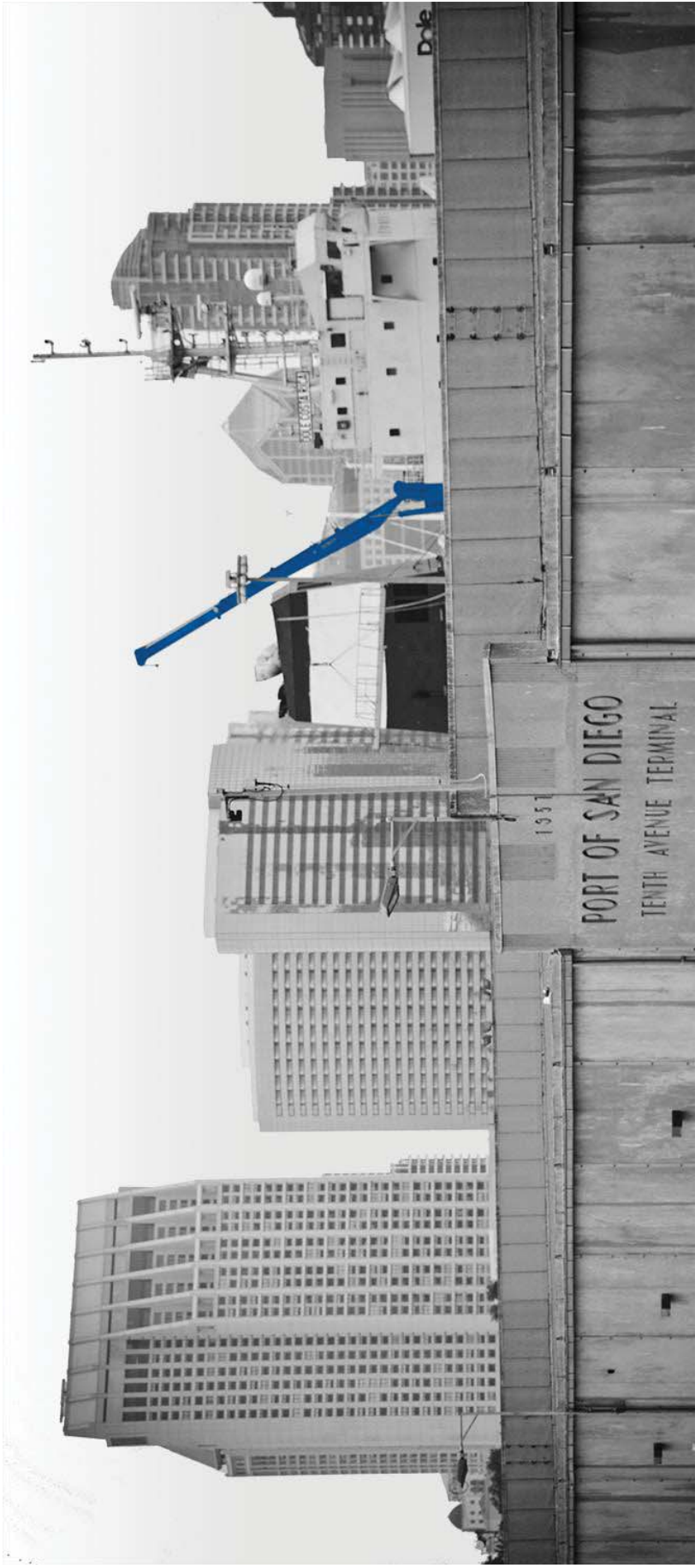
10.5.2 REFERENCES

71. Developing and Maintaining Emergency Operations Plans Comprehensive Preparedness Guide (CPG) 101, Version 2.0, November 2010
72. Maritime Emergency Response Guide (MERG), March 2015
73. A Whole Community Approach to Emergency Management: Principles, Themes and Pathways for Action, December 2011
74. National Response Framework, 3rd Edition, 2016

10.6 OTHER AUTHORITIES AND REFERENCES

10.6.1 REFERENCES

75. The White House. The Federal Response to Hurricane Katrina: Lessons Learned Report. Washington DC: The White House, 2006.
76. Kalles, J. I. Understanding Access and Functional Needs: Definitions, 2017.
77. Kalles, J. I. Edition 1: Integrating Individuals with Access and Functional Needs in Exercises Toolkit for North Carolina Emergency Managers. North Carolina Emergency Management Agency, 2016.
78. Saathoff, Phyllis. [Port] Emergency Preparedness and Continuity of Operations Planning. Manual for Best Practices. American Association of Port Authorities, September 2006.



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SECTION 11: DISTRICT ESFs AND EOP ANNEXES

While the Basic Plan covers general emergency policy and doctrine, many functions require more specific guidance. The District's Emergency Support Functions (ESFs), represented by their associated Annexes, fill these needs.

The District's primary EOP Annexes are categorized as "Functional Annexes". Functional Annexes discuss certain functions or operations that cut across most or all emergencies, such as emergency management and public information. As necessary, the District may develop additional hazard- or incident-specific annexes to address specific hazards (i.e., earthquake, tsunami, etc.), or specific incidents or special events (i.e., terrorist incidents, radiological incident, Boom on the Bay 4th of July Annual Special Event, etc.).

11.1 DISTRICT EMERGENCY SUPPORT FUNCTIONS

Exhibit 12 provides an overview of each District ESF, its associated Functional Annex, and the assigned District Primary and Supporting Department(s).

- **Primary Departments** possess significant authorities, roles, resources, and capabilities for coordinating and carrying out a particular ESF.
- **Supporting Departments** possess specific capabilities and resources that provide support to the primary department and mission of the ESF.

EXHIBIT 12: DISTRICT EMERGENCY FUNCTIONS

#		ASSOCIATED ANNEX AND DEFINITION		PRIMARY DEPARTMENT	SUPPORTING DEPARTMENT
A	Transportation (Maritime, Rail, Truck)	The Transportation Annex addresses management of transportation systems and infrastructure during a threat, or in response to an incident.		Maritime	Harbor Police Department
B	Communications	The Communications Annex addresses the restoration of communications infrastructure (inclusive of Information Technology (IT) infrastructure), coordinates communications support to response efforts, facilitates the delivery of information to emergency management decision makers, and assists in the stabilization and reestablishment of systems and applications during incidents.		Harbor Police Department	Information Technology
C	Public Works & Engineering	The Public Works & Engineering Annex describes the capabilities and resources to facilitate the delivery of services, technical assistance, engineering expertise, construction management, building inspection, utility response and other support as required.		General Services	Engineering/Construction

DISTRICT ESFS AND EOP ANNEXES

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DISTRICT ESFS AND EOP ANNEXES

#	DISTRICT ESF	ASSOCIATED ANNEX AND DEFINITION	PRIMARY DEPARTMENT	SUPPORTING DEPARTMENT
D	Marine Firefighting	The Marine Firefighting Annex addresses the coordination of activities directly related to the detection and suppression of Marine fires and the provision of resources to support other response entities.	Harbor Police Department	N/A
E	Emergency Management	The Emergency Management Annex describes how emergencies will be managed within the District by providing a basis for centralized control, coordination, and direction of emergency operations, inclusive of EOC operations.	Harbor Police Department	All other District Departments
F	Mass Care	The Mass Care Annex describes care and shelter operations within the District while defining the collective and individual responsibilities of District, County, Cities and non-governmental agencies responding to, or acting in support of, mass care and shelter operations.	Harbor Police Department	Real Estate Development; Maritime
G	Logistics Management/Resource Support	The Logistics Management/Resource Support Annex addresses personnel, supplies, and equipment and how they are procured and supported within the District. Some assets may come from other counties/states, and the Logistics Annex outlines how these resources will be accounted for. All costs need to be tracked so that claims can be made to state and federal agencies during the recovery process. The Logistics Annex describes how the functions will be carried out within the District EOC.	Procurement Services	General Services; Real Estate Development
H	Search & Rescue	The Search & Rescue Annex addresses the coordination of activities directly related to incident scene (Land-side & Maritime) search and rescue operations.	Harbor Police Department	Maritime
I	Oil/Hazardous Materials Response	The Oil/Hazardous Materials Response Annex describes the resources and associated activities to prepare for, prevent, minimize, assess, mitigate, respond to and recover from an inland and/or marine oil or other hazardous materials release.	Planning & Green Port	Harbor Police Department; General Services; Maritime
J	Natural Resources Protection	The Natural Resources Protection Annex provides guidance on how to adequately address emergencies that directly impact the District's environment and natural resources.	Planning & Green Port	General Services; Real Estate Development

# DISTRICT ESF		ASSOCIATED ANNEX AND DEFINITION		PRIMARY DEPARTMENT	SUPPORTING DEPARTMENT
K	Public Safety & Security (Inclusive of Facility Security)	This Public Safety & Security Annex addresses the coordination, resources and actions required to support facility and resource security, security planning, public safety and support for security operations (i.e., Security, Evacuation, Traffic/Crowd Control, etc.) for the District.		Harbor Police Department	Maritime
L	Public Information & Warning/External Affairs	The Public Information & Warning/External Affairs Annex provides guidance for conduct and coordination of emergency public information and protective action guidance, alert and warning, media and community relations, and senior and elected official relations.		Marketing & Communications	Government & Civic Relations; Harbor Police Department; Maritime, Information Technology
M	Board of Port Commissioners (BPC) Emergency Operations	The Emergency Operations Guide for BPC Members Provides guidance for District BPC members regarding their emergency management roles and responsibilities before, during and after an emergency.		Marketing & Communications	Harbor Police Department
N	Financial Disaster Recovery	The Financial Disaster Recovery Manual describes the financial and administrative procedures that support emergency operations and cost recovery and documentation.		Financial Services	Procurement Services

DISTRICT ESFS AND EOP ANNEXES

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11.2 FUNCTIONAL ANNEX-EF-ESF CROSSWALK

Similarities between the Federal Emergency Support Functions (ESFs), the State of California Emergency Functions (CA-EFs), the County of San Diego Operational Area EFs and the Districts ESFs exist. Overviews of each functional structure are below, and **Exhibit 13** provides a crosswalk of how the District ESFs/Annexes correlate to the ESFs and EFs to enable enhanced coordination and understanding among Port stakeholders.

Federal ESF: The Federal Emergency Support Functions (ESFs) consist of fifteen (15) primary activities, and provide the structure for coordinating Federal interagency support for a Federal response to an incident. ESFs are mechanisms for grouping functions most frequently used to provide Federal support to States and Federal-to-Federal support, both for declared disasters and emergencies under the Stafford Act and for non-Stafford Act incidents. An ESF **primary agency** is a Federal agency with significant authorities, roles, resources, or capabilities for a particular function within an ESF. **Support agencies** are those entities with specific capabilities or resources that support the primary agency in executing the mission of the ESF.

CA-EFs: The State of California (CA)-EFs consist of eighteen (18) primary activities deemed essential to address the emergency management needs of communities in all phases of emergency management. Each CA-EF represents a grouping of stakeholders (i.e., agencies, private sector, and non-profits) that possess common interests and share a level of responsibility for emergency management. The CA-EF groupings work to collaboratively prepare for, cohesively respond to, and effectively recover from an emergency. A single state agency is assigned to **lead** each CA-EF based on its authorities, resources and capabilities. Each CA-EF member agency is responsible to **assist** in coordinating the state's response to emergencies, including provision of mutual aid and the allocation of essential supplies and resources.

County of San Diego Operational Area (OA) EFs: The County of San Diego OA has sixteen (16) Functional Annexes that describe the OA's EFs of the responding agencies and organizations for the County, inclusive of private and non-profit sector partners with primary and supporting response and recovery roles and responsibilities.

How the District Fits In: It is important the District understands how it fits into the Federal ESF, CA-EF and County EF structures to ensure a more seamless and rapid integration of agency resources during local, regional, state, or federal disasters. A swift, coordinated response effort based on role clarity and clear assignment of responsibilities ultimately supports a more rapid transition to recovery.

EXHIBIT 13: FUNCTIONAL CROSSWALK

DISTRICT EMERGENCY FUNCTION		COUNTY OF SAN DIEGO OPERATIONAL AREA EMERGENCY FUNCTION		STATE OF CALIFORNIA EMERGENCY FUNCTION		NATIONAL RESPONSE FRAMEWORK EMERGENCY SUPPORT FUNCTION	
				Corresponding Functional Annexes			
A	Transportation (Maritime, Rail, Truck)	Q	Evacuation	1	Transportation	1	Transportation
B	Communications	I	Communications & Warning Systems	2	Communications	2	Communications
C	Public Works & Engineering	J	Construction & Engineering Operations	3	Construction & Engineering	3	Public Works & Engineering
D	Marine Firefighting	B	Fire & Rescue Mutual Aid Operations	4	Fire and Rescue	4	Firefighting
E	Emergency Management	A	Emergency Management	5	Management	5	Information & Planning
F	Mass Care	G	Care & Shelter Operations	6	Care & Shelter	6	Mass Care, Emergency Assistance, Temporary Housing, & Human Services
G	Logistics Management & Resource Support	K	Logistics	7	Resources	7	Logistics Management & Resource Support
H	Search & Rescue	B	Fire & Rescue Mutual Aid Operations	9	Search & Rescue	9	Search & Rescue
I	Oil/Hazardous Materials Response	H	Environmental Health Operations & Stand-Alone Plan	10	Hazardous Materials	10	Oil & Hazardous Materials Response
J	Natural Resources Protection	E	Public Health Operations Animal Services	11	Food & Agriculture	11	Agriculture & Natural Resources
	See Annex C: Public Works & Engineering		Stand-Alone Plan	12	Utilities	12	Energy
K	Public Safety & Security (Inclusive of Facility Security)	C	Law Enforcement Mutual Aid Operations	13	Law Enforcement	13	Public Safety & Security
L	Public Information & Warning/External Affairs	L	Emergency Public Information	15	Public Information	15	External Affairs
M	BPC Emergency Operations		N/A		N/A		N/A
N	Financial Disaster Cost Recovery		N/A	5	Management	5	Information & Planning

DISTRICT ESFS AND EOP ANNEXES

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ATTACHMENT 1: ACRONYMS & GLOSSARY OF TERMS

A-1.1 ACRONYMS

AAR	After-Action Report	CFO	Chief Financial Officer	ENS	Emergency Notification System
ACP	Area Contingency Plan	CFR	Code of Federal Regulation	EOC	Emergency Operations Center
ADA	Americans with Disabilities Act	CHP	California Highway Patrol	EOG	Emergency Operations Guide
AEOC	Alternative Emergency Operations Center	CNG	California National Guard	EOP	Emergency Operations Plan
AFN	Access and Functional Needs	COG	Continuity of Government	ESF	Emergency Support Function
AMSC	Area Maritime Security Committee	COP	Common Operating Picture	FAR	Federal Acquisition Regulation
AMSP	Area Maritime Security Committee	DCE	Defense Coordinating Element	FEMA	Federal Emergency Management Agency
AMSTEP	Area Maritime Security Training and Exercise Program	DEM	Director of Emergency Management	GIS	Geographic Information System
BPC	Board of Port Commissioners	DEMT	District Emergency Management Team	HAZMAT	Hazardous Materials
CA-EF	California Emergency Functions	DHS	U.S. Department of Homeland Security	HPD	Harbor Police Department
CalIOES	California Governor's Office of Emergency Services	DoD	U.S. Department of Defense	HSEEP	Homeland Security Exercise and Evaluation Program
CAR	Corrective Action Report	DSW	Disaster Service Worker	ICE	U.S. Immigration & Customs Enforcement
CBO	Community-Based Organization	EAP	Employee Assistance Program	ICP	Incident Command Post
CBP	U.S. Customs & Border Protection	EEI	Essential Elements of Information	ICS	Incident Command System
CBRNE	Chemical, Biological, Radiological, Nuclear, or Explosive	EF	Emergency Function	IPAWS	Integrated Public Alert & Warning System
CDAA	California Disaster Assistance Act	EMAC	Emergency Management Assistance Compact	JHOC	Joint Harbor Operations Center
CEO	Chief Executive Officer	EMO	Emergency Management Organization	JIC	Joint Information Center
CESA	California Emergency Services Act	EMS	Emergency Medical Service	LHMP	Local Hazard Mitigation Plan
		EMSA	Emergency Medical Services Agency		

ATTACHMENTS

		PGP	Planning & Green Port	Authority	
MAA	Mutual Aid Agreement				1
MACS	Multi-Agency Coordination System	PIO	Public Information Officer	SD OES San Diego County Office of Emergency Services	2
MERP	Maritime Emergency Restoration Plan	PREP	Preparedness for Response Exercise Program	SDPTA San Diego Port Tennant's Association	3
MOC	Maritime Operations Center				4
MOU	Memorandum of Understanding	PSGP	Port Security Grant Program	SEMS Standardized Emergency Management System	5
NEMA	National Emergency Management Association	PTA	Port Tennant Association	SOP Standard Operating Procedure	6
NGO	Non-Governmental Organization	PUC	Port Unified Command	SONS Spills of National Significance	7
NIMS	National Incident Management System	REOC	Regional Emergency Operations Center	TSA Transportation Security Association	8
NFR	National Response Framework	RFI	Requests for Information	UASI Urban Areas Security Initiative	9
NRSW	United States Navy Region South West	ROC	Regional Operations Center	USCG United States Coast Guard	10
OA	Operational Area	RWG	Resilience Working Group	UAV Unmanned Aerial Vehicle	11
		SDCRAA	San Diego County Regional Airport		12

A-1.2 GLOSSARY

Access and Functional Needs: (See 'People with Access and Functional Needs')

After-Action Report (AAR): A post-incident report covering response actions, application of SEMS, modifications to plans and procedures, training needs, and recovery activities. AARs are required under SEMS after any emergency, which requires a declaration of an emergency. Reports are required within 90 days of the emergency's end.

Area Maritime Security Committee (AMSC): A committee established under the direction of the Captain of the Port (COTP) that assists in the development, review, and update of the Area Maritime Security Plan.

Board of Port Commissioners (BPC): The Port is governed by a seven member Board of Port Commissioners; one commissioner is appointed by each of the city councils of Chula Vista, Coronado, Imperial Beach and National City, and three commissioners are appointed by the San Diego City Council. They delineate policy direction for prevention/protection-related, response, recovery, and mitigation-related activities.

Chief Executive Officer (CEO): The District CEO will direct the DEM to respond to the emergency, and will serve as the head of the District Policy Group. The District CEO has the authority to implement all ordinary power and special powers conferred upon them through BPC Policy No. 777 and BPC Resolution No. 2017-053. The CEO has the authority to request the Board to proclaim a Local Emergency if the Board is in session, or to issue such proclamation if the Board is not in session.

Command Post: (See 'Incident Command Post')

Command Staff: The Command Staff at the SEMS Field level consists of the Information Officer, Safety Officer, Legal Officer and Liaison Officer. They report directly to the Incident Commander. They may have an assistant or assistants, as needed. At the EOC, they would report to the EOC Director within the Management Section.

Continuity Planning: Helps ensure that the facility can sustain operations that are absolutely vital including administrative and business components immediately following a crisis or disaster situation.

Cost-Sharing Agreements: Agreements between agencies or jurisdictions to share designated costs related to incidents. Cost sharing agreements are normally written but may also be verbal between authorized agency or jurisdictional representatives at the incident.

Delegation of Authority: A statement provided to the Incident Commander by the Agency Executive delegating authority and assigning responsibility. The Delegation of Authority can include objectives, priorities, expectations, constraints and other considerations or guidelines as needed. Many agencies require written Delegation of Authority to be given to Incident Commanders prior to their assuming command on larger incidents.

Department Operations Center (DOC): A facility used by a distinct discipline, such as flood operations, fire, medical, hazardous material, or a unit, such as Department of Public Works, or Department of Health. DOCs may be used at all SEMS levels above the field response level depending upon the needs of the emergency.

Disaster Service Worker (DSW): All public employees within the State of California, to include District employees, are declared as DSWs subject to assignment of public employee disaster service worker status and associated duties. As DSWs, employees are obligated to perform various disaster service activities to include assisting any unit of the emergency organization or performing any act contributing to the protection of life or property, or mitigating the effects of an emergency or potential emergency. [Source: California Government Code, Section 3100-3109 and BPC Policy 777]

District: Abbreviated term for the San Diego Unified Port District. (See 'San Diego Unified Port District')

District Director of Emergency Manager (DEM): The DEM facilitates the District's emergency management program with authority to activate the EMO, serving as the EOC Director in an actual emergency. For cities and counties, this position and associated responsibilities are commonly assigned by local ordinance.

District Emergency Management Team (DEMT): The DEMT is the District-designated emergency management planning, training and exercise team made up of key positions and department heads who may serve as members of the command and/or general staff during an EOC activation.

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Emergency: The actual or threatened existence of conditions of disaster or peril to the health and safety of persons and/or property within the District including, but not limited to, those caused by such conditions or hazards as fire, flood, storm, tsunami, earthquake, epidemic, pandemic, hurricane, tornado, civil disturbance, significant technology or infrastructure disruption, act of terrorism, hazardous material spill, effect(s) of climate change or other conditions, including conditions resulting from war or imminent threat of war, or labor controversy. [Source: BPC Policy 777]

Emergency Management Organization: The operational forces deemed necessary to meet the conditions of an emergency. All officers and employees of the District, together with those credentialed, or otherwise qualified, volunteer forces enrolled to aid them during an emergency, and all groups, organizations and persons who may by agreement or operation of law, including persons pressed into service under the provisions of this title, be charged with duties incident to the protection of life and property in the District during such emergency.

Emergency Operations Center (EOC): A location from which centralized emergency management can be performed. EOC facilities are established by an agency or jurisdiction to coordinate the overall agency or jurisdictional response and support to an emergency.

Emergency Operations Plan (EOP): The plan that each jurisdiction has and maintains for responding to appropriate hazards.

EOC Action Plan: The plan developed within an EOC, which contains objectives, actions to be taken, assignments and supporting information for the next operational period.

Field Operations Guide (FOG): A pocketsize manual of instructions on the application of the Incident Command System.

Finance Section: One of the five primary functions found at all SEMS levels, which is responsible for all costs and financial considerations to include maintaining financial record and tracking all incident-associated costs.

General Staff: The group of management personnel reporting to the Incident Commander or to the EOC Director. They may each have a deputy, as needed. At the Field SEMS level, the General Staff consists of:

- Operations Section Chief
- Planning/Intelligence Section Chief
- Logistics Section Chief
- Finance Section Chief
- At some SEMS EOC levels, the position titles are Section Coordinators.

Incident Action Plan (IAP): The plan developed at the field response level, which contains objectives reflecting the overall incident strategy and specific tactical actions and supporting information for the next operational period. The plan may be oral or written.

Incident Commander (IC): The individual responsible for the command of all functions at the field response level.

Incident Command Post (ICP): The location at which the primary command functions are executed. The ICP may be collocated with the incident base or other incident facilities.

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Local Emergency: The duly proclaimed existence of such conditions that are, or are likely to be, beyond the control of the services, personnel, equipment, and facilities of the District, and which may require the supplemental efforts and available resources of other local government entities, the state and/or federal

government, and/or disaster relief organizations to help alleviate the damage, loss, hardship, or suffering caused thereby. [Source: BPC Policy 777]

Logistics Section: One of the five primary functions found at all SEMS levels. The Section responsible for providing facilities, services and materials for the incident or at an EOC to include providing communications services (inclusive of information technology, phones, radios and other devices), resource tracking, and procuring the equipment, supplies, personnel, transportation, food, and facilities needed to support the District's response.

Management Section: The Management Section consists of Command Staff (Information Officer, Safety Officer, Legal Officer and Liaison Officer). They report directly to the Incident Commander/EOC Director and are responsible for overall management of the emergency and for providing policy and guidance for the response.

Master Mutual Aid Agreement: An agreement entered into by and between the State of California, its various departments and agencies, and the various political subdivision, municipal corporations, and other public agencies of the State of California to assist each other by providing resource during an emergency Mutual aid occurs when two or more parties agree to furnish resources and facilities and to render services to each other to prevent and combat any type of disaster or emergency.

Multi-Agency Coordination System (MACS): The combination of personnel, facilities, equipment, procedures and communications integrated into a common system. When activated, MACS has the responsibility for coordination of assisting agency resources and support in a multi-agency or multi-jurisdictional environment.

Mutual Aid Agreement: Written agreement between agencies and/or jurisdictions in which they agree to assist one another upon request, by furnishing personnel and equipment.

National Incident Management System (NIMS): A system mandated by HSPD-5 that provides a consistent nationwide approach for Federal, State, local, and tribal governments; the private sector; and nongovernmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among Federal, State, local, and tribal capabilities, the NIMS includes a core set of concepts, principles, and terminology. HSPD-5 identifies these as the ICS; multiagency coordination systems; training; identification and management of resources (including systems for classifying types of resources); qualification and certification; and the collection, tracking, and reporting of incident information and incident resources.

Operational Area (OA): An intermediate level of the state emergency organization, consisting of a county and all political subdivisions within the county area.

Operational Period: The period of time scheduled for execution of a given set of operation actions as specified in the Incident Action Plan. Operational Periods can be of various lengths, although usually not over 24 hours.

Operations Section: One of the five primary functions found at all SEMS levels. The Section is responsible for all tactical operations at the incident, or for the coordination of operational activities at an EOC as directed and in accordance with incident objectives. The Operations Section at the SEMS Field Response Level can include Branches, Divisions and/or Groups, Task Forces, Teams, Single Resources and Staging Areas. At the EOC levels, the Operations Section would contain Branches or Divisions as necessary because of span of control considerations.

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People with Access and Functional Needs: Refers to a broader and diverse groups of people, to include 'People with Disabilities', who directly benefit from physical, communication, and program access. This includes people who may or may not meet the definitions of civil rights laws or some of the 60 plus varied definitions of disability used by various government entities in the United States. Functional Needs include predictable and specific communication, transportation, health and safety and support needs all contributing to helping people maintain their health, independence and safety. [Source: Kailes, J. I. Understanding Access and Functional Needs: Definitions, 2017.]

People with Disabilities: Refers to a protected class; protected from discrimination as defined by federal civil rights laws such as the Americans with Disabilities Act and other state and federal civil rights protections that detail the right to equal participation to enjoy and use services. [Source: Kailes, J. I. Understanding Access and Functional Needs: Definitions, 2017.]

Planning & Intelligence Section: One of the five primary functions found at all SEMS levels. Responsible for the collection, evaluation, and dissemination of information related to the incident or an emergency, and for the preparation and documentation of Incident or EOC Action Plans. The section also collects, analyzes, maintains and displays information on the current and forecasted situation, and on the status of resources assigned to the incident. At the SEMS Field Response level, the Section will include the Situation, Resource, Documentation, and Demobilization Units, as well as technical specialists. Other units may be added at the EOC level.

Policy Group: The District Policy Group consists of the following positions or their designees: District CEO, General Counsel, Chief Administrative Officer/Vice President, Chief Operating Officer/Vice President, Chief of Harbor Police/Vice President, Chief Financial Officer/Treasurer/Vice President, Port Auditor and District Clerk. The District Policy Group serves during the response and recovery phases of a disaster assisting the DEM and/or CEO, with the overall strategic emergency management objectives and policy decisions during an emergency, as necessary. [Source: BPC Policy 777]

Port of San Diego: A designated strategic port in the United States, it spans five cities (San Diego, National District, Chula Vista, Imperial Beach, and Coronado) and abuts international border/waters serving as a major hub for tourism, transnational commerce, aquaculture and real estate industries as well as an extensive military presence.

Port Unified Command (PUC): Established when multiple command authorities are involved in an incident impacting the Port, it is comprised of officials who have jurisdictional authority or functional responsibility for the incident under an appropriate law, ordinance, or agreement. PUC allows for joint decision making that establishes common incident objectives, or management-by-objectives and a common operating picture.

Procurement: Obtaining goods, service agreements, public works contracts, and any other solicitation(s) necessary to support the District in an Emergency. [Source: BPC Policy 777]

Public Information Officer (PIO): A member of the Command Staff within the Management Section responsible for interfacing with the public and media or with other agencies requiring information directly from the incident. There is only one Public Information Officer per incident. The PIO may have assistants. This position is also referred to as Public Affairs or Information Officer in some disciplines. At SEMS EOC levels, the information function may be established as a Coordinator or as a section or branch reporting directly to the EOC Director.

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Region Emergency Operations Center (REOC): Facilities found at State OES Administrative Regions. REOCs are used to coordinate information and resources among operational areas and between the operational areas and the state level. The Southern Region REOC is located at Joint Training Base Los Alamitos.

Resilience Working Group (RWG): The RWG provides a forum for the diverse Port stakeholders to work together to de-conflict plans, develop 'whole port' processes, validate assumptions, assign roles and responsibilities, and continue to build and sustain relationships in efforts to ensure resiliency for the Port of San Diego, as a whole. The RWG is led by the District, and will be comprised of representatives from the District departments, District member cities, County/State/Federal Agencies; Military; Public/Private/Non-Profit sector; Academic and Community-based establishments; and other maritime and land-side port-related entities and organizations that may play roles in District resilience, and as may be required to address or inform specific core capabilities.

Safety Officer: A member of the Command Staff within the Management Section at the incident or within an EOC responsible for monitoring and assessing safety hazards or unsafe situations, and for developing measures for ensuring personnel safety. The Safety Officer may have assistants.

San Diego Unified Port District: The District is governed by a seven-member Board of Port Commissioners; one commissioner each is appointed by the Cities of Chula Vista, Coronado, Imperial Beach and National City, and three commissioners are appointed by the City of San Diego. Considered an independent district, the District is the Port Authority within San Diego Bay, with the responsibility to administer governance in the form of zoning compliance, real estate development, environmental regulation, public good enhancements, and suitable public safety of the seaport and tidelands of San Diego to include emergency management activities within its jurisdiction, through coordination with the County, member cities and all other port tenants. The District's Harbor Police Department also provides security for the San Diego International Airport which is situated on District property.

Special District: A unit of local government (other than a city or county) with authority or responsibility to own, operate or maintain a project (as defined in California Code of Regulations 2900(s) for purposes of natural disaster assistance. This may include a joint-powers authority established under section 6500 et seq. of the Code.

Standardized Emergency Management System (SEMS): A system required by California Government Code for managing response to multi-agency and multi-jurisdiction emergencies in California. SEMS consists of five organizational levels, which are activated as necessary: Field Response, Local Government, Operational Area, Region, and State.

State of Emergency: The duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the State of California, or the Governor's warning of such conditions, other than conditions resulting from a labor controversy or conditions causing a "state of war emergency," which, by reason of their magnitude, are or are likely to be beyond the control of the services, personnel, equipment, and facilities of any single county, city and county; or city and require the combined forces of a mutual aid region or regions to combat, or with respect to regulated energy utilities, a sudden and severe energy shortage requires extraordinary measures beyond the authority vested in the California Public Utilities Commission. [Source: BPC Policy 777]

State of Dire Emergency: A crippling disaster, mass destruction, terrorist act, or threatened terrorist activity that poses immediate and significant peril. [Source: BPC Policy 777]

State of War Emergency: The condition which exists immediately, whenever the State of California or the nation is attacked by an enemy of the United States, or upon receipt of a warning from the federal government indicating that such an enemy attack is probable or imminent. [Source: BPC Policy 777]

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State Operations Center (SOC): An EOC facility operated by the Governor’s Office of Emergency Services at the state level in SEMS. It is located at the former Mather AFB in Rancho Cordova.

Unavailable: Killed, missing or so seriously injured as to be unable to attend meetings and otherwise perform their duties. Any question as to whether a particular member is unavailable shall be settled by the Board, or any remaining available members of the Board, including standby officers who are serving on the Board.
 [Source: BPC Policy 777]

Whole Port: The “whole port” term reflects the larger Port of San Diego and all its stakeholders with a focus on inclusion, rather than exclusion. Therefore, the “whole port” term encompasses a wide range of stakeholders including, but not limited to District departments, District member cities, County/State/Federal Agencies; Military; Public/Private/Non-Profit sector; Academic and Community-based establishments; and other maritime and land-side port-related entities and organizations that may play roles in the Port.

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ATTACHMENT 2: HAZARDS OVERVIEW AND RISK ASSESSMENT

EXHIBIT 14: DISTRICT HAZARD AND RISK ASSESSMENT

Category	Threats	Risks
Human-Caused (Intentional/Adversarial Actor)	Improvised Explosive Device (Bomb)	Medium
	Armed Attack	Medium
	Vehicle/Vessel Attack	High
	Arson/Incendiary Attack	Medium
	IT Disruption	High
	Cyber-Terrorism	High
	CBRN	Medium
Natural	Fire Threat	Low
	Coastal Storm Erosion	Medium
	Tsunami	Medium
	Rain Induced Landslide/Flooding	Low
	Earthquake	Medium
Technological (System Failure/ Accidental)	Hazardous Material Release on Land	High
	Oil Spill/Hazardous Material Release on Water	High
	Tijuana Sewage Spill	High
	Dam Failure	Low
	Utility Interruption	Medium
Reputational	Labor-union Dispute	High
	Protest of Policy	Low
	Actions by District Staff	Low
	Tourist Targeted Crime	Medium

The District is currently engaged in an update to the Port Master Plan, scheduled for completion in 2019. A District Local Hazard Mitigation Plan (LHMP) is scheduled for completion in 2018-2019, and will be coordinated with the Port Master Plan. A Climate Action Plan to address potential Port impacts as a result of expected sea level rise is also in process.

The District developed this high-level hazard and risk assessment to support current emergency planning efforts, in and around the District, pending completion of the more detailed plans outlined above. This assessment may not reflect the District's true risk, and this Attachment will be superseded by the LHMP upon publishing.

The assessment is derived from the County of San Diego 2009-2010 County-wide Risk Assessment, the 2016 City of San Diego Threat and Hazard Identification and Risk Assessment (THIRA), the 2015 Economic Impacts of the San Diego Unified Port District Report, and the State of California 2050 Climate Change Report.

Top threats were assigned a risk rating in **Exhibit 14**, defined as:

- Low – Unlikely to happen
- Medium – Somewhat likely to happen
- High – Imminent, ongoing, or very likely to happen.

The specific threat categories, along with a brief analysis of the risks to the District associated with each threat is below.

Note: The maps and graphics provided in this section are for overview and orientation purposes. These images are extracted from 2010 County of San Diego Hazard Mitigation Maps, and the regional Geographic Information System (GIS) data source "SANGIS," which updates their datasets periodically. Higher resolution images can be made from the SANGIS data, and additional detailed hazard information and maps will be made available upon completion of the District's LHMP.

A-2.1 HUMAN-CAUSED

Human-caused threats result from intentional actions of an adversary. Attack methodologies have diversified since 9/11, and the Port is considered a prime target for terrorist or other adversarial activity because of its iconic profile as an economic and tourism center, and open access. The Port is assessed to be at Medium risk for improvised explosive device (IED) attacks, armed attacks, arson, and chemical, biological, radiological and nuclear (CBRN) attacks. The risks for Information technology (IT) disruptions and cyber-attacks were rated as High based on the volume of intrusion attempts tracked by the District's IT security systems.

A-2.2 NATURAL

The Port is vulnerable to several natural hazards. Due to its coastal access landslide, flooding, and fire threats are considered to have a lower probability of occurring, while coastal erosion, tsunamis, and earthquake are considered likely threats that could occur in the near to long-term. The Port, however, has many low-lying areas that are subject to repeated land-side flooding and present significant opportunities for hazard mitigation.

Liquefaction due to earthquakes can cause **ground acceleration in an earthquake**. Exhibits 15 and 16 show the liquefaction potential and likely ground acceleration. Despite the potential for liquefaction in the northeast portions of the Port, the ground acceleration is expected to be relatively low. Earthquake modeling and forecast mapping provides a Medium risk rating for the Port; however, given many unknowns as it relates to earthquakes this rating does not suggest the District should underestimate the potential for earthquake-related impacts.

EXHIBIT 15: PORT OF SAN DIEGO GROUND ACCELERATION POTENTIAL

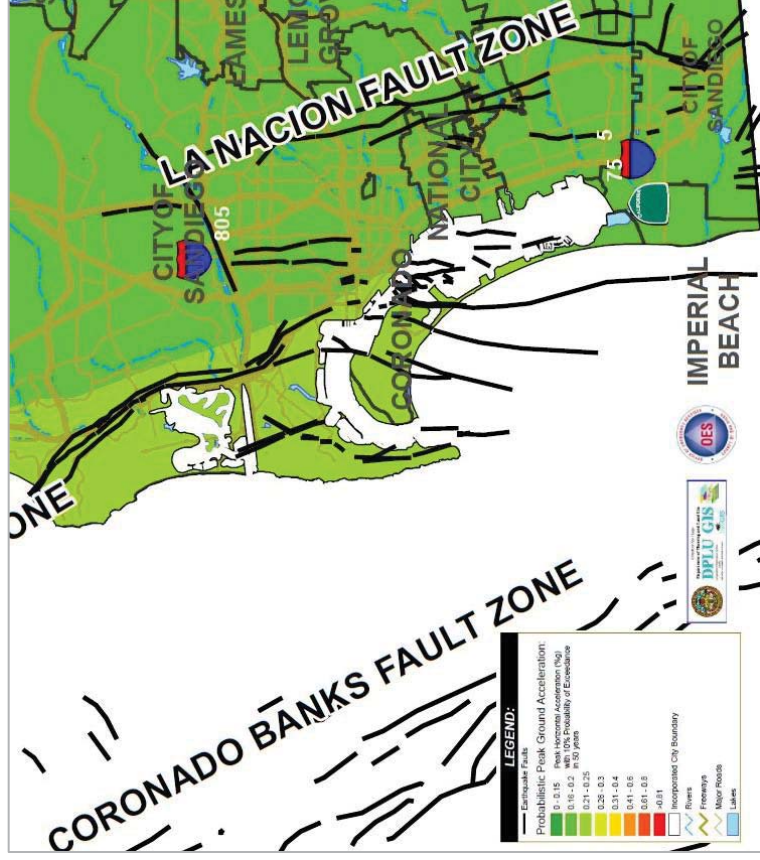


EXHIBIT 16: PORT OF SAN DIEGO LIQUEFACTION



Exhibit 17 shows the District's risks for landslides is relatively low. Exhibit 18 shows moderate (Medium) wildfire risk for the Port, except for parts of Chula Vista, Imperial Beach, and Coronado. The District does not consider wildfires to be an impending threat to overall operations, and therefore rates the risks of wildfires as LOW.

EXHIBIT 17: LANDSLIDE SUSCEPTIBILITY AROUND THE PORT OF SAN DIEGO

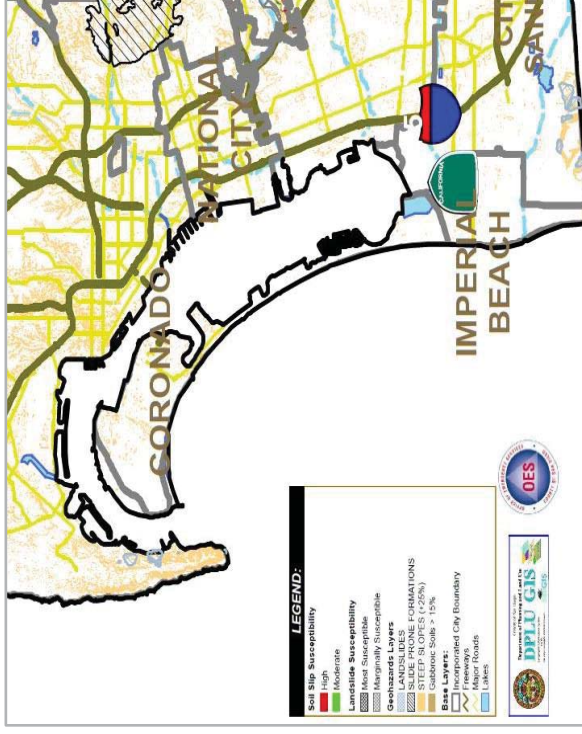


EXHIBIT 18: WILDFIRE HAZARD LEVEL AROUND THE PORT OF SAN DIEGO



EXHIBIT 19: PORT DISTRICT TSUNAMI RUN-UP PROJECTION

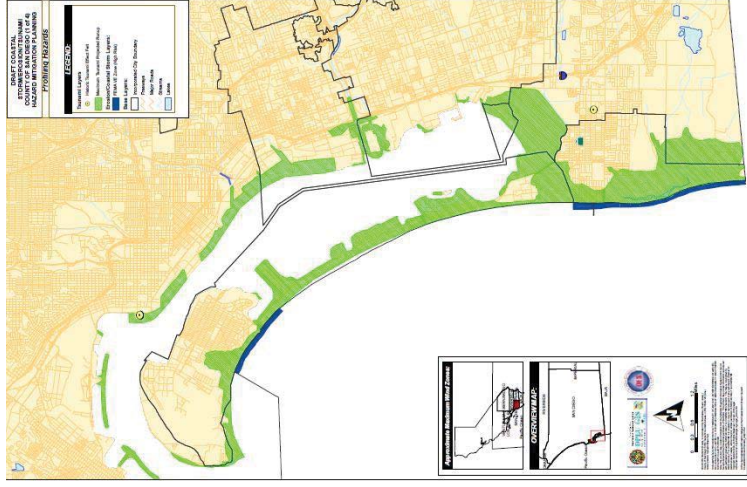


Exhibit 19 details the areas at risk from a potential tsunami. Based on available fault data from USGS, due to the angle of the coastal shoreline and the natural protection afforded by the bay, a majority of the Port is at limited risk of inundation from tsunamis. However, Exhibits 19, 20 and 21 illustrate that the western side of Coronado Island, facing exterior to the bay, the beach fronts of Imperial Beach, and the Shelter Island area just inside the mouth of San Diego Bay facing southwest are at risk to both tsunamis and coastal erosion.

Exhibit 20 and 21 detail some of the expected impact of climate change on coastal erosion to Coronado and Imperial Beach. The risk probability of erosion along these parts of the Port are considered Medium for their long-term probability. Natural flood damage risks to the Port are considered Low.

EXHIBIT 20: COASTAL EROSION AROUND CORONADO BEACH BY 2050



EXHIBIT 21: COASTAL EROSION AROUND IMPERIAL BEACH BY 2050

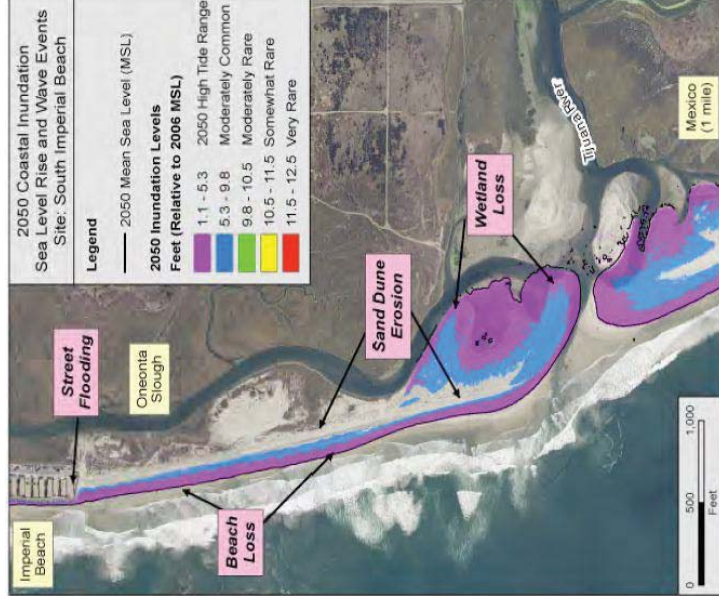


Exhibit 22 shows that parts of the Port lie in flood plains. The overall flood risk rating, however, is Low, as these areas also coincide with the location of natural estuaries and less developed areas of the Port.

EXHIBIT 22: FLOOD PLAINS LOCATED AROUND THE PORT OF SAN DIEGO



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A-2.3 TECHNOLOGICAL

Technological hazards are unintended events associated with failures in engineering, chemical spills, and human-caused accidents. Due to the amount of hazardous materials stored, handled, and moved throughout the Port, the risks for toxic chemical spills and CBRN accidents are considered High. Areas of potential plume impact in the event of a radiological incident also add to the high-risk rating (**Exhibit 23**). Water-based chemical threats, such as oil and sewage spills, to multiple natural areas along the District were identified as High risk based upon their potential economic impact.

Sewage spills originating from south of the international border in Tijuana have become a recent and ongoing occurrence resulting in beach closures and adverse impacts wild-life habitats. Sewage spills are historically more common during rainy months, but are increasing. From January to March 2017, several million gallons of untreated sewage poured into the Port's coastal waters when Tijuana rerouted its sewage drainage while upgrading their system. Customs and Border Patrol agents and Navy Seal teams training in the area became ill following a May 2017 spillage of approximately 338,000 gallons of sewage. Therefore, the threat and risk from sewage spills is considered High.

Threats from Dam inundation are considered Low, except for the southeast portion of Imperial Beach, where a portion is at risk from a dam located within Mexico (**Exhibit 24**). Overall dam inundation risk for the District remains Low.

EXHIBIT 24: INUNDATION AREAS FROM DAM FAILURES*

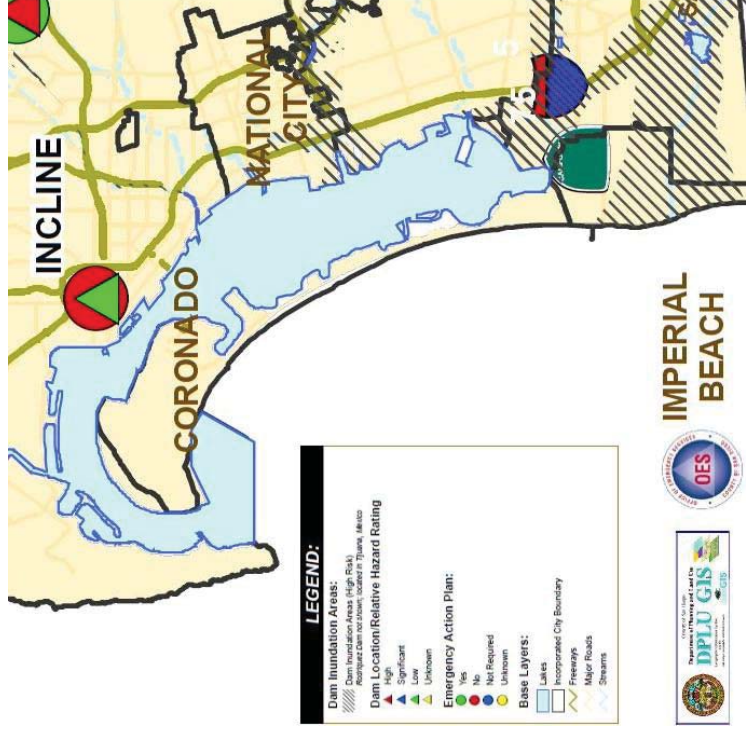
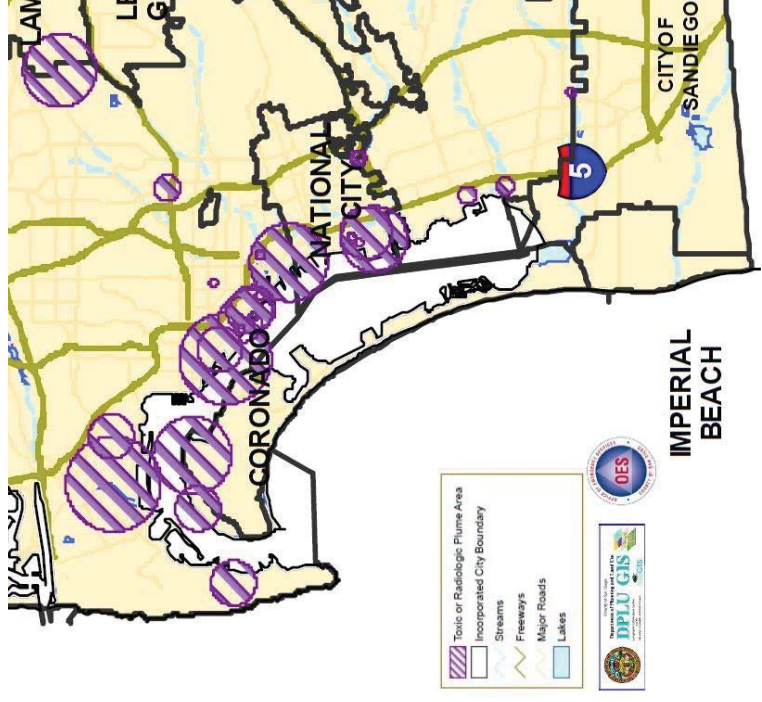


EXHIBIT 23: RADIOLOGICAL PLUME DISTRIBUTION (LIKELY SCENARIO)



A-2.4 REPUTATIONAL

The ability of the District to act is largely dependent upon the trust invested in the organization by the populations it serves. If the reputation, or trust in the District is disrupted, the District's ability to act is reduced, and their often economic consequences. The District may be exposed to reputational damage even when they have done little wrong. Conversely, the District's strong brand may mitigate impacts even when the District is at fault. Recently, reputational risks have increased as the impact of social media on the perceptions of businesses increases—a mishandled response to an incident or emergency may cause more damage due to reputational losses, than the incident itself. A joint study by Deloitte and Forbes of 300 primarily "C-suite" and board directors, found that reputation was considered the highest impact risk area to business strategy⁸.

Labor disputes, specifically International Longshore and Warehouse Union (ILWU) along the West coast, have potential for major economic disruption. In 2002, the ILWU was locked out of ports along the entire West coast of the United States. After ten days, President Bush forced the end of the lockout through the Taft-Hartley Act invoking a national emergency. The economic impact resulted in billions of dollars lost nationally as "just-in-time" warehousing supplies were depleted, and numerous national-level industrial production lines were disrupted. The 2002 ten-day shutdown required ten weeks to clear the back log of goods stranded in ports.⁹ Contracts with individual ILWU related ports are typically renegotiated every 3 to 6 years. The potential for labor disputes is ongoing and likely to occur again, thus the impact on the port and the likelihood of another dispute warrants a High risk level.

Protests occurring within the boundaries of the Port may happen for reasons that have nothing to do with District policies, but they also may be in response to actual or perceived environmental impacts of the Port's expansion. Protest may stem from either primary or secondary District stakeholders. Data from environmental activism aimed at U.S. companies from 2004 to 2008 shows that activism by primary or secondary stakeholders did not have a direct impact on financial performance. Although protests may create long-term reputational damage, they will likely not directly influence a company's (or the District's) financial performance. Therefore, the risk level for protests of District policies is Low.

Behavior by District staff as it affects the District's reputation is likely to impact the overall Port reputation if the behavior is found to be considered part of larger cultural problem that is revealed from several impacted individuals. Examples of current national trends are biased police behavior, or work environments that foster and promote unsafe work conditions or attitudes towards a particular subgroup(s) because of their sex, race, religion, or sexual orientation. The District promotes tolerance and actively promotes excellence, respect for diversity and tolerance at every level of the District. Therefore, the assessed risk of staff behavior negatively impacting the Port's reputation is Low.

⁸ 'Reputation and its Risks', Eccles, Newquist, Schatz, Harvard Business Review 2007. <https://hbr.org/2007/02/reputation-and-its-risks>

⁹ "Times Runs Short to Avert Longshoremen Strike", Caruso, Mayerowitz, Associated Press 2012. <http://www.sandiegouniontribune.com/sdut-time-runs-short-to-avert-longshoremens-strike-2012dec27-story.html>

ATTACHMENT 3: MUTUAL AID

The foundation of California's emergency planning and response is a statewide mutual aid system, designed to ensure that adequate resources, facilities, and other support services are provided to jurisdictions whenever their own resource capabilities are exceeded or overwhelmed during any incident.

The basis for the system is the California Disaster and Civil Defense Master Mutual Aid Agreement, as provided for in the California Emergency Services Act. The Civil Defense Master Mutual Aid Agreement was developed in 1950 and adopted by California's incorporated cities and by all 58 counties. It created a formal structure, in which each jurisdiction retains control of its own personnel and facilities, but can give and receive help whenever it is needed. State government, on the other hand, is obligated to provide available resources to assist local jurisdictions in emergencies. SEMS includes mutual aid as an essential element in responding to disasters and emergencies.

Through this system, each local jurisdiction relies first on its own resources, then calls for assistance:

- District to District or District to City(s)
- District to County,
- County to County, and
- County to the Regional office of the California Office of Emergency Services (Cal OES), which relays unmet requests to the State.

To facilitate the coordination and flow of mutual aid, the state has been divided into six (6) Cal OES Mutual Aid Regions, and three (3) Administrative Regions. Through this mutual aid system, Cal OES can receive a constant flow of information from every geographic and organizational area of the state. This includes direct notification from a state agency or department, or from a local government official that a disaster exists or is imminent. In some cases, it also includes information that makes it possible to anticipate an emergency and mitigate its effects by accelerated preparations, or perhaps prevent an incident from developing to disaster proportions.

To further facilitate the mutual aid process, particularly during day-to-day emergencies involving public safety agencies, Fire and Rescue, and Law Enforcement Coordinators have been selected and function at the Operational Area (countywide), Mutual Aid Region (two or more counties), and at the state level. It is expected that during a catastrophic event, such as an earthquake, Coordinators will be assigned at all levels for other essential services (i.e., Medical, Care and Shelter, Rescue).

A-3.1 DISTRICT MUTUAL AID REGIONS

The District is located within OES Mutual Aid Region VI, and the OES Southern Administrative Region. The Southern Administrative Region contains two of the six Mutual Aid Regions, which are managed through the Cal OES Southern Regional Operations Center (REOC) (See **Exhibit 26**). The primary mission of the Southern Region's emergency management organization is to support Operational Area response and recovery operations and to coordinate non-law and non-fire Mutual Aid Regional response and recovery operations through the REOC).

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The following Mutual Aid Region designations apply to District:

- OES Mutual Aid Region VI
- Law Enforcement Mutual Aid Region VI, which encompasses Mono, Inyo, San Bernardino, Riverside, and Imperial Counties.
- Fire and Rescue Division Mutual Aid Region VI, which includes Mono, Inyo, San Bernardino, Riverside, and Imperial Counties.

A-3.2 RESPONSIBILITIES

There responsibilities are inherent to each organizational level and/or component of the statewide Mutual Aid system. This section describes those responsibilities in general, but does not anticipate all possible responsibilities that may arise for a given entity during a specific response.

A-3.2.1 LOCAL JURISDICTIONS (THE DISTRICT)

Local jurisdictions, inclusive of the District, are responsible for:

- Developing and maintaining current emergency plans that are:
 - Compatible with the California Master Mutual Aid Agreement and the plans of neighboring jurisdictions
 - Designed to apply local resources to the emergency requirements of the immediate community or its neighbors.
- Maintaining liaison with the appropriate Cal OES Mutual Aid Region Office and neighboring jurisdictions.
- Identifying Multi-purpose Staging Areas (MSA) to provide rally points for incoming mutual aid and/or a staging area for support and recovery activities.
- Responding to requests for mutual aid.
- Dispatching situation reports to the appropriate Operational Area (OA) Coordinator and/or Cal OES Mutual Aid Region as the emergency develops and as changes in the emergency dictate.
- Requesting assistance from neighboring jurisdictions, and/or the OA, as necessary and feasible.
- Receiving and employing resources as may be provided by neighboring jurisdictions, state, federal, and private agencies.
- Carrying out emergency regulations issued by the Governor.

A-3.2.2 SAN DIEGO COUNTY OPERATIONAL AREA

The OA is responsible for:

- Coordinating intra-county mutual aid.
- Maintaining liaison with the appropriate Cal OES Mutual Aid Region Coordinator, the local jurisdictions within the county, and neighboring jurisdictions.
- Identifying MSAs to provide rally points for incoming mutual aid and/or staging areas for support and recovery activities.
- Channeling local mutual aid requests which cannot be satisfied from within the county to the appropriate Cal OES Mutual Aid Region Coordinator.
- Dispatching reports to the appropriate OES Mutual Aid Region Coordinator as the emergency develops and as changes in the emergency dictate.
- Receiving and employing resources provided by other counties, state, federal, and private agencies.
- Carrying out emergency regulations issued by the Governor.

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A-3.2.3 CAL OES MUTUAL AID REGION

Cal OES Mutual Aid Region is responsible for:

- Coordinating inter-county mutual aid.
- Maintaining liaison with appropriate state, federal, and local emergency response agencies located within the Region.
- Providing planning guidance and assistance to local jurisdictions.
- Responding to mutual aid requests submitted by jurisdictions and/or Operational Area Coordinators.
- Receiving, evaluating, and disseminating information on emergency operations.
- Providing the State Director, OES, with situation reports and, as appropriate, recommending courses of action.

A-3.2.4 CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES

Cal OES is responsible for:

- Performing executive functions assigned by the Governor.
- Coordinating the extraordinary emergency activities of all state agencies.
- Receiving, evaluating, and disseminating information on emergency operations.
- Preparing emergency proclamations and orders for the Governor and disseminating to all concerned.
- Receiving, processing, evaluating, and acting on requests for mutual aid.
- Coordinating the application of state mutual aid resources and services.
- Receiving, processing, and transmitting requests for federal assistance.
- Directing the receipt, allocation, and integration of resources supplied by federal agencies and/or other states.
- Maintaining liaison with appropriate state, federal, and private agencies.
- Coordinating emergency operations with bordering states.

A-3.2.5 OTHER STATE AGENCIES

Other State Agencies may provide mutual aid assistance to local jurisdictions based on capabilities and available resources.

A-3.2.6 INTERSTATE

The Emergency Management Assistance Compact (EMAC) defines the interstate mutual aid system. EMAC is a congressionally ratified mutual aid compact that legally establishes a national system to facilitate resource flow across state lines during an emergency or disaster. In 1996, EMAC was ratified as Public Law 104-321, making EMAC the first national disaster compact to be ratified by Congress since the Civil Defense Act of 1950. Through EMAC (which is administered through the National Emergency Management Association [NEMA]), assistance can be offered during governor-declared states of emergency through a system that allows states to send personnel, equipment, services, and commodities to help disaster relief efforts in other states. EMAC covers all hazards, and may also be used to support special events—so long as they are governor-declared emergencies by the requesting State.

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Exhibit 25 provides a general diagram of how the mutual aid system works inclusive of coordination and information flow.

A-3.3 POLICIES AND PROCEDURES

A-3.3.1 DISTRICT-SPECIFIC POLICIES AND PROCEDURES

The District requests all mutual aid through the San Diego County OA EOC, exclusive of day-to-day law enforcement mutual aid or existing Agreements with each District member city to provide emergency-related services (See Section 10 – References and Authorities). The San Diego County OA then requests law, public works, emergency managers or other mutual aid through its regular channels.

If mutual aid is not available due to a lack of communications capability, lack of an existing system or the District has been so devastated that managers are not sure of what steps to take, a request for OA support will be made to the OA.

- The OA will inform the District (as the requesting agency) of the status of the request and also provide updated information to the EOC in a periodic Situation Report.
- Existing mutual aid agreements and financial protocols will be followed.

A-3.3.2 GENERAL MUTUAL AID SYSTEM POLICIES AND PROCEDURES

- Mutual aid resources will be provided and utilized in accordance with the California Master Mutual Aid Agreement and supporting separate agreements.
- During a proclaimed emergency, inter-jurisdictional mutual aid will be coordinated at the appropriate Operational Area or Mutual Aid Regional level whenever the available resources are:
 - Subject to state or federal control
 - Subject to military control
 - Located outside the requesting jurisdiction
 - Allocated on a priority basis
- Due to the variety of radio communications systems, local agencies should coordinate, where possible, with incoming mutual aid forces to provide an interoperable communications plan.
- Requests for and coordination of mutual aid support will normally be accomplished through established channels (cities to OAs, to Mutual Aid Regions, to State). Requests should include, as applicable:
 - Number of personnel needed
 - Type and amount of equipment
 - Reporting time and location
- Authority to whom they are to report
- Access routes
- Estimated duration of operations

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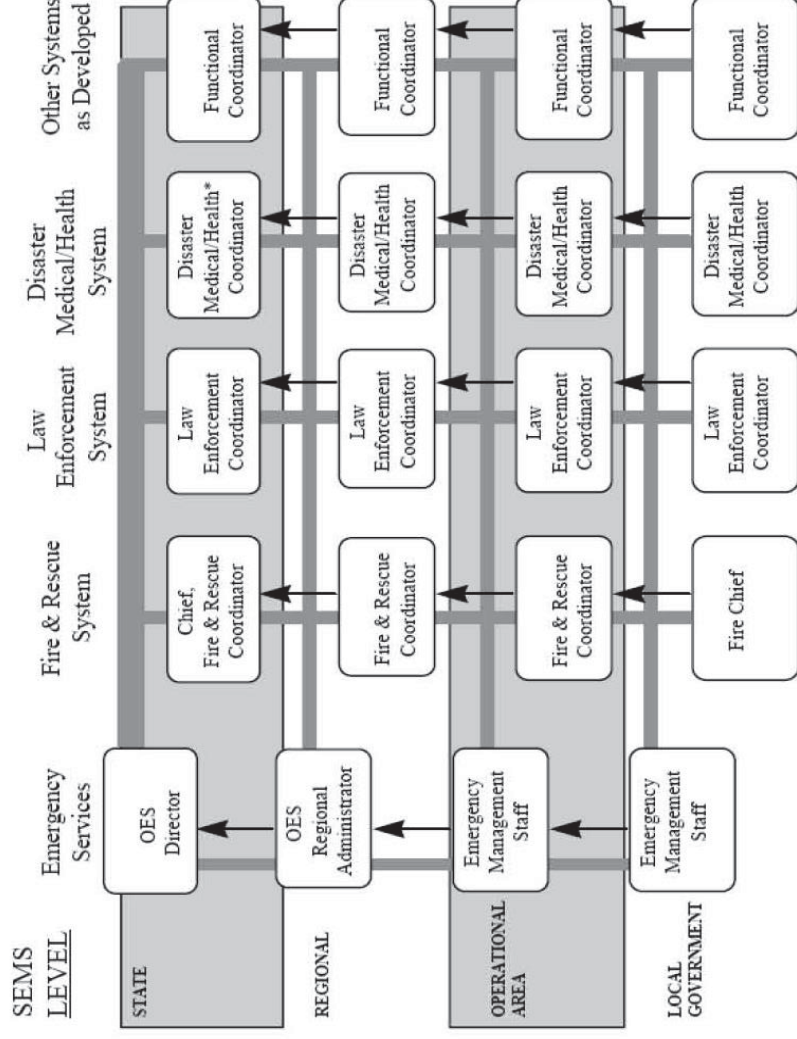
A-3.4 REFERENCES

Mutual aid assistance may be provided under one or more of the following authorities:

- State of California Fire and Rescue Emergency Plan
- State of California Law Enforcement Mutual Aid Plan
- Local Mutual Aid Agreements
- Federal Disaster Relief Act of 1974. (Public Law 93_288) (Provides federal support to state and local disaster activities.)
- State of California Emergency Management Mutual Aid Plan
- Emergency Management Assistance Compact, 1996 (Public Law 104-321)

A-3.4.1 MUTUAL AID DIAGRAMS AND MAPS

EXHIBIT 25: MUTUAL AID CHANNELS



* Includes Mental Health Mutual Aid System



ATTACHMENT 4: RESILIENCE WORKING GROUP

Port of San Diego Resilience Working Group

The Resilience Working Group (RWG) provides a forum for the diverse Port stakeholders to work together to de-conflict plans, develop 'whole port' processes, validate assumptions, assign roles and responsibilities, and continue to build and sustain relationships in efforts to ensure resiliency for the Port of San Diego. The RWG is led by the District, and will be comprised of representatives from District departments, District member cities, County/State/Federal Agencies; Military; Private businesses and entities; Non-Profit/Academic/Community-based establishments; and other maritime and land-side port-related entities and organizations that may play roles in District resilience, and as may be required to address or inform specific core capabilities.

To help achieve this, and based on recommendations made during a port-wide recovery-based tabletop exercise conducted in March 2017, the District will establish a unified Resilience Working Group ([RWG] or provide support for its equivalent) to address response and recovery issues related to the Port of San Diego. RWG members will work together to de-conflict plans, validate assumptions, assign roles and responsibilities, and build relationships between and among agencies, organizations and others to ensure a more successful response and ability to recover from an incident affecting the Port. To address gap areas, the RWG will form sub-working groups or committees to allow for concerted focus and inclusion, as appropriate, of other individuals or groups specific to the task at hand.

Initially proposed members of the RWG include the following agencies and organizations:

- San Diego Unified Port District (Lead Agency)
 - Emergency Management
 - Representatives from all major departments
- District Member cities
 - Chula Vista, Coronado, Imperial Beach, National City, San Diego
- Private sector
 - Port Tenants Association (PTA)/Other umbrella representative
 - Other major/key private stakeholders inclusive of landside and maritime stakeholders (i.e., hotels, shipbuilders, tourism/convention, pilots, ferry, etc.)
- Pacific Maritime Association (represents organized labor)
- County OES
- California (CA) State Agencies
 - CalOES
 - CA Fish & Wildlife (CDFW)
 - California Environmental Protection Agency (Cal EPA)
- California Department of Transportation (CalTrans)
 - Regional Water Quality Control Board (RWQCB)
- USCG
- U.S. Navy (USN)
 - Navy Region Southwest
 - 3rd Fleet
- Environmental groups/agencies
 - Scripps
 - Sea World
 - Coast Keeper
- Other Federal Agencies
 - U.S. Army Corps of Engineers (USACE)
 - U.S. Customs and Border Patrol (CBP)
 - Occupational Safety and Health Administration (OSHA)
 - National Oceanic and Atmospheric Association (NOAA)/National Weather Service (NWS)

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- Critical Infrastructure Suppliers
 - San Diego Gas and Electric Company (SDG&E) (Power)
 - Jankovich (Oil/Fuel Pipeline)
 - Rail (Burlington Northern Santa Fe (BNSF), others)
 - Others as needed/identified
- As needed:
 - San Diego County Regional Airport Authority (SDCRAA)

- United States Marine Corps (USMC) Marine Corps Installation (MCI) West
- U.S. Army 834th Transportation Battalion
- Access and functional needs advocacy and support organizations
- Community and faith-based organizations



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ATTACHMENT 5: PLAN OVERVIEWS

The following plans represent some of the primary multi-agency, emergency management-related plans that apply to the Port of San Diego, and which have influence on the District's emergency management organization.

A.5-1 SAN DIEGO AREA MARITIME SECURITY PLAN

The Area Maritime Security Plan (AMSP) is primarily a communication and coordination document. The plan provides a framework of deterrence, protection, security response and recovery strategies and procedures for Transportation Security Incidents (TSI) and threats thereof and for other maritime security needs, to heighten the level of security in the port and coastal waterways.

The AMSP includes the following core elements:

- Details of operational and physical measures that must be in place at all MARSEC Levels
- Expected timeframes for responding to security threats and changes of MARSEC Levels
- Communication procedures
- Measures to ensure the security of vessels, facilities, and operations that are not covered by other security requirements
- Measures to ensure the security of the information in the AMS Plan
- Periodic review, audit, and updating procedures
- Procedures for reporting security incidents
- The jurisdiction of Federal, State, Indian Tribal and local government entities over area security related matters
- Identification of any facility otherwise subject to part 105 of this subchapter that the Captain of the Port (COTP) has designated as a public access facility within the area, the security measures that must be implemented at the various MARSEC Levels, and who is responsible for implementing those measures.

A.5-2 SAN DIEGO AREA CONTINGENCY PLAN

(May 2015)

The San Diego Area Contingency Plan (ACP) is primarily a reference document prepared for the use of all agencies engaged in responding to environmental emergencies within a defined geographic area. The San Diego ACP is structured to supplement the Region 9 Regional Contingency Plan and includes Sector San Diego specific information and guidance. These products of contingency planning are intended for use by Local, Tribal, State, and Federal emergency response personnel as a tool for obtaining resources to respond to an oil or hazardous materials incident. These outline the response mechanisms that would be activated among the various levels of the response community in the event of an emergency situation to ensure that all responders have access to essential area-specific information and promote inter-agency coordination to improve the effectiveness of responses.

Helpfully, within Section 9000, the Plan includes Unified Command/Emergency Operations Center (EOC) section checklists; notification processes, and a listing of agencies and organizations from the public, private, nonprofit and academic sectors that may be activated to support an oil or other hazardous materials response. Phone numbers and contact details are provided in a format that allows for ease of reference and fast referral.

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The San Diego ACP includes the following elements:

- Authority, involved agencies and geographical boundaries
- Command organization and guidance
- Operational organization and guidance pertaining to pertinent plans, policies and procedures
- Planning organization, documentation and guidance
- Logistical organization and guidance
- Financial and Administrative organization and guidance
- Hazardous Material Planning
- Marine firefighting, salvage and places of refuge
- Area planning documentation to support response and situational awareness
- Sensitive site summary

The plan is available publicly on the State of California Department of Fish and Wildlife, Office of Spill Prevention and Response.

A.5-3 STRATEGIC RISK MANAGEMENT PLAN AND TRADE RESUMPTION/RESILIENCY PLAN

(June 2009)

The Port-Area Strategic Risk Management Plan (SRMP) and Trade Resumption/Resiliency Plan (TRRP) provides a risk management framework through which the COTP and the Area Maritime Security Committee (AMSC) can identify and mitigate strategic risk to the San Diego maritime domain's key strategic functions. The framework makes recommendations to strengthen the resiliency of the San Diego maritime domain, and ensure timely resumption of trade.

The plan includes the following elements:

- Identification of key strategic maritime functions in the San Diego Area of Operation
- Risk assessment for each strategic maritime function
- Identification of high-risk facilities
- Identification of existing security gaps
- Identification of existing resiliency gaps
- Recommended initiatives to address existing gaps
- A matrix to aid in evaluating each initiative based on risk-reduction, feasibility, and affordability
- Summary and plan implementation

A.5-4 PORT OF SAN DIEGO MARITIME EMERGENCY RESTORATION PLAN

(January 2016)

The Port of San Diego Maritime Emergency Restoration Plan outlines coordinated local, state, federal, and private sector activities that support efficient and timely port reopening to restore military and commercial maritime movement within the Port of San Diego. This plan occupies the space where immediate response (life/safety) transitions to sustained response and short-term recovery. It consolidates processes and procedures for consequence management that supports reopening of the port after an incident that physically impacts maritime traffic. The plan clarifies the roles and responsibilities of maritime stakeholders, establishing clear lines of authority to eliminate overlap and duplication of effort. Reopening after a purely regulatory closure is managed through other existing plans, orders and processes.

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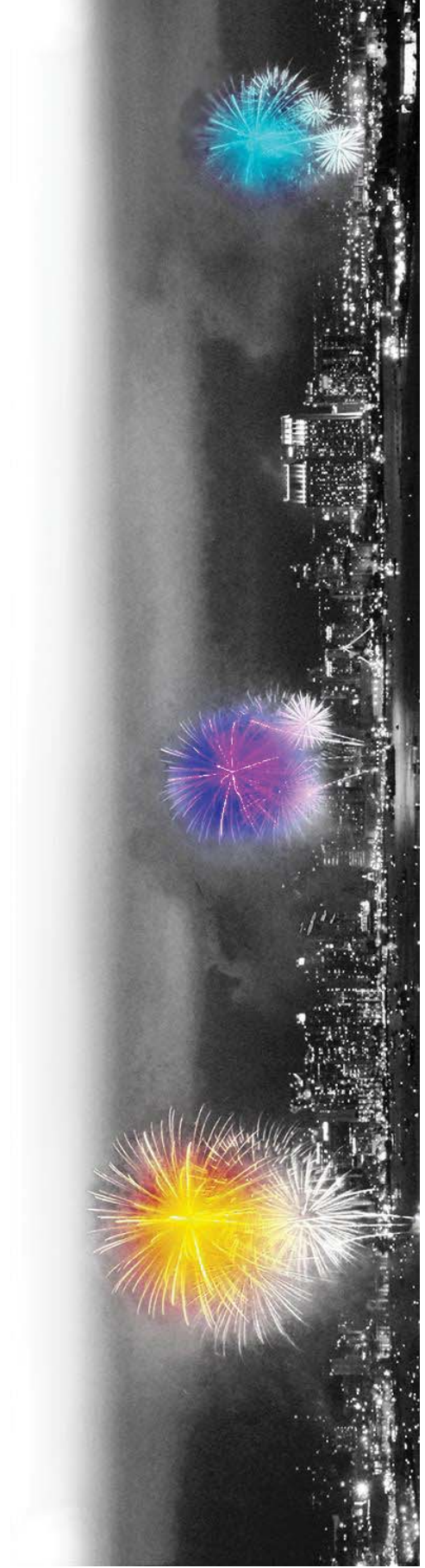
ATTACHMENT 6: DISTRICT EMERGENCY MANAGEMENT POLICIES

The following policies and resolutions related to the District's emergency management program are attached herein:

- The District's governance and authority related to emergency management is established by Board of Port Commissioners (BPC) Resolution 2017-053 adopting BPC Policy No. 777 – Emergency Management and Disasters, and BPC Policy 777.
- The EOP was approved by matter of Resolution _____ on _____.

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(12)

BPC Policy No. 777

SUBJECT: EMERGENCY MANAGEMENT

PURPOSE: To provide for the preparation and carrying out of plans for the protection of persons and property within the San Diego Unified Port District (District) in the event of an Emergency.

This policy sets forth the District's emergency organization, and the coordination of the emergency functions of the District with all other public agencies, corporations, organizations and affected private persons.

POLICY STATEMENT:

Definitions:

"Emergency" means the actual or threatened existence of conditions of disaster or peril to the health and safety of persons and/or property within the District including, but not limited to, those caused by such conditions or hazards as fire, flood, storm, tsunami, earthquake, epidemic, pandemic, hurricane, tornado, civil disturbance, significant technology or infrastructure disruption, act of terrorism, hazardous material spill, effect(s) of climate change or other conditions, including conditions resulting from war or imminent threat of war, or labor controversy.

"Local Emergency" means the duly proclaimed existence of such conditions that are, or are likely to be, beyond the control of the services, personnel, equipment, and facilities of the District, and which may require the supplemental efforts and available resources of other local government entities, the state and/or federal government, and/or disaster relief organizations to help alleviate the damage, loss, hardship, or suffering caused thereby.

"State of war emergency" means the condition which exists immediately, whenever the State of California or the nation is attacked by an enemy of the United States, or upon receipt of a warning from the federal government indicating that such an enemy attack is probable or imminent.

"State of emergency" means the duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the State of California, or the Governor's warning of such conditions, other than conditions resulting from a labor controversy or conditions causing a "state of war emergency," which, by reason

of their magnitude, are or are likely to be beyond the control of the services, personnel, equipment, and facilities of any single county, city and county, or city and require the combined forces of a mutual aid region or regions to combat, or with respect to regulated energy utilities, a sudden and severe energy shortage requires extraordinary measures beyond the authority vested in the California Public Utilities Commission.

"Dire Emergency" means a crippling disaster, mass destruction, terrorist act, or threatened terrorist activity that poses immediate and significant peril.

Unless otherwise stated the above definitions are collectively referred to as "Emergency" in this policy.

"Unavailable" means killed, missing or so seriously injured as to be unable to attend meetings and otherwise perform their duties. Any question as to whether a particular member is unavailable shall be settled by the Board, or any remaining available members of the Board, including standby officers who are serving on the Board.

"Procurement" includes goods, service agreements, public works contracts, and any other solicitation(s) necessary to support the District in an Emergency.

1. Adoption of the Standardized Emergency Management System and the National Incident Management System

The District will participate in the County of San Diego Operational Area disaster response and recovery organization. As part of that participation, the District shall use the California Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS), as may be amended. The framework of these systems includes use of the incident command system (ICS), multi-agency or interagency coordination, participation in the master mutual aid agreement and systems of the State of California, and the Operational Area concept.

2. Emergency Management Organization (EMO)

The EMO shall constitute the operational forces deemed necessary to meet the conditions of an emergency. All officers and employees of the District, together with those credentialed, or otherwise qualified, volunteer forces enrolled to aid them during an emergency, and all groups, organizations and persons who may by agreement or operation of law, including persons pressed into service under the provisions of this title, be charged with duties incident to the protection of life and property in the District during such emergency, shall constitute the EMO.

3. Authorities

During an Emergency, the District Chief Executive Officer (CEO) shall have the authority to implement the provisions of this policy and direct the Director of Emergency Management (DEM) to respond to the emergency. If the CEO is Unavailable, the following District personnel are empowered to assume the CEO's authority over the Emergency. The District CEO shall automatically be succeeded by the following officials in the order named until the CEO is no longer unavailable:

- (1) Chief Administrative Officer/Vice President
- (2) Chief Operating Officer/Vice President
- (3) Chief of Harbor Police/Vice President
- (4) Chief Financial Officer/Treasurer/Vice President
- (5) Chief Marketing Officer/Vice President
- (6) Real Estate Development/Assistant Vice President

4. Director of Emergency Management

The District's Homeland Security Program Manager, or the equivalent District position title, serves as the District's DEM, and is responsible for leading and managing the District's emergency management program at the direction of the CEO.

The DEM shall, prior to the existence of an Emergency do the following:

- A. Coordinate all District activities as it relates to emergency preparedness, mitigation, prevention, response and recovery.
- B. Develop, coordinate and maintain necessary Emergency plans for the District to include the District's Emergency Operations Plan (EOP) and Continuity of Operations Plan (COOP); and other plans as may be needed to support Emergency operations and recovery.
- C. Interact and coordinate with appropriate public and private entities regarding emergency planning;
- D. Develop, coordinate and/or support Emergency training programs and exercises as may be required or necessary at the discretion of the DEM.
- E. Coordinate planning and training with County, State, Local Agencies, District Member Cities, Federal, military, business and industry, disaster relief organizations and other organizations and entities.
- F. Ensure that people with disabilities and others with access and functional needs are integrated into the District's Emergency plans and standard operating procedures.
- G. Work with and advise the Real Estate Department and the Office of the General Counsel, and others as required, to ensure necessary and appropriate language is included in leases and other agreements or understandings to ensure the District's ability to respond to and effectively recover from

- any Emergency.
- H. Assist in the development and coordination of an emergency public information program in conjunction with the District Public Information Officer (PIO), other District departments, and others as necessary;
- I. In coordination with the CEO make recommendations to the Board, as necessary.
- J. Advise and recommend to the CEO matters of policy for consideration by the Board insofar as they relate to Emergencies.
- K. At the direction of the CEO, manage the District's EMO during an Emergency to effectively guide the response and advise the CEO pursuant to the EOP.
- L. Serve as the Director of the Emergency Operations Center (EOC) when activated.

5. Activation of the Emergency Management Organization and the District Emergency Operations Plan

Upon receipt of warning of impending or threatened Emergency, or in the event of an actual Emergency, or upon the proclamation of a Local Emergency, the EMO shall be immediately activated on a scalable level and all or such portions of its organization or personnel shall be called into service as the CEO or the DEM or their designee(s), or in the event of their Unavailability, their successors may direct. EMO activities will be consistent with the SEMS and NIMS. Roles and responsibilities of the EMO shall be defined in the EOP.

The DEM shall be responsible for the development and maintenance of the EOP, supported by an EOP development team comprised of representatives from District departments. The EOP shall provide for the effective mobilization of all of the resources of the District, both public and private, to meet any condition constituting an Emergency, and shall provide for the organization, powers and duties, services and staff of the EMO. The EOP shall comply with all of the requirements and components of the SEMS for the State of California and the Federal NIMS. The EOP shall take effect upon adoption of the plan by resolution of the Board of Port Commissioners (Board). The Board shall review the District's Basic Plan, at a minimum, every three (3) years. The approved Basic Plan will be publically available.

Supplemental Annexes to the EOP which may provide additional operational or scenario-specific information will be developed, reviewed and revised as necessary by the EOP development team at a minimum of once per year. For operational security purposes all Annexes are sensitive information to be disseminated on an as-required basis and will be classified as appropriate depending upon the level of sensitivity of the individual Annex.

6. Emergency Proclamations

The CEO, or their designated successor, may request that the Board proclaim the existence of a "Local Emergency" if the Board is in session, or to issue such proclamation if the Board is not in session. In the event the CEO or their designated successor is Unavailable, the DEM may issue such proclamation. If the CEO or the DEM orders any action, the Board shall initially review the emergency action not later than seven (7) days after the action. The Board shall review the need for continuing the Local Emergency at least every thirty (30) days until the Board terminates the Local Emergency. The Board shall proclaim the termination of such Local Emergency at the earliest possible date. Upon the declaration of termination of the Local Emergency by the Board such rules, regulations, orders and directives shall terminate and be of no further force or effect unless otherwise directed by the Board.

If the District proclaims a Local Emergency as defined by this Policy, to further the objectives of SEMS, the CEO, their designee, or the DEM shall formally notify the San Diego County Operational Area (San Diego County Office of Emergency Services – County OES) of the Local Emergency and request County OES assess availability of regional resources to be brought to bear to address the emergency and/or proclaim a Local Emergency to the State on behalf of the District.

Additionally, given the State's requirement that proclamations of Local Emergencies be made to the State within ten (10) days of the incident, the District shall make the formal Local Emergency notification to County OES in fewer than ten (10) days from the time of the incident.

To further the objectives of SEMS, the CEO, their designee, or the DEM shall notify the San Diego County Operational Area (San Diego County Office of Emergency Services) of the Proclamation declaring, continuing and terminating the Emergency.

7. Emergency Meetings

Pursuant to California Government Code Section 54956.5, in the case of an Emergency the Board may hold a meeting without providing 24-hour notice or 24-hour posting or without providing either the notice or posting requirements. However, each local newspaper of general circulation and radio or television station that has requested notice of special meeting shall be notified by the presiding officer of the Board, or designee, one hour prior to the meeting, or in the case of a Dire Emergency, at or near the time that the presiding officer or designee notifies the members of the Board. The notice shall be given by telephone and all telephone numbers provided in the most recent request of a newspaper or station for notification of special meetings shall be exhausted. In the event that telephone services are not

functioning, the notice shall be deemed waived, and the Board or designee shall notify those newspapers, radio stations, or television stations of the fact of the holding of the meeting, the purpose of the meeting, and any action taken at the meeting as soon after the meeting as possible.

Pursuant to California Government Code Section 54957, the Board may meet in closed session with the Governor, Attorney General, district attorney, the District's counsel, sheriff, or chief of police, or their respective deputies, or a security consultant or a security operations manager such as the District's DEM, on matters posing a threat to security of public buildings, a threat to the security of essential public services, including water, drinking water, wastewater treatment, natural gas service, and electric service, or a threat to the public's right of access to public services or public facilities.

As a State entity, the CEO or their designee, may request the Governor to proclaim a "State of Emergency" when, in the opinion of the CEO, or their designated successor,

the locally and regionally available resources are inadequate to cope with the emergency and the San Diego County Operational Area or Regional Emergency Operations Center are unable to make the request. Such proclamations shall be made and submitted to the State of California not more than ten (10) days following the occurrence of the Emergency in order to be eligible for reimbursement. In accordance with SEMS, ideally this submittal will be submitted through the San Diego County Operational Area for onward submittal to the Region and the State of California.

8. Emergency Powers and Duties

The CEO, or the CEO's designee [such as the DEM], or in the event of their unavailability, their successors are empowered to:

- A. Request the Board to proclaim the existence of a Local Emergency."
- B. Control and direct the effort of the EMO.
- C. Direct and coordinate the services and staff of the EMO, and resolve questions of authority and responsibility.
- D. Represent the District in all interactions with public or private agencies at the local, state and federal levels on matters pertaining to the Emergency.
- E. Make and issue rules and regulations on matters related to the protection of life and property during the Emergency; provided, however, such rules and regulations must be confirmed at the earliest practicable time by the Board.

- F. Procure or otherwise obtain the use of vital supplies, equipment, and properties as required for the protection of life and property, and, if required immediately, to commandeer the same for public use as allowed by law.
- G. Require emergency services of any District officer or employee and to command the aid of as many citizens of this community as allowed by law; such persons shall be entitled to all privileges, benefits and immunities as are provided by state law for registered disaster service workers.
- H. Requisition necessary personnel or material of any District department or agency.
- I. Execute the ordinary power as CEO, all of the special powers conferred upon the CEO by this Policy, or by resolution or emergency plan, all powers conferred upon the CEO by any statute, by any agreement approved by the Board, and by any other lawful authority.
- J. Coordinate with State of California and Federal authorities on the response to and recovery from an Emergency in the event of a major disaster declaration at the State and/or Federal level, or at any other such time as may be required to ensure the interests of the District are represented.

9. Emergency Expenditures

In order to qualify for maximum federal reimbursement, emergency Procurements and subsequent recovery Procurements should conform to the Federal Acquisition Regulations (FAR). During emergency periods, efforts should be made and documented that bids and/or proposals are solicited from several sources to ensure low cost or best value. Emergency contracts should be rebid once the exigent period is over and long-term needs are identified. All Procurement actions should conform with Chapter 2 of the Code of Federal Regulations (2 CFR), including affording full and open competition, inclusion of small and disadvantaged firms to the extent possible, price and cost analysis, and documenting the procurement and vendor selection process.

In order to qualify for maximum state reimbursement, emergency Procurements and subsequent recovery Procurements should conform to the California Public Contract Code.

To the extent possible, Emergency response and recovery agreements and contracts should be competitively bid and pre-qualified pursuant to State law prior to any Emergency. These competitively bid and pre-qualified contracts ensure fair and open competition in a manner that meets state and federal Procurement requirements, while allowing the District to have resources immediately available as needed.

Notwithstanding BPC Policy 117, 3(b) which requires any use of the \$20 million BPC Policy No. 777

Page 7 of 12

dollar minimum required operating reserve balance be approved by the BPC, the CEO, during an Emergency, has the authority to access the reserve to execute agreements and purchases not to exceed an aggregate of \$500,000 to protect life and property. In addition, the Chief Financial Officer (CFO) and the Chief Administrative Officer/Vice President shall have the authority to access the reserve in order to execute agreements and purchases not to exceed an aggregate of \$250,000 each to protect life and property. This authority shall be limited to those actions immediately necessary to address the Emergency.

The Director of Finance shall maintain a detailed accounting of all expenditures related to the Emergency. Further, the Director of Finance shall submit a detailed report to the District CEO. The CEO shall provide the report to the Board thereafter at each regularly scheduled meeting until such Emergency is terminated.

In order to more fully outline the District's disaster-related cost controls, as well as financial cost recovery policies and procedures, the District will develop and maintain a *Finance Disaster Recovery Manual*. Such Manual shall be considered an Annex to the EOP.

10. Emergency Operations Center

The EOC for the District shall be the centralized point for coordination of the response and recovery for the District's EMO. The EOC may be activated at the request of any District department and upon concurrence by the CEO, DEM, or their designees, or in the event of their Unavailability, their successors. The EOC shall be maintained in a constant state of readiness which is consistent with state, national and professional standards. The District will maintain an Alternate Emergency Operations Center(s) (AEOC) which is consistent with state, national and professional standards. The primary or alternate site may be virtual as necessary or requested. The DEM is responsible for the maintenance and management of both the EOC and AEOC.

The EOC and the EMO shall be under the direction and control of the DEM at the direction of the CEO. Upon activation of the EOC, the DEM shall serve as the primary EOC Director, and shall direct and coordinate the EOC and EMO in accordance with established District plans and policies. EOC activities will be consistent with SEMS, NIMS and established best practices; and shall be activated and staffed in accordance with the current approved EOP.

11. Employees as Disaster Service Workers

Pursuant to California Government Code Section 3100-3109, all District employees are considered disaster service workers (DSWs) and subject to assignment of public employee disaster service worker status and associated duties. Disaster service duties include assisting any unit of the emergency organization or performing any act contributing to the protection of life or property, or mitigating the effects of an emergency or potential emergency.

In addition to employees, certain classes of volunteers are considered DSWs for the purpose of engaging in disaster service pursuant to the California Emergency Services Act without pay or other consideration.

12. Policy Group Membership

The District Policy Group is hereby created and shall consist of the following positions or their designees: District CEO, General Counsel, Chief Administrative Officer/Vice President, Chief Operating Officer/Vice President, Chief of Harbor Police/Vice President, Chief Financial Officer/Treasurer/Vice President, Port Auditor, and District Clerk.

13. Policy Group Powers and Duties

The District Policy Group shall assist the CEO and/or DEM with the overall strategic emergency management objectives and policy decisions during an Emergency. The District Policy Group serves during the response and recovery phases of a disaster. The Policy Group shall be activated upon activation of the EMO, by proclamation of a Local Emergency, or by direction of the CEO and/or by request of the DEM.

14. Continuity of Government and Continuity of Operations

The continuity of the District during an Emergency requires the succession for key District officials and department heads; alternate government facilities, protection of vital records, and adequate plans to provide for the continuance of essential governmental services during and recovering from an Emergency.

The DEM shall be supported by a COOP Team comprised of representatives from District departments. COOP Plans will be maintained for the overall District and individually for each District department.

15. Board of Port Commissioners Standby Officers

Pursuant to California Government Code Sections 8638 – 8641, in order to provide for the continuance of the Board during an Emergency, the Board may appoint three (3) standby officers for each member of the Board. In case a standby office becomes vacant because of removal, death, resignation or other cause, the Board may appoint another person to fulfill the position.

- A. Each person so appointed as a standby officer shall take the oath of office required of the person occupying the office for which they standby.
- B. Each standby officer shall deliver to the District Clerk within ten (10) days after their appointment a written declaration under oath that they accept the appointment and will faithfully perform the obligations imposed upon them thereby.
- C. Standby officers shall be designated numbers 1, 2 and 3, as the case may be.
- D. The qualifications of each standby officer should be carefully investigated, and the Board may request the Chief of Police to aid in the investigation of any prospective appointee. No examination or investigation shall be made without the consent of the prospective appointee.
- E. Persons appointed as standby officers shall serve in their posts as standby officers at the pleasure of the Board and may be removed and replaced at any time with or without cause.
- F. Each standby officer shall have the following duties:
 - 1. To inform themselves of the duties of the office for which they standby. Officers and employees of the District will assist and provide each standby officer with a copy of this Policy as well as a copy of California Government Code Article 15 – Preservation of Local Government.
 - 2. To keep informed of the business and affairs of the District to the extent necessary to enable themselves to fill their post competently. For this purpose the District may arrange information meetings and require attendance.
 - 3. To immediately report themselves ready for duty in the event of an Emergency at the place and in the method previously designated in the EOP.
 - 4. To fill the post for which they have been appointed when the regular Board member is unavailable in accordance with this Policy.
 - 5. Standby officers numbers 2 and 3 shall substitute in succession for standby officer number 1 in the same way that the standby officer is

substituted in place of the regular Board member. The Standby officers servicing as a Board member, shall serve until the regular Board member becomes available or until the appointment of a new Board member by the member city.

16. Board of Port Commissioners Temporary officers

Pursuant to California Government Code Section 8644, if all members of the Board, including all standby officers, are Unavailable, temporary officers shall be appointed to serve until a regular member or a standby member becomes available or until the appointment of a new Board member by the member city. Temporary officers shall be appointed as follows:

- A. By the Chairperson of the Board of Supervisors of the County of San Diego, or, if they are unavailable;
- B. By the Chairperson of the Board of Supervisors of any other county within 150 miles of the District, beginning with the nearest and most populated county and going to the farthest and least populated, or if they are unavailable;
- C. By the Mayor of any City within 150 miles of the District, beginning with the nearest and most populated City and going to the farthest and least populated.

17. Lines of Succession – Department Directors and Key Positions

Department heads and other key District positions shall provide for at least a three (3)-deep order of succession of appropriate subordinate employees to succeed to their position if that Department Director or Key Position is unavailable or unable to serve. These lines of succession will be identified in each department's COOP Plan. For the purpose of this policy, key positions and departments include:

- a) CEO
- b) Vice Presidents
- c) District Clerk
- d) General Counsel
- e) Port Auditor
- f) Chief Procurement Officer/Director
- g) Chief Technology Officer
- h) Assistant Vice President of External Relations
- i) Director of Emergency Management

- j) Facility Security Officer
- k) Public Information Officer
- l) Risk and Safety Manager
- m) Information Technology Department
- n) Financial Services Department
- o) Harbor Police Department
- p) General Services Department
- q) Human Resources Department
- r) Engineering-Construction Department
- s) Real Estate Development Department
- t) Planning and Green Port (Environmental Services) Department
- u) Maritime Department

18. Powers of Succession

For the purpose of this policy, each person who shall succeed to each position of office as provided herein, and as provided for in continuity plans, shall assume all of the powers and duties of the office succeeded to immediately upon such succession.

RESOLUTION NUMBER AND DATE: 2017-053, dated April 11, 2017

(3)

RESOLUTION 2017-053

**RESOLUTION ADOPTING BOARD OF PORT
COMMISSIONERS POLICY NO. 777 GOVERNING
THE DISTRICT'S PROCESSES AND
ADMINISTRATION DURING EMERGENCY
OPERATIONS, TO INCLUDE AUTHORITIES TO
ACT, PROCESSES FOR PROCLAIMING A LOCAL
EMERGENCY, DELEGATION OF AUTHORITY,
SUCCESSION PLANNING, EMERGENCY
COMMUNICATION, AND FINANCIAL SPENDING**

WHEREAS, the San Diego Unified Port District (District) is a public corporation created by the legislature in 1962 pursuant to Harbors and Navigation Code Appendix 1, (Port Act); and

WHEREAS, Section 21 of the Port Act authorizes the Board of Port Commissioners (Board) to "pass all necessary ordinances and resolutions for the regulation of the District"; and

WHEREAS, Section 35 of the Port Act authorizes the Board to do all other acts necessary and convenient for the exercise of its powers; and

WHEREAS, under the State of California's Standardized Emergency Management System (SEMS), the San Diego Unified Port District is considered a Special District and also a local government, as local governments include cities, counties and special districts; and

WHEREAS, pursuant to California Government Code, Article 15 – Preservation of Local Government, Section 8635, the California Legislature has recognized that the preservation of local government in the event of enemy attack or in the event of a state of emergency or a local emergency is a matter of statewide concern; and

WHEREAS, as a local government agency, the District has the primary responsibility for emergency management activities within its jurisdiction; and

WHEREAS, "Emergency Management" is defined as a perpetual cycle of: (1) mitigation (preventing/deterring), (2) preparedness (planning, training, equipping, exercising, improving), (3) response (immediate response and incident stabilization), and (4) recovery (short-term [weeks to months], and long-term [months to years]); and

2017-053

WHEREAS, in order to be eligible for any funding of response-related costs under disaster assistance programs, California Government Code Section 8607(a) requires all state agencies and any local government agencies to use SEMS; and

WHEREAS, SEMS provides for a multiple level emergency response organization and is intended to structure and facilitate the flow of emergency information and resources within and between organizational levels; and

WHEREAS, the foundation for the District's organization during an emergency is the District's Emergency Management Policy (Policy) and provides the basis for the District's emergency management program by: (1) Defining an emergency, (2) Defining the District's Emergency Management Organization, (3) Articulating how and where the District fits within the larger local, regional, state, and federal disaster organizational structure (per State and Federal law), (4) Necessitating the District's use of SEMS for organization and structured response to an emergency, (5) Establishing a "local emergency" proclamation process, which sets the stage for additional State and/or Federal assistance in an emergency, (6) Establishing orders of succession and delegations of authority for key positions and department leads in the District, and (7) Establishing financial expenditure limits and authorities, inclusive of outlining Federal and State procurement requirements essential to post-disaster reimbursement; and

WHEREAS, adoption of the Policy authorizes the preparation of an Emergency Operations Plan (Plan) for approval by the Board, which will ensure the most effective and economical allocation of resources for maximum benefit to preserve life, property, the environment, and commerce during an emergency; and

WHEREAS, the Plan will define the District's concept of operations for its Emergency Management Organization, establish a structure to define and classify incidents and events, and will provide a framework for operations throughout the entire emergency management cycle; and

WHEREAS, separate but related to the Plan will be administrative and functional Annexes to the Plan which will address general types of necessary activities and provide protocols during an emergency; and

WHEREAS, Annexes will also be developed to address specific types of incidents the District may encounter (e.g., flooding, earthquakes, and major power outages); and

WHEREAS, the State of California Governor's Office of Emergency Services has put forth a requirement that as a local government, the District's governing body must authorize three individuals who thereafter are authorized (either by name and title or title alone) to execute for and on behalf of the District

2017-053

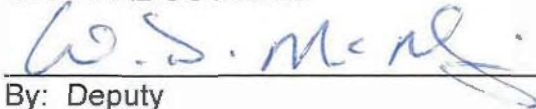
when the District files a claim with the California Governor's Office of Emergency Services for the purpose of obtaining certain federal financial assistance; and

WHEREAS, by executing on behalf of the District, these individuals also have the authority to certify the District is in compliance, as appropriate, with a prescribed list of project assurances for federal assistance; and

WHEREAS, the authorization of three individuals as Authorized Agents by a local government's governing body is a requirement of all applicants to be eligible to receive disaster funding and this requirement must be updated every three (3) years in order to maintain eligibility.

NOW, THEREFORE, BE IT RESOLVED that the Board of Port Commissioners of the San Diego Unified Port District, hereby adopts BPC Policy No. 777, Emergency Management Policy, governing the District's processes and administration during emergency operations, to include authorities to act, processes for proclaiming a local emergency, delegation of authority, succession planning, emergency communication, and financial spending.

APPROVED AS TO FORM AND LEGALITY:
GENERAL COUNSEL


By: Deputy

PASSED AND ADOPTED by the Board of Port Commissioners of the San Diego Unified Port District, this 11th day of April, 2017, by the following vote:

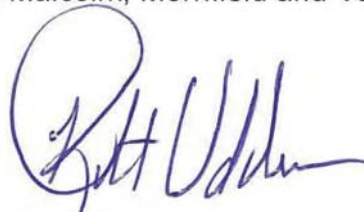
AYES: Moore, Nelson, Castellanos, Malcolm, Merrifield and Valderrama

NAYS: None.

EXCUSED: Bonelli

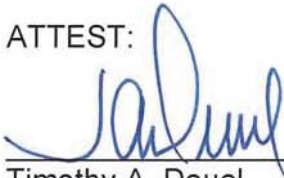
ABSENT: None.

ABSTAIN: None.



Robert Valderrama, Chair
Board of Port Commissioners

ATTEST:



Timothy A. Deuel
District Clerk

(Seal)

DRAFT**RESOLUTION 20xx-xxx****RESOLUTION AUTHORIZING THE DISTRICT'S
EMERGENCY OPERATIONS PLAN IN
ACCORDANCE WITH BOARD OF PORT
COMMISSIONERS POLICY NO. 777, EMERGENCY
MANAGEMENT**

WHEREAS, the San Diego Unified Port District (District) is a public corporation created by the Legislature in 1962 pursuant to Harbors and Navigation Code Appendix I, (Port Act); and

WHEREAS, Section 21 of the Port Act authorizes the Board of Port Commissioners (BPC) to pass all necessary ordinances and resolutions for the regulation of the District; and

WHEREAS, as a local government agency, the District has the primary responsibility for emergency management activities within its jurisdiction; and

WHEREAS, on April 11, 2017, the BPC passed Resolution 2017-053 adopting BPC Policy No. 777, governing the District's processes and administration during emergency operations, to include authorities to act, processes for proclaiming a local emergency, delegation of authority, succession planning, emergency communication, and financial spending; and

WHEREAS, adoption of BPC Policy No. 777 authorized the preparation of an Emergency Operations Plan for approval by the Board, which will ensure the most effective and economical allocation of resources for maximum benefit to preserve life, property, the environment, and commerce during an emergency; and

WHEREAS, the Emergency Operations Plan will define the District's concept of operations for its Emergency Management Organization, establish a structure to define and classify incidents and events, and will provide a framework for operations throughout the entire emergency management cycle; and

WHEREAS, sound planning carried out by knowledgeable and well-trained personnel can help save lives, mitigate impacts to property and the environment, and minimize disruptions.

NOW THEREFORE, BE IT RESOLVED by the Board of Port Commissioners (BPC) of the San Diego Unified Port District, as follows:

The District's Emergency Operations Plan, in accordance with BPC Policy No. 777, Emergency Management is hereby authorized.

APPROVED AS TO FORM AND LEGALITY:
GENERAL COUNSEL

By: Assistant/Deputy

PASSED AND ADOPTED by the Board of Port Commissioners of the San Diego Unified Port District, this 8th day of August 2017, by the following vote: