

MORONGO  
BAND OF  
MISSION  
INDIANS



A SOVEREIGN NATION

# El Niño Operations Plan



Morongo Band of Mission Indians

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## BASE PLAN

### PURPOSE

- A. Establish procedures for El Niño preparations and actions prior to, during and following storm activities related to the 2015/2016 El Niño Event.
- B. Establish procedures to protect lives, safeguard responders, and minimize injuries to personnel and the public.
- C. Give primary consideration to those actions necessary to protect staff, safeguard department property, and ensure the readiness to respond to the needs of the citizens of the Morongo Indian Reservation.
- D. Establish procedures to minimize storm-related damage to Morongo Band of Mission Indians Tribal Government's property and infrastructure and to facilitate speedy recovery activities and cost recovery efforts.
- E. Identify departments and individuals responsible for fulfilling actions listed within this El Niño Operation Plan.

### SCOPE

- A. The Scope of this plan covers the preparatory, protective, response, and recovery activities necessary to respond to the 2015/2016 El Niño Event for the period of October 1, 2015 to May 1, 2016.

### GOALS AND OBJECTIVES

- A. Provide for personnel and public safety.

- B. Monitor short-term and mid-range weather forecasts and implement pre-emptive protective actions as appropriate.
- C. Take all appropriate protective and response actions directed at life, safety, and property preservation efforts.
- D. Ensure adequate public information activities to ensure the general public and city personnel are kept informed on protective actions and city storm response activities.
- E. Ensure Continuity of Operations procedures are in place at department level in order to maintain essential city services.

## **AUTHORITY**

- A. Council directive for Public Works.
- B. Adoption of this Concept of Operations (CONOPS) plan.

## **POLICIES**

- A. All departments, entries', and functions will take all actions consistent with this CONOPS in order to prepare, protect, respond, and recover from El Niño impacts.
- B. During times of reservation-wide emergencies, departments, and department operation centers will receive direction and mission tasking from the Tribe's Emergency Operations Center (EOC).
- C. Reservation personnel are subject to immediate recall during an emergency consistent with the Tribes personnel policies.
- D. The Tribes Public Information Officer (PIO) will coordinate all public information activities, including media releases, through the Tribe's Joint Information Center at the Emergency Operations Center (EOC) under the direction of the of Chief Administrative Officer or Emergency Services Manager.
- E. In order to maximize any and all State and Federal disaster relief funding and reimbursement all departments will maintain detailed record keeping of all El Niño and storm related expenses, emergency purchases, labor costs, equipment costs and other costs.
- F. In order to maximize any and all State and Federal disaster relief funding and reimbursement all departments will maintain detailed record keeping of all El Niño and storm related damages to reservation's infrastructure, property, equipment and repairs or replacement of same.

## **SITUATION AND PLANNING ASSUMPTIONS**

- A. A very strong El Niño is forecasted for the period of October 2015 through April 2016.
- B. The 2015/2016 El Niño Event is forecasted to be as strong and impactful as the 1997/1998 and 1982/1983 El Niño's.
- C. The potential for storm related injuries, structural damage, loss of power and water, loss of voice or data systems, and debris-laden streets will burden tribal resources.
- D. The size, scope, duration and potential wide-spread impacts of El Niño will cause a regional and national competition for resources with regards to special teams, heavy equipment, and supplies.

## **ROLES AND RESPONSIBILITIES**

### **A. EMERGENCY MANAGEMENT ROLES**

- a. Departments are assigned specific emergency management functions within the Morongo Band of Mission Indians Emergency Operations Plan (EOP), adopted September 2012

### **B. GENERAL EMERGENCY MANAGEMENT RESPONSIBILITIES**

- a. All Tribal Departments will:
  - Participate in the Reservations Emergency Management Program in support of El Niño preparation, protection, response and recovery.
  - Maintain department, level policies or procedures to support this CONOPS and execute their emergency management roles and responsibilities.
  - Assign designated personnel with decision-making authority for their department to staff EOC positions during activation.

### **C. SPECIFIC EL NIÑO AND STORM RESPONSIBILITIES**

- a. All Reservation Departments will ensure:
  - All buildings, facilities and mobile equipment are kept in good working order.
  - Personnel rosters, contractor lists, and phone lists are maintained and up to date.
  - Emergency resource lists, equipment rosters, and supply rosters are maintained and up to date.
  - Adequate on-duty personnel strength and on-call personnel and teams are maintained during eminent or actual hazardous weather or storm events.
  - Designated staff are assigned to monitor short-term and mid- range weather forecasts with specific attention made to severe weather watches and warnings.

## **CONCEPT OF OPERATIONS**

### **A. GENERAL**

- a. All emergency actions will be consistent with the Tribe's EOP, El Niño 2015/2016 CONOPS, and Department level Standard Operating Procedures (SOPs) and Standard Operating Guidelines (SOGs).

### **B. EMERGENCY OPERATIONS**

- a. During times of Reservation-Wide emergencies or significant events Command and Control is managed by the following facilities:
  - Tribe's Emergency Operations Center (EOC): Overall management of Tribe's response strategies, priority setting and allocation of resources.

- Department Operations Center (DOC): Responsible for managing department level resources, setting department level strategies, and tracking of department incident costs.
- Incident Command Post (ICP): Responsible for the on-scene tactical response and the management of all assigned emergency resources to a specific incident.
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#### C. UNIFIED COMMAND CONCEPTS

- For Reservation-wide major flooding or other major storm related impacts involving multiple departments, multiple jurisdictions, numerous critical incidents, wide geographical area of impact, calls for service exceeding the Tribe's emergency resources, or multiple city departments commanding extraordinary field responses, Unified Command concepts may be employed for the management of field incidents and field resources.
- Incident Command becomes Unified Area Command when incidents are multijurisdictional (multiple departments) each with jurisdictional responsibility. Area Command may be established at an Incident Command Post or other suitable Tribal facility.
- Joint or Unified Incident Commanders are assigned from specific departments with jurisdictional authority for the incident or incident resources.
- Area Command will be responsible for all incident operations, operational forces assigned to the Area Command, and all strategic and tactical planning.
- The EOC will be responsible for all logistics, Reservation-wide strategic planning, and all financial responsibilities in support of Unified Commands.

#### D. RESERVATION-WIDE GEOGRAPHICAL DIVISIONS

- In major Reservation-wide incidents the Tribe may be divided up into specific geographical areas (Divisions) for the purposes of managing large, multiple or complex incidents. Divisions may also be established due to access and travel limitations due to extreme flooding or other hazards where emergency resources and command staff have difficulty responding throughout the Reservation due to road damage and flooding. Divisions may be managed from a Field Incident Command Post or other suitable Tribal facility.
- To the extent possible before a Reservation-wide geographical Division format is established. General geographical boundaries with pre-determined Incident Command Posts will be planned for relative to storm, flooding, and other possible El Niño related impacts.
- Reservation-wide Division configurations plausible for reservation wide flooding event will be drawn out in advance of the El Niño event and will be supportive to this CONOPS.

#### E. DECISION POINTS FOR MAJOR ACTIONS

- EOC activation
  - One (1) or more department's on-call fully activated.
  - One (1) or more operational department's on-duty forces fully mobilized due to emergency events.
  - Impending or forecasted weather event likely to cause emergency conditions at the discretion of the Chief Administrative Officer, Reservation Services Administrator or with any Administrator

- b. DOC activation
  - Department's on-duty forces fully mobilized due to emergency activities.
  - Impending or forecasted weather event likely to cause emergency conditions.
  - At the discretion of the DOC Manager or appropriate level supervisor.
- c. Activation of sandbag filling stations
  - Actual, impending or forecasted weather event likely to cause flooding or run off conditions.
- d. Barricading or closing of problem intersections and roads
  - Actual, impending or forecasted weather event likely to cause flooding, run off or debris flow conditions in an intersection or segment of roadway.
  - Barricading or closing of flooded or debris strewn intersections or roads will occur as soon as possible in order to avoid the entrapment of vehicles.
- e. Curtailment of non-mission critical services
  - When a department's on-duty forces are fully mobilized and assigned to emergency activities warranting a curtailment of non-mission critical or non-essential work activities.
- f. Proclamation of local emergency
  - When an emergency incident has or is likely to exceed the operational capability or resources of the Tribe.
  - When the Tribe will likely have to issue special orders or regulations for the protection of life and property.
  - When the Tribe will likely have to exercise extraordinary police powers.
  - When a proclamation is required to activate special purchasing or spending authorities.
  - When the Tribe will likely pursue state or federal assistance for response or recovery activities.
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#### F. RESERVATION OPERATING CONDITION LEVELS

- a. Per the Tribe's EOP, Operating Condition Levels (OPCON) have been established to provide a general indicator of the level of seriousness of an incident, impending incident, and current or anticipated emergency conditions. OPCON Levels and related guidance for Lead and Support departments will be used to guide readiness and response actions necessary to handle actual or impending emergency situations.
- b. Office of Disaster Preparedness sets the daily Operating Condition level in coordination with the Chief Operating Officer.

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| • Operating Condition Level | •  |
| • Normal                    | • Normal operations are underway. Lead and Support departments and agencies are conducting planning, training, |



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| <ul style="list-style-type: none"> <li>• al<br/>Op<br/>era<br/>tin<br/>g<br/>Co<br/>ndi<br/>tio<br/>n</li> </ul> | <ul style="list-style-type: none"> <li>• and exercise activities in support of their role in the EOP.</li> <li>• Emergency Operation Center (EOC) is staffed and operating per normal business operations.</li> <li>• Lead and Support departments and agencies should be leaning toward and preparing for the next highest level of operating condition.</li> <li>•</li> </ul>  |
| <ul style="list-style-type: none"> <li>• Ty<br/>pe<br/>5</li> </ul>  | <ul style="list-style-type: none"> <li>• The incident can be handled with one or two single resources with up to six personnel.</li> <li>• Command and general staff positions (other than the incident commander) are not activated.</li> <li>• No written IAP is required.</li> <li>• The incident is contained within the first operation period and often within an hour to a few hours after resources arriving on scene.</li> <li>•</li> </ul>   |
| <ul style="list-style-type: none"> <li>• Ty<br/>pe<br/>4</li> </ul>  | <ul style="list-style-type: none"> <li>• Command staff and general staff functions are activated only if needed.</li> <li>• Several resources are required to mitigate the incident, including a task force or strike team.</li> <li>• The incident is usually limited to one operational period in the control phase.</li> <li>• The agency administrator may have briefings and ensure the complexity analysis and delegation of authority is updated.</li> <li>• No written IAP is required but a documented operational briefing will be completed for all incoming resources.</li> <li>• The role of the agency administrator includes operational plans including objectives and priorities.</li> <li>•</li> </ul>   |
| <ul style="list-style-type: none"> <li>• Ty<br/>pe<br/>3</li> </ul>  | <ul style="list-style-type: none"> <li>• When incident needs exceed capabilities, the appropriate ICS positions should be added to match the complexity of the incident.</li> <li>• Some or all of the command and general staff positions may be activated, as well as division/group supervisor and/or unit leader positions.</li> <li>• A Type 3 IMT or incident command organization manages initial action incidents with a significant number of resources, an extended attack incident until containment/control is achieved, or an expanding incident until transition to a Type 1 or 2 IMT.</li> <li>• The incident may extend into multiple operational periods.</li> <li>• A written IAP may be required for each operational period.</li> <li>•</li> </ul> |
| <ul style="list-style-type: none"> <li>• Ty<br/>pe<br/>2</li> </ul>  | <ul style="list-style-type: none"> <li>• This type of incident extends beyond the capabilities for local control and is expected to go into multiple operational periods. A Type 2 incident may require the response of resources out of area, including regional and/or national resources, to</li> </ul>   |

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|  | <p>effectively manage the operations, command and general staffing.</p> <ul style="list-style-type: none"> <li>• Most or all of the command and general staff positions are filled.</li> <li>• A written IAP is required for each operational period.</li> <li>• Many of the functional units are needed and staffed.</li> <li>• Operations personnel normally do not exceed 200 per operational period and total incident personnel do not exceed 500 (guidelines only).</li> <li>• The agency administrator is responsible for the incident complexity analysis, agency administration briefings and the written delegation of authority.</li> </ul>  |
| <ul style="list-style-type: none"> <li>• Type 1</li> </ul> | <ul style="list-style-type: none"> <li>• This type of incident is the most complex, requiring national resources for safe and effective management and operation.</li> <li>• All command and general staff positions are filled.</li> <li>• Operations personnel often exceed 500 per operational period and total personnel will usually exceed 1,000.</li> <li>• Branches need to be established</li> <li>• A written IAP is required for each operational period.</li> <li>• The agency administrator will have briefings and ensure the complexity analysis and the delegation of authority are updated.</li> <li>• Use of resource advisors at the incident base is recommended.</li> <li>• There is a high impact on the local jurisdiction, requiring additional staff for office administrative and support functions.</li> </ul> |

#### G. EOC ACTIVATION LEVELS AND STAFFING

- There are five levels of EOC activation.

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| <ul style="list-style-type: none"> <li>• Level 5</li> </ul> | <ul style="list-style-type: none"> <li>• <b>Normal Operations</b></li> <li>• Normal EOC business level and hours of operation. Incidents and emergencies are handled by OEM staff under normal staffing levels and hours of operations.</li> <li>• Level 5 staffing includes OEM staff members only.</li> </ul>               |
| <ul style="list-style-type: none"> <li>• Level 4</li> </ul> | <ul style="list-style-type: none"> <li>• <b>Increased Readiness Operations</b></li> <li>• Impending or actual emergencies have prompted an increased readiness stage at the EOC. Incidents and emergencies are handled by OEM staff under normal staffing levels. Hours of operation are predicated upon actual or</li> </ul> |

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|   | <p>impending emergencies. Normal OEM business functions are temporarily suspended until the emergency or emergencies are concluded.</p> <ul style="list-style-type: none"> <li>•</li> <li>• Level 4 staffing includes, with a few exceptions, OEM staff members only. Key management officials may be tasked with <i>management watch</i> which includes remote monitoring of the emergency or impending emergency and being readily available by phone or in person.</li> </ul>  |
| <ul style="list-style-type: none"> <li>• <b>L<br/>e<br/>v<br/>e<br/>l<br/><br/>3</b></li> </ul> | <ul style="list-style-type: none"> <li>• <b>Limited Staffing</b></li> <li>•</li> <li>• Impending or actual emergencies have prompted an increase in activity at the EOC. Key EOC functions are activated which commensurate to the impending or actual emergency.</li> <li>•</li> <li>• Level 3 staffing includes, with few exceptions, Management Section, Section Chiefs and any required support personnel. Other EOC Cadre Team members may be required to be readily available by phone.</li> <li>• For El Niño CONOPS, Level III EOC staffing will include: <ul style="list-style-type: none"> <li>• EOC Manager – OEM</li> <li>• Public Information Officer – CM Office</li> <li>• Operations Section Chief – Fire Department</li> <li>• Planning and Intelligence Section Chief – Fire Department</li> <li>• Phone Operator – OEM</li> <li>• Other functions and staffing deemed essential to the incident</li> </ul> </li> </ul> |
| <ul style="list-style-type: none"> <li>• <b>L<br/>e<br/>v<br/>e<br/>l<br/><br/>2</b></li> </ul> | <ul style="list-style-type: none"> <li>• <b>Partial Staffing</b></li> <li>•</li> <li>• Impending or actual emergencies have prompted an increase in activity at the EOC. Key EOC functions are activated which commensurate to the actual or impending emergency.</li> <li>•</li> <li>• Level 2 staffing includes with few exceptions, Management Section, Section Chiefs, Branch Directors and any required support personnel. Other EOC Cadre Team members may be required to be readily available by phone.</li> <li>•</li> <li>• For El Niño CONOPS, Level IV EOC staffing will include: <ul style="list-style-type: none"> <li>• EOC Director – CM Office</li> <li>• EOC Manager – OEM</li> <li>• Public Information Officer – CM Office</li> <li>• Operations Section Chief – Fire Department</li> </ul> </li> </ul>  |

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|   | <ul style="list-style-type: none"> <li>• Deputy Operations Chief – Public Works Department</li> <li>• Fire Rescue Branch Director – Fire Department</li> <li>• Law Enforcement Branch Director – Police Department</li> <li>• Public Utilities Branch Director – Public Utilities</li> <li>• Public Works Branch Director – Public Works Department</li> <li>• Building and Safety Branch Director – Building &amp; Safety</li> <li>• Planning and Intelligence Section Chief – Fire Department</li> <li>• GIS/Mapping Unit Leader – Innovation &amp; Technology</li> <li>• Logistics Section Chief – Purchasing</li> <li>• Information Technology Unit Leader – Innovation &amp; Technology</li> <li>• EOC Phone Operator – OEM</li> <li>• EOC Runner – OEM</li> <li>• EOC Logistics – OEM</li> <li>• Finance &amp; Administration Section Chief – Finance</li> <li>• Other functions and staffing deemed essential to the incident</li> </ul> |
| <ul style="list-style-type: none"> <li>• Level 1</li> </ul> | <ul style="list-style-type: none"> <li>• <b>Full Staffing</b></li> <li>•</li> <li>• Actual or impending emergency has prompted an increase in activity at the EOC. Key EOC functions are activated which commensurate with the actual or impending emergency.</li> <li>•</li> <li>• Level 1 staffing includes, with few exceptions, Management Section, Section Chiefs, Branch Directors, Unit Leaders and any required support personnel. Level V staffing will generally include all EOC functions and positions. Other EOC Cadre Team members may be required to be readily available by phone.</li> <li>•</li> <li>• For El Niño CONOPS, Level V EOC staffing will include: <ul style="list-style-type: none"> <li>• All Section Chiefs and Branch Directors</li> <li>• Unit Leaders as deemed essential to the incident</li> <li>• Support staff as deemed essential to the incident</li> </ul> </li> <li>•</li> </ul>                     |

## • LOGISTICS AND RESOURCE SUPPORT

- A. For purposes of this CONOPS **logistics** are defined as those generalized hard equipment and supplies essential for the execution of operational strategies and tactics.
- B. For the purposes of this CONOPS **resources** are defined as those specialized typed equipment and teams' essential for the execution of operational strategies and tactics.

