Agenda Item: 4

Date: November 19, 2026

Los Osos Community Services District
STAFF REPORT

TO: Emergency Services Advisory Committee

FROM: Greg Kwolek, General Manager

SUBJECT: Draft Updates to the Los Osos Annex to the County Emergency Operations Plan

STAFF RECOMMENDATION

Staff recommends the Emergency Services Advisory Committee review and provide comments on the Draft Updates to the Los Osos Annex (Annex) to the County Emergency Operations Plan.

BACKGROUND

The Los Osos Annex was presented to the Board of Directors on March 5, 2026, following work by the Committee, District staff and community members. When I presented the draft updates to the Board on November 5, 2026, I was unaware that the Annex had already come before the Board in March. I should have recognized that earlier review and explained how the November draft builds on it. Both versions are included with this item so the Committee can review the proposed changes in context.

COMPARISON OF THE MARCH ANNEX AND NOVEMBER DRAFT

Both versions serve the same purpose. They describe how the District carries out its responsibilities during an emergency and coordinates with the County and other responders. The March annex established the framework for managing a District response, including the chain of command, staff assignments, emergency supplies, and coordination with the County. The November draft retains the seven-section structure, shortens some of the background material, and gives staff more specific direction on what to check first, who to call, and how to request help.

- **District and County coordination.** The March annex designated the Board President as the District's representative at the County Emergency Operations Center, with the Vice President as alternate. The November draft proposes coordinating through the CAL FIRE Division Chief when the County center opens. The General Manager or designee would direct the District's response, remain the contact for decisions about District services, and keep the Board informed. Staff will confirm with County OES and CAL FIRE how District updates and requests for assistance would be routed.

- **District Operations Center and first-hour response.** The March annex identified the District office as the reporting location. The November draft explains when the General Manager or designee would open the District Operations Center and how staff would check in and coordinate if the office were unsafe or inaccessible. The new first-hour worksheet helps staff confirm who is available, check road access and critical facilities, assign immediate work, and send the County an initial report.

- **Storms, flooding, and road access.** The March annex included culvert inspection and clearing among the District's response tasks. The November draft directs staff to check the District's four drainage basins and four pumps when conditions allow and to contact the County promptly when an immediate drainage problem arises and responsibility is unclear. It also addresses how the District would operate with the people and equipment available locally if both South Bay Boulevard

ASM: LD	AGM/DE: ____
DGC: ____	GM: GK

and Los Osos Valley Road close. The District and County are still working to clarify ongoing responsibility for drains outside County road rights-of-way.

- **Sheltering and volunteers.** The March annex identified the South Bay Community Center as the primary shelter site and noted the supplies trailer at Fire Station 15. The November draft clarifies that the County decides whether and when to open the shelter and arranges staffing. The District reports local needs and road conditions, requests shelter activation when warranted, and coordinates release of its supplies trailer at the County's request. Staff is also discussing with local organizations, including Estero Bay CERT, People Helping People, Kiwanis, and Rotary, what help they could provide and how that help would be coordinated during an emergency.

- **Training and follow-up.** The November draft gives the General Manager responsibility for reviewing staff assignments, contact information, equipment, and reporting procedures with CAL FIRE at least annually. The March Annex called for an annual review by the General Manager with assistance from the Battalion Chief or designee. Staff proposes conducting that review each fall before winter storms. The November draft identifies what to check during the review and adds a process for following up after a major response or exercise.

COMMITTEE REVIEW AND NEXT STEPS

Staff requests the Committee to flag gaps, unclear assignments, and procedures that would be difficult to carry out during an emergency. One scenario for the Committee to consider is a winter storm that closes both main roads into Los Osos. Who can respond with the people and equipment already in town? What should staff check first? What help could local organizations provide, and how would the District coordinate that help with the County?

The Annex is intended to be a living document. Staff proposes reviewing it each fall before winter storms and updating it as staffing, equipment, or agreements change and as exercises or actual emergencies show where procedures need improvement. Staff will incorporate the Committee's feedback, continue working with County OES, CAL FIRE, and local organizations, and return to the Board with revisions.

COMMUNITY VOLUNTEERS AND SHELTER

Local volunteers and community organizations may be the first people available to help if both roads into Los Osos close or a regional emergency delays outside assistance. Early help could include checking on neighbors, sharing official updates, identifying immediate needs, and helping coordinate or distribute food, water, and other supplies. District staff can help connect these efforts with the San Luis Obispo County Office of Emergency Services (County OES). Staff is talking with the Estero Bay CERT, People Helping People, Kiwanis, and Rotary about what their members could provide and how that help would be coordinated.

Under the County's arrangement with the South Bay Community Center, the facility operator provides the site and the County decides whether and when to open the shelter and arranges staffing. Local volunteers may assist with shelter operations under the County's authorization and direction. The District can report local conditions and shelter needs, request that the County open the shelter, and coordinate release of the District-owned supplies trailer stored at Fire Station 15 at the County's request. If road closures delay the arrival of shelter staff, the shelter may take longer to open.

ATTACHMENTS

1. Los Osos Annex to the SLO County Emergency Operations Plan dated March 5, 2026
2. Updated Draft Los Osos Annex to the SLO County Emergency Operations Plan
3. SLO County-SBCC Temporary Emergency Facility Use Agreement

Los Osos Community Services District

Agency Specific Annex

To the

San Luis Obispo County Emergency Operations Plan

Adopted

March 5, 2026

PREFACE

The purpose of this Plan is to augment the County of San Luis Obispo's Emergency Operations Plan with specific information about the Los Osos Community Services District. The County Plan covers all emergencies, and it is broken down into the following types of major events:

- EARTHQUAKE
- HAZARDOUS MATERIAL
- MULTI - CASUALTY
- STORM/FLOOD
- MAJOR FIRE
- CIVIL DISTURBANCE - TERRORISM
- NUCLEAR POWER PLANT
- TSUNAMI

This document is an annex of the County Plan and is designed to assist Los Osos Community Services District (LOCSD) personnel and the District BOD in carrying out emergency operations in accordance with the County Plan. Policies and procedures outlined herein are more specific and contain more detail than found in the County Plan. This level of detail will serve to improve the LOCSD response to an emergency event thereby improving the health, safety, and property of the public within the LOCSD limit

Action - Receive and File

_____

Matthew Fourcroy, LOCSD Board President

_____
Date

_____
Ron Munds, LOCSD General Manager

_____
Date

DISTRIBUTION LIST

Note: Hard Copies

Locations

Location	Copies	Location	Copies
General Manager	1	Fire Department	1
Utility Manager	1	LOCSD Office	1
Water Foreman	1	DOC File Box	2
BOD Members	1 each		

TABLE OF CONTENTS

Preface 2
Distribution List 3

SECTION I - Introduction 5
A. Purpose 5
B. Objectives 5
C. Plan Coordination 5

SECTION II - Planning Basis 6
A. District Described 6
B. Hazards Outlined 6

1. Earthquake 6
2. Hazardous Materials 7
3. Multi-Casualty 7
4. Storm / Flood 7
5. Wildland / Major Fire 8
6. Civil Disturbance-Terrorism 8
7. Nuclear Power Plant 9

SECTION III - Concept Of Operations 10
A. Basic Elements of Emergency Response 10
B. Mutual Aid Concepts 11

SECTION IV - Emergency Management 11

A. Coordination With Special Districts 11
B. Managing Emergencies …… …12
C. SLO County and LOCSD Emergency Organizations..... 12
1. EOC and DOC Physical Locations 12
2. Agency Representative - Liaison Officer 13
D. Responsibilities 13
Table 1 - Positions 13
Table 2 -Tasks 14

SECTION V - District Emergency Resources 14
A. Emergency Equipment, Supplies and Facilities 14
B. Vital Records..... 15
C. Shelter - Welfare 15
D Volunteer Organizations 15

SECTION VI - Program Maintenance..... 16
A. Plan and Procedure Maintenance 16
B. Training 16

SECTION VII - Support Materials 17
Addendum # 1 Management Systems Defined……...17
… Addendum # 2 Comon Disaster Management Acronyms…… 19
Addendum # 3 Supplies/Inventory 20
Addendum # 4 Tsunami Inundation Map 21
Addendum # 5 Confidential Phone Directory 22

SECTION I - INTRODUCTION

A. PURPOSE

The purpose of this annex to the County Emergency Operations Plan (hereafter referred to as the "Plan") is to outline specific threat areas found in the LOCSD and outline the policies and procedures for responding to major emergencies that could affect the health, safety, and property of the public within the LOCSD limits.

Types of emergencies include:

- EARTHQUAKE
- HAZARDOUS MATERIAL
- MULTI-CASUALTY
- STORM-FLOOD
- MAJOR FIRE
- CIVIL DISTURBANCE-TERRORISM
- NUCLEAR POWER PLANT
- TSUNAMI

B. OBJECTIVES

The objectives of the County Emergency Operations Plan (EOP) that are relevant to the LOCSD are:

- Protect the public and property in the LOCSD
- Establish official LOCSD policy for response to emergencies utilizing National Incident Management System (NIMS), the Standard Emergency Management System (SEMS) and the Incident Command System (ICS).
- Identify the LOCSD position and assign responsibilities for planning and response to the County Emergency Operations Center.
- Establish the LOCSD Emergency Organization that will assist the County in managing the emergency response and recovery.
- Outline preplanned response actions that will be taken by the district personnel to mitigate the emergency's effects.
- Establish responsibilities for the maintenance of the overall LOCSD emergency preparedness program. (DOC)
- Establish basic operational protocols and procedures for requesting activation of and operating within (EOC)

C. PLAN CORDINATION

Almost all major emergencies result in response by more than one jurisdiction. Therefore, both the County and the LOCSD must ensure that this Annex is coordinated with surrounding jurisdictions. Response during an emergency must also be

coordinated.

The following is a sample listing of jurisdictions where Plan development and response coordination is required:

- Federal Emergency Management Agency (FEMA)
- California Office of Emergency Services
- San Luis Obispo county Office of Emergency Services
- Cal Fire/San Luis Obispo County Fire
- San Luis Obispo County Sheriff
- All Cities & LOCSD within San Luis Obispo County

In the unlikely event an emergency incident is impacting just the LOCSD it is the responsibility of the County Office of Emergency Services to assist in the management of the event as needed.

SECTION II - PLANNING BASIS

A. DISTRICT DESCRIBED

With a service area of approximately 8 square miles and a population of approximately 15,000 resident, Los Osos is fairly isolated community located in San Luis Obispo County, CA. The small urban community of Morro Bay is located approximately 3 miles away. Most of the community is within the Wildland Urban Interface and is boarded by Montana De Oro State Park, Morro Dunes Ecological Reserve, Los Osos Oaks State Natural Reserve, Morro Bay State Park, and Diablo Canyon Nuclear Power Plant.

The LOCSD serves a diverse area of single-family homes, multi-residential buildings, retail and business LOCSD and hotels. The LOCSD provides water, drainage, parks and recreation, and solid waste services in addition to street lighting for Vista De Oro and Bayridge Estates. Through a contractual agreement with CAL Fire the LOCSD also provides fire suppression, fire prevention, rescue, and emergency medical services throughout the community.

B. HAZARDS OUTLINED

This section discusses the planning basis for each type of emergency addressed in the County Plan. It covers, specific to the LOCSD, the potential impacts from the various events and delineates the appropriate district staff response to each type of emergency covered by the County Plan.

1. EARTHQUAKE

The effects of a heavy-damage earthquake will be widespread, quickly exhausting resources and requiring extensive outside aid. The Earthquake Annex of the County

Plan concentrates on obtaining and coordinating these resources through use of the Incident Command System and establishment of an Emergency Operations Center.

The potential direct and indirect consequences of a major earthquake will severely stress the resources of the entire county and will require a high level of self-help, coordination and cooperation. Out-of-County assistance from other local, regional, state, federal and private agencies may be delayed by more than 72 hours, depending on the regional severity of the earthquake.

Most residential building construction with the LOCSD is relatively new having occurred from 1970 on. Most homes are of Type 5 - Wood Framed construction. There are no high or mid-rise structures. There are no large un-reinforced-masonary buildings in the area. Given that the construction type and age of most structures within the LOCSD loss of life from structural collapse can be expected to be very limited. However cascading effects from the event can be severe.

The Fire Department assumes the lead role in assisting in the management of an Earthquake emergency.

2. HAZARDOUS MATERIALS

The release of hazardous materials into the environment can cause a wide range of problems. The Hazardous Materials Emergency Response Plan, developed by the County of San Luis Obispo, determines responsibilities and outlines an Incident Management System (ICS) and Standard Operating Procedures used to mitigate the effects of such an event. Incident Commander authority is determined based on incident location. Assistance for mitigation, cleanup and funding is addressed.

There are no major transportation routes passing through the LOCSD, and limited number of commercial/industrial occupancies, therefore the probability for a disastrous hazardous materials incident is very low. However, the probability for extreme risk to life and property is high should such an emergency occur.

Depending on where the event occurs, the Fire Department working in unified command with either the Sheriff or California Highway Patrol will manage the emergency.

3. MULTI-CASUALTY

A County Multi-Casualty Incident Plan has been developed. It provides for an organized emergency medical response to an incident or incidents that involve numerous victims.

Without a major transportation corridor passing through the area and limited commercial air traffic overhead the possibility of a significant Multi-Casualty Incident is limited. The Fire Department assumes the lead role in assisting in the management of a Multi-Casual Incident.

4. STORM - FLOOD

The seasonal effects of heavy winter storms have historically caused short-term problems, such as minor flooding and tree fall, within the LOCSD. The County's Storm/Flood Plan designates Public Works as the lead agency for dealing with the effects of a flood. The Plan is based on local knowledge and history and identifies a management organization and emergency resources and facilities.

The district is well drained and the threat of inundation from dam failure does not exist, therefore major flooding is not a concern. Flooding and road inundation to both the north and east of the district will occasionally close South Bay Blvd near Turri Road and very rarely, Los Osos Valley Road in the area of Foothill Blvd near the San Luis Obispo City limits. Access to the District is severely comprised when either one of these routes is compromised. When both occur at simultaneously access is critically compromised, leaving the community of Los Osos totally isolated.

Several small retention basins are found scattered throughout the area. In the winter of 2023 a small retention basin, full because of winter storms, failed causing flooding to 19 homes located below the basin.

As noted above, the County Public Works Department serves as the lead agency for dealing with the effects of a flood.

5. WILDFIRE - MAJOR FIRE

The effects of a major structure fire(s) or wildfire will require many fire suppression resources to be brought into the district. Based on local history and knowledge, quick response and efficient management of these resources is planned for. Also, the establishment of a Unified Command with assisting agencies (both Law Enforcement & Fire) is set as a priority in large complex situations. Evacuation and securing fire-damaged areas via law enforcement assistance is also a prime planning element.

The district, located on the coast and away from the Santa Lucia Mountain Range, has a limited threat for a major disaster resulting from a wildland fire. Homes located on the east and south/east portions of the community (Bayview Heights and Cabrillo Estates) are at some degree of risk, however the cool, moisture laden, coastal climate keeps the threat in check the vast majority of the time.

There are a number of areas in the community where homes and businesses are located in close proximity, providing difficult access with very little defensible space. In addition, the construction of many of these buildings, often wood-frame with wood siding and combustible roofs, would contribute significant fuel loading to a wind or topographically driven fire.

The County Sheriff and Fire Department, working in unified command, would assume the lead roles in the management and evacuation caused by a fire. A major structure or wildland fire would be managed by the fire department.

6. CIVIL DISTURBANCE - TERRORISM

The handling of any civil disturbance is very delicate in nature. Actions in response to civil disturbance should attempt to prevent an escalation of the situation and to protect people and property. First responders should constantly evaluate the situation and respond at a level necessary to control or mitigate confrontations. This County Plan identifies a management Plan and addresses actions and resources necessary for civil disturbance emergencies.

The Sheriff and Fire Department, working in Unified Command, would assume the lead roles in assisting the county and district in the management of these types of events. Within the district the large, preplanned gathering of individuals for events such as at festivals, concerts, or rallies does not occur, therefore it is unlikely that an event of this nature will occur.

7. NUCLEAR POWER PLANT

When any nuclear power plant is operated, the potential for a radiological accident exists, though the probability of a serious accident is very low. The principal deterrent to an accident is prevention through conservative design, construction and operation, which assures that the integrity of the reactor system is maintained. Protective systems are installed and are automatically activated to counteract the resulting effects when any part of the reactor system fails. Emergency planning is necessary to ensure public safety in the unlikely event that reactor safety systems fail.

The district is located within the Protective Action Zone (PAZ) of the Diablo Canyon Nuclear Power Plant. The plant is located to the south-east of the district, about 5 miles down the coast. Direct access from the district to the plant is limited by a narrow private road which passes through Montana de Oro State Park. The community is covered by early warning siren system, activated by the County EOC.

The Fire Department assumes the lead role in assisting the district in the management of a nuclear emergency.

8. TSUNAMI

History has determined the necessity of being prepared for a tsunami. The California coast has experienced numerous events and thus must maintain plans capable of handling a tsunami emergency. The county Tsunami Plan addresses evacuation and warning procedures necessary to ensure a safe and timely response to reports of a possible tsunami striking the county. The Plan's chief source of reference is a document published by the State of California's Office of Emergency Service entitled, "Local Planning Guidance on Tsunami Response" (Second Edition).

Protected from wave action by the tall sand dunes along the LOCSD west boundary, tsunami impacts would be limited to a tidal surge in the low-lying areas of South Bay (Cuesta by the Sea, downtown Baywood and the Pasadena Drive areas). A detailed map of tsunami inundation area for all of San Luis Obispo County can be found on the SLO CO OES web site.

The highest initial priority would be the evacuation of the low-lying areas utilizing law enforcement resources. Once the sea has subsided the Fire Department would be tasked with rescue and recovery operations. Since wave action will not have occurred damage will be limited to flooding.

A Tsunami inundation map can be found online at the County OES web site and in Addendum # 4 of this Plan.

The County Sheriff and Fire Departments, working in unified command, would assume the lead roles in assisting the LOCSD in the management of a Tsunami emergency.

SECTION III - CONCEPTS OF OPERATION

This section outlines the concepts under which the LOCSD will respond to emergencies. Though the district's response to emergencies will depend on the type and magnitude of the situation, many elements of response are similar.

Routine, day-to-day emergency response is handled from one fire station, Station 15, under contract to the LOCSD by SLO County Fire Department. Eight 8 full-time positions, which includes 3 Fire Captain/Paramedics and 5 Fire Apparatus Engineer/Paramedics) and up to 25 part-time reserve Firefighters. Daily staffing consists of 1 Paramedic Engine company, and 1 Paramedic Squad, 24 hours a day, every day.

Additional services provided by San Luis Obispo County Fire include personnel management, budget and accounting services, grant application/management, communications system coordination, training, fire prevention and pre-fire planning. Also included are equipment maintenance, reserve fire apparatus and supplemental fire apparatus, and emergency personnel as needed.

Major emergency events impacting the LOCSD will require assistance from all district personnel to mitigate the incident through the county mutual aid system.

A. BASIC ELEMENTS OF EMERGENCY RESPONSE

Some of the basic elements of emergency response common to all types of emergencies include the following:

- Event Recognition
- Notification of Response Personnel
- Mobilization of Response Personnel
- Activation of Emergency Response Facilities and Resources

- Situation Reporting and Assessment
- Public Alerting and Information
- Protective Action Determination and Implementation
- Reentry and Recovery

Response to all emergencies involves the above elements. The type and magnitude of the emergency will determine the level of response necessary.

Some emergencies can be preceded with a buildup period lasting from hours to days that if recognized provide advanced warning to the population groups which might be impacted. In certain instances, all of the emergencies discussed in the Plan could be preceded by events that may be recognized as an advance warning. These slow building events allow the emergency organizations and resources to be mobilized in preparation for an emergency response. In other instances, emergencies can occur with little or no advance warning. This will require emergency organizations and resources to be mobilized just prior to or after the onset of the event.

Since emergency preparedness involves planning for worst-case scenarios, the Los Osos Community Services District must be prepared to respond promptly and effectively and understand the process for requesting mutual aid resources if the response effort requires resources beyond the LOCSD capabilities.

B. MUTUAL AID CONCEPTS

It shall be the policy of the County to utilize mutual aid as the primary means to extend personnel and resources for the County's Emergency Organization. Mutual aid procedures should be consistent with the California Master Mutual Aid Agreement, California Law Enforcement Mutual Aid Plan, California Fire and Rescue Mutual Aid System, and the San Luis Obispo County Fire and Rescue Mutual Aid Plan. Mutual Aid, like the Incident Command System, is provided under the broad direction of the requesting jurisdiction and under the direct control of the aiding jurisdiction/agency. All assisting agencies that support this Plan should work in cooperation with other local, state, federal and private agencies to maximize resources and minimize damage. It is further understood that mutual aid may be severely delayed and will require extreme cooperation between local surviving agency resources.

SECTION IV - EMERGENCY MANAGEMENT

A. CORDINATION WITH SPECIAL DISTRICTS

As outlined in section 4.8 of the County EOP, the level of involvement of special districts, public utilities, private organizations, and volunteer agencies will vary considerably depending upon the incident. In general, special districts or other agencies that have statutory or jurisdictional responsibilities with the incident should be represented at the incident or in the EOC.

The form of involvement of these districts and agencies maybe as part of the unified command, an **Agency Representative,** or a **Liaison** which can coordinate with the SLO County/Op Area Liaison function, found in the County EOC. The emergency response role of special districts is generally focused on their normal services or functional area of responsibility.

B. MANAGING EMERGENCIES

The County and the District will manage emergencies using the **Standard Emergency Management System** (SEMS) and the **Incident Command System (ICS).** They are modular emergency management systems designed for incidents involving a multi-jurisdictional response. They provide effective direction and control, using statewide standards, of an emergency from the time of notification, through all stages, until the situation de-escalates to a point where emergency resources are no longer needed.

At the Federal level these two management systems are folded into the **National Incident Management System (NIMS)** which includes additional components for Emergency Preparedness, Communication and Information Management, and Joint Information Sharing. The intent of this system is a more coordinated effort to disaster management, at the national level, before, during, and after the event.

A more detailed explanation of these 3 management systems can be found in Addendum #1 of this plan.

C. COUNTY and LOCSD EMERGENCY ORGANIZATION

The Incident Management Organization at the County EOC is headed by the EOC Director working in close coordination with the Incident Commander. The EOC Director has overall responsibility for the emergency management of the event.

When the EOC incident management organization is mobilized, the Incident Commander is supported by five functional groups.

The functional ICS groups are:

- Command Staff
- Operations Section
- Planning Section
- Logistics Section
- Finance Section

It is important to note that the Command Staff include the EOC Director, The Incident Commander (IC), and the **Liaison Officer - Agency Administrator (AA/LOFR)**. The Command Staff is supported by the four Sections, Operations, Planning, Logistics and Finance, each group is headed by a Section Chief. The Section Chiefs comprise the General Staff that is the management core under the EOC Director and Incident

Commander. The overall group is often referred to as the "Command and General Staff".

Physical Locations - EOC and DOC

When activated the EOC operates out of the Sheriff's station located at 1485 Kansas Ave., San Luis Obispo. (SLO County Government Operation Center).

In an emergency event impacting the LOCSD staff will report to the district office located at 2122 9th Street in Los Osos. In an emergency event this facility will be referred to as the District Operations Center (DOC).

Agency Representative – Liaison Officer

The designated Agency Representative will be the primary contact for outside agencies during emergency situations. This position may also be referred to as the Liaison Officer

The position functions and responsibilities include:

- Providing information about the emergencies effect on the District to the County EOC.
- Identifying contacts and communication links with outside agencies and organizations.
- Providing information to and responding to requests from interagency and intra-agency contacts.

D. RESPONSIBILITIES

The following tables illustrate the LOCSD's Incident Management Organization for various types of emergencies. The staffing and actual structure of the organization for the organization will vary based on the type and severity of an emergency.

Table 1. District personnel will be trained to fill the emergency positions shown. Each position has an alternate. Some are cross-trained to fill several positions.

POSITION	PRIMARY	ALTERNATES
Incident Commander	Battalion Chief	Fire Station Officer
Agency Representative	BOD President	BOD Vice-President

Section Chief Functions	General Manager	Utilities Systems Manager
Water Group Supervisor	Utilities Systems Manager	Water Resources Crew Leader

Table 2 Outlines position assignments for the District's Incident Management Organization members. The assignments are made corresponding to position within the regular District organization structure by position only;

TYPICAL TASKS	POSITION
• Represent LOCSD at EOC	BOD President
• Coordinate with field IC	General Manager
• Survey district water system for damage	Water Crew Leader
• Assist with Situation Reporting (flood, storm, tsunami, earthquake, & extreme weather)	Utility Systems Mgr.
• Determine Shelter Welfare needs	General Manager
• Initiate and staff sandbag locations	Water Crew Leader
• Inspect and clear culverts	Water Crew Leader

Emergency Management Organization members shall be made aware of their assignment and offered special training for their incident management function. These assignments are recommendations only. Any person familiar with the ICS may be used to fill positions that are short on personnel, especially in the early stages of an incident.

Confidential Contacts: To obtain the names that correspond to these positions, refer to the Confidential Contact List found at the end of this document.

SECTION V – DISTRICT EMERGENCY RESOURCES

A. EMERGENCY EQUIPMENT AND SUPPLIES AND FACILITIES

Emergency equipment and supplies for use by district personnel in the event of an

emergency will be established by the General Manager with assistance from the Station #15 Battalion Chief. Addendum #3, found at the end of this document, outlines the available resources.

B. Vital Records

Protection of vital records is particularly important for the LOCSD because of the role the organization plays in protecting the life and property of the citizens it serves.

The Administrative Services Manager is responsible for the vital records of the LOCSD. These records should be protected via imaging (scanned into a digital document imaging system, then stored on the LOCSD server to protect them in the event of an earthquake, fire, flood, or inadvertent loss (including miss-filing or missing documents). The loss of documents such as minutes, resolutions, ordinances, contracts, or Building Permits/Will Serves would prove to be very detrimental to the citizens of the LOCSD.

Original vital records should be stored in a central and secure “records vault” that meets industry standards for retention and archiving. All electronic files should be backed up on a daily basis and copies kept at a secure off-site location.

C. SHELTER - WELFARE

A limited number of displaced or homeless citizens can be anticipated after major emergency events. Most displaced people will probably be self-sufficient in nature (e.g., tenting in front yard, temporarily living with relatives or neighbors, etc.) An estimated 20% of the displaced/homeless will require sheltering as provided by the American Red Cross or other relief agencies. Long term "tent" or "mobile home" sites for the displaced and homeless are not a normal consideration in these types of events. Activation of these resources will be coordinated by the County EOC.

The South Bay Community Center has been designated as the primary Shelter Welfare site for the Community of Los Osos. A trailer containing shelter welfare supplies is stored at Fire Station 15 in Los Osos. It contains personal hygiene kits, cots, blankets & pillows for 25 individuals. A small emergency generator, lighting equipment, small tools and large first aid kits are also stored in the trailer. People Helping People serves a daily lunch at the South Bay Community Center and has a reserve of food.

D. VOLUNTEER ORGANIZATIONS

The procuring, stockpiling and distribution of essential supplies for the general public and emergency workers (food, water, fuel, shelters, etc.) may be necessary after a major event. It is anticipated that large numbers of both public and volunteer organizations within the area provide assistance to the communities’ vulnerable populations.

On the national level the San Luis Obispo Chapter of the American Red Cross may

aid in receiving, registering and organizing offers for volunteer assistance and shelters. The Salvation Army may aid in receiving, stockpiling and distributing volunteer donations of food, clothing, water, etc.

At the local level the following organizations will provide aid.

- Community Emergency Response Team (CERT) provides basic training in disaster preparedness and self-support
- Community organizations provide free dinners every Wednesday night at the South Bay Community Center.
- People Helping People and other organizations distribute food throughout the community on a weekly basis.
- Community public service groups (Elks, Kiwanis, Rotary) can be expected to provide assistance.

Activation of these resources will be coordinated by the County EOC through the County Public Health Department's Voluntary Organizations Active in Disasters (VOAD).

SECTION VI - PROGRAM MAINTENANCE

A, PLAN AND PROCEDURE MAINTENANCE

This Annex, in its entirety, will be reviewed, maintained, and updated on an annual basis by the LOCSD General Manager with the assistance of the Battalion Chief or designee.

B. TRAINING

It is the policy of the LOCSD that, at a minimum, the General Manager or his designee shall attend an annual disaster drill or exercise put on by the County of San Luis Obispo. The primary purpose of these events is to evaluate and improve the Emergency Response Plan that the event is based on. The following classes or training Is recommended:

Training/Classes

Topic	Audience	Length	Re-certification
SEMS/ICS for Administrators	LOCSD BOD & General Mngr.	4 hours	As needed
Basic ICS (I-200)	All employees	Self-paced	None
Advanced ICS (I-300/400)	Department heads and designated employees	16 hours	None
Position training	Varies	Varies	Drills
Basic First Aid	All employees	8 hours	3 years
CPR	All employees	8 hours	2 years
Fire extinguisher training	All employees	2 hours	Annually

SECTION VII – SUPPORT MATERIALS

Addendum #1 Management Systems Outlined

STANDARD EMERGENCY MANAGEMENT SYSTEM (SEMS)

In an emergency, governmental response is an extraordinary extension of responsibility and action, coupled with the normal day-to-day activities associated with governing. Any emergency event of major consequence will more than likely overwhelm local government resources, requiring assistance from a multitude of agencies.

The Standardized Emergency Management System, now adopted by the LOCSD, establishes a statewide standard response structure and basic protocols to be used by all agencies in both emergency response and recovery to a major event. Its authority and structure can be found in Chapter 1 of Division 2 of Title 19 of the California Code of Regulations.

Fully activated, the SEMS consists of five levels: field response, local government, operational areas (countywide), OES Mutual Aid Regions, and state government.

INCIDENT COMMAND SYSTEM

ICS is a field-level emergency management system that consists of several components. When applied together, the following provide the basis for effective emergency management:

- Common terminology
- Modular organization
- Integrated communications
- Unified command structure
- Consolidated action plans
- Manageable span-of-control
- Pre-designated incident facilities
- Comprehensive resource management

The modular aspect of ICS establishes a dynamic emergency organization based on the resources needed to support all phases of an emergency. The organization's staff will be integrated from the top down. If a situation escalates, additional resources can be brought into the organization, and, likewise, when the situation de-escalates, resources can be released when they are no longer needed.

National Incident Management System

The National Incident Management System (NIMS) provides a common, **nationwide** approach to enable the whole community to work together to manage all threats and hazards. NIMS applies to all incidents, regardless of cause, size, location, or complexity.

NIMS guides all levels of government, nongovernmental organizations (NGO), and the private sector to work together to prevent, protect against, mitigate, respond to, and recover from incidents. NIMS provides stakeholders across the whole community with shared vocabulary, systems, and processes to successfully deliver the capabilities described in the National Preparedness System. NIMS defines operational systems, including the Incident Command System (ICS), Emergency Operations Center (EOC) structures, and Multiagency Coordination Groups (MAC Groups) that guide how personnel work together during incidents. NIMS applies to all incidents, from traffic accidents to major disasters.

Addendum #2 Common Disaster Management Acronyms

Acronym	Definition
CGS	California Geological Survey
Cal EPA	California Environmental Protection Agency
Caltrans	California Department of Transportation
CAL Fire	California Department of Forestry and Fire Protection
CDHS	California Department of Health Services
CERT	Community Emergency Response Team
CFR	Code of Federal Regulations
CGS	California Geological Survey
CISN	California Integrated Seismic Network
CSSC	California Seismic Safety Commission
DFG	State Department of Fish and Game
DHS	Department of Homeland Security
DWR	Department of Water Resources
FEMA	Federal Emergency Management Agency
FIRM	Flood Insurance Rate Map
FMP	Floodplain Management Plan
FRAP	Fire and Resource Assessment Program
GIS	Geographic Information System
HMGP	Hazard Mitigation Grant Program
LHMP	Local Hazard Mitigation Plan
NFIP	National Flood Insurance Program
NOAA	National Oceanic and Atmospheric Administration
OES	Office of Emergency Services (State or County)

SEMS	Standardized Emergency Management System
SFHA	Special Flood Hazard Area
USDA	U.S. Department of Agriculture
USGS	U.S. Geological Survey
VOAD	Voluntary Organizations Active in Disasters

Addendum #3 Supplies/Inventory

A small trailer, owned by the LOCSD, contains shelter welfare supplies and disaster response equipment is stored at Fire Station 15. It contains personal hygiene kits, cots, blankets & pillows for 25 individuals. A small emergency generator, lighting equipment, small tools and large first aid kits are also stored in the trailer. Should the South Bay Community Center be activated as a shelter welfare site the trailer will need to be towed to that location.

A small cache of emergency preparedness equipment and supplies is also stored at the LOCSD office on 9th Street. A portable battery pack with 294 Watt Hours which can run the office computer, re-chargeable lanterns, flashlights and cell phones chargers is also found there. Cables and extensions cords for office equipment are included in the cache. This will enable the office to function as a Department Operating Center (DOC) should the electric power be lost.

Emergency gear such as safety vests, identification badges and other safety equipment will be provided to Board Directors and other staff that would assisting in any field operations during a declared emergency.

Addendum #4 Tsunami Inundation Map – Los Osos



Addendum #5 Confidential Phone List

The following community-based organizations that may be available to assist during a declared emergency are:

- South Bay Community Center
- People Helping People
- Rotary Club of Los Osos
- Kiwanis Club of Los Osos
- SLO County Emergency Communications Council/Estero Radio Club

A list of phone numbers for these organizations will be maintained by the General Manager and stored at the District's office. The following positions will have access to the list:

Position	Name
Board President	TBD
General Manager	Ron Munds
Administrative Services Manager	Laura Durban
Utilitiy Systems Manager	Margaret Falkner
Water Resources Crew Leader	Nate Pall
Battalion Chief	Josh Lorenzo

Los Osos Community Services District

Agency Specific Annex

To the

San Luis Obispo County Emergency Operations Plan

DISTRIBUTION LIST
(Hard Copies)

Location	Copies
General Manager	1
Utility Manager	1
Water Crew Leader	1
BOD Members	1 each
Fire Department	1
LOCSD Office	1
DOC File Box	2

TABLE OF CONTENTS

SECTION I - Introduction 3
A. Purpose 3
B. Objectives 3
C. Coordination With Other Agencies 3

SECTION II - Planning Basis 4
A. District And Service Area 4
B. Hazards And Local Conditions 4

1. Earthquake 4
2. Hazardous Materials 4
3. Mass Casualty Incident 4
4. Storms and Flooding 4
5. Wildfire And Major Structure Fire 5
6. Civil Disturbance And Security Threats 5
7. Diablo Canyon Emergency 5
8. Tsunami 5

SECTION III - Concept Of Operations 5
A. District Response 6
B. Coordination With Mutual Aid 7

SECTION IV - Emergency Management 7
A. Who Directs Response 7
B. District Operations Center 7
C. Coordination with County And CAL FIRE 8
D. Staff Responsibilities 8

SECTION V - District Emergency Resources 9
A. Equipment, Supplies, and Facilities 9
B. Vital Records 9
C. Care And Shelter 9
D Community Organizations and Volunteers 9

SECTION VI - Plan Maintenance And Training 10
A. Keeping The Annex Current 10
B. Training And Exercises 10
C. Review After an Emergency 10

SECTION VII - Support Materials 11
Addendum 1: Acronyms 11
Addendum 2: Emergency Supplies And Inventory 11
Addendum 3: Staff Call-Down List 11
Addendum 4: First Hour Response Worksheet 12

SECTION I - INTRODUCTION

A. PURPOSE

This annex supplements the San Luis Obispo County Emergency Operations Plan. It explains what the Los Osos Community Services District does during an emergency and how District staff work with the County and other responding agencies.

The District's main job is to keep its services running where possible and restore them when they are interrupted. Staff assesses damage to District facilities, reports service interruptions and local conditions, and asks for help when the response exceeds what the District can handle. The District can also provide equipment or supplies when it has the authority and resources to do so.

This annex applies to any emergency that requires a coordinated District response. Section II describes the hazards that could affect Los Osos and District services.

B. OBJECTIVES

1. Identify who leads the District's response and what each staff member is responsible for.
2. Explain when and how to open the District Operations Center and coordinate with responders in the field and the County Emergency Operations Center.
3. Set priorities for checking damage, keeping essential services running, and restoring interrupted services.
4. Explain how staff report local conditions and request help when needed.
5. Assign responsibility for keeping this annex up to date and testing it through exercises.

The District uses the Standardized Emergency Management System (SEMS), the National Incident Management System (NIMS), and the Incident Command System (ICS) to coordinate its response with other agencies.

C. COORDINATION WITH OTHER AGENCIES

The District coordinates its emergency response with CAL FIRE and the San Luis Obispo County Office of Emergency Services (County OES). When the County Emergency Operations Center (EOC) opens, the District plans to coordinate through the CAL FIRE Division Chief in lieu of assigning District staff to the EOC.

The General Manager or designee remains responsible for the District's operations and is available to County OES for questions and decisions about District services. District staff reports damage, service interruptions, and requests for assistance through the channels agreed upon with County OES and CAL FIRE.

SECTION II - PLANNING BASIS

A. DISTRICT AND SERVICE AREA

The Los Osos Community Services District provides water, drainage, parks and recreation, solid waste, and street lighting services. Street lighting service is limited to the Bayridge and Vista de Oro areas. CAL FIRE provides fire protection, rescue, and emergency medical response under contract with the District and operates out of Fire Station 15 in Los Osos. Water service boundaries differ from the District's boundaries, and other water providers serve parts of the community.

South Bay Boulevard and Los Osos Valley Road are the main routes into and out of Los Osos. A closure on either road can slow emergency response and delay staff, equipment, and supplies. If both roads close, the community may be temporarily cut off by road. The District plans to maintain essential services with the staff and equipment available locally until access is restored or outside help arrives.

B. HAZARDS AND LOCAL CONDITIONS

1. **Earthquake:** A strong earthquake can damage wells, tanks, water mains, roads, and District buildings. Power and communications may also be interrupted. As conditions allow, District staff check water system pressure, look for damage and leaks, and assess which facilities can remain in service.

2. **Hazardous materials**: A spill or release can affect District staff, facilities, or water supplies. District staff coordinate with incident responders before entering an affected area or operating equipment that could be impacted. Staff reports any suspected effects on the water system and coordinate with drinking water regulators as needed.

3. **Mass casualty incident**: Fire and emergency medical responders coordinate care and transport. The District's role depends on the incident and may include providing information about District facilities, maintaining water service, or making equipment available on request.

4. **Storms and flooding:** Heavy rain can flood roads and properties, damage drainage facilities, and interrupt power. In 2023, a drainage basin in Cabrillo Estates failed during winter storms and flooded homes downstream.

   The District owns and operates four drainage basins and four pumps in low-lying areas. The County states that it maintains storm drains within County road rights-of-way. The County's position is that storm drains outside those rights-of-way were transferred to the District when it was formed. The District and County are working to resolve responsibility for those drains.

   During a storm, District staff check the basins and pumps as conditions allow and report flooding and road impacts to the County. If staff find an immediate drainage

problem and responsibility is unclear, they contact the County promptly and take reasonable steps to reduce the immediate risk while awaiting County assistance, within the limits of staff safety and available resources. Responsibility for ongoing maintenance remains a separate issue for the District and County to resolve.

If road closures prevent County shelter personnel from reaching Los Osos, the shelter may open later. The District reports local shelter needs and road conditions to County OES. The District owns the shelter supplies trailer stored at Fire Station 15 and coordinates its release upon County request.

5. **Wildfire and major structure fire:** A major fire can threaten homes, interrupt access to District facilities, and increase demand on the water system. District water staff coordinate with CAL FIRE on water availability, pressure, and any system limitations. Staff follow evacuation orders and coordinate access to District facilities with incident responders.

6. **Civil disturbance and security threats**: An incident can restrict access to District facilities, threaten staff safety, or interrupt services. District staff coordinate with law enforcement, secure facilities when safe, and arrange for essential operations to continue where possible.

7. **Diablo Canyon emergency**: The County issues protective action instructions by zone during a Diablo Canyon emergency. District staff follow the County's instructions for the areas where they are working and coordinate any changes needed to maintain essential services. The County's current Protective Action Zone maps guide planning for this hazard.

8. **Tsunami**: Low-lying areas along the bay may be exposed to tsunami flooding. The District uses the current California Geological Survey tsunami hazard map to identify facilities and access routes that may be affected. Staff follow evacuation instructions and assess affected facilities when authorities indicate it is safe to return.

Power outages, communications failures, and loss of road access can occur during several of these events. Staff should account for those conditions when deciding which facilities can operate, what work can be done safely, and when to request assistance.

SECTION III - CONCEPTS OF OPERATION

This section outlines the concepts under which the LOCSD will respond to emergencies. Though the district's response to emergencies will depend on the type and magnitude of the situation, many elements of response are similar.

Routine, day-to-day emergency response is handled from one fire station, Station 15, under contract to the LOCSD by The California Department of Forestry and Fire

Protection (CAL FIRE). Eight 8 full-time positions, which includes 3 Fire Captain/Paramedics and 5 Fire Apparatus Engineer/Paramedics) and up to 25 part-time reserve Firefighters. Daily staffing consists of 1 Paramedic Engine company, and 1 Paramedic Squad, 24 hours a day, every day.

Additional services provided by CAL FIRE include personnel management, budget and accounting services, grant application/management, communications system coordination, training, fire prevention and pre-fire planning. Also included are equipment maintenance, reserve fire apparatus and supplemental fire apparatus, and emergency personnel as needed.

Major emergency events impacting the LOCSD will require assistance from all appropriate LOCSD personnel to mitigate the incident through the County mutual aid system.

A. DISTRICT RESPONSE

The General Manager or designee directs the District's response. The District's priorities are to protect staff, assess damage to District facilities, keep essential services running where possible, and restore interrupted services. CAL FIRE provides fire protection, rescue, and emergency medical response under contract with the District from Fire Station 15.

When an emergency affects District services, staff take the following steps as conditions allow:

1. **Notify and check in.** Staff report the incident to their supervisor or the General Manager and confirm who is available to respond. The General Manager or designee tells staff where to report and how to stay in contact.

2. **Assess conditions.** Staff identify immediate hazards, damage to District facilities, service interruptions, and access problems. Staff check critical water facilities and the District's four drainage basins and four pumps as conditions warrant and when it is safe to do so.

3. **Set priorities and assign work.** The General Manager or designee decides what the District can handle with available staff and equipment. If staff find an immediate drainage problem and responsibility is unclear, they contact the County promptly and take reasonable steps to reduce the immediate risk while awaiting County assistance, within the limits of staff safety and available resources.

4. **Coordinate with the County and field responders.** Staff report service interruptions, road access problems, and resource needs. The District relays shelter needs to County OES. The County coordinates shelter activation and staffing. Upon County request, the District coordinates release of its shelter supplies trailer stored at Fire Station 15.

5. **Restore services and document the response.** Staff track damage, work performed, equipment and supplies used, and costs. The District keeps customers informed about service interruptions and restoration and refers the public to the responsible agencies for evacuation and shelter information.

The General Manager or designee may activate the District Operations Center (DOC) when the incident requires staff to coordinate across services, track resource requests, or provide regular updates to the County. Section IV describes how the District staffs and operates the DOC.

B. COORDINATION WITH MUTUAL AID

When the County Emergency Operations Center (EOC) opens, the District plans to coordinate through the CAL FIRE Division Chief in lieu of assigning District staff to the EOC. The General Manager or designee remains responsible for District operations and is available to County OES for questions and decisions about District services. The District reports conditions and requests assistance through the channels agreed upon with County OES and CAL FIRE.

When the District needs help beyond what it can provide locally, the General Manager or designee identifies what is needed, where and when it is needed, and any limits on access. The District coordinates general resource requests with County OES and may request water utility assistance through CalWARN. CAL FIRE handles requests for fire and rescue mutual aid through its established channels.

If both South Bay Boulevard and Los Osos Valley Road close, outside staff, equipment, and supplies may be delayed. The District will focus available staff and equipment on the most urgent work that can be done safely and update the County as conditions and resource needs change.

SECTION IV - EMERGENCY MANAGEMENT

A. WHO DIRECTS RESPONSE

The General Manager or designee directs the District's response. This includes assigning staff, setting priorities for District services, and deciding when to ask for outside help. The General Manager keeps the Board informed about major service interruptions, the District's response, and any decisions that need Board action.

The Incident Commander directs work at the scene. The County Emergency Operations Center (EOC), when open, coordinates information and resources across responding agencies. The District Operations Center (DOC), when open, coordinates the work needed to keep District services running and restore them after an interruption.

B. DISTRICT OPERATIONS CENTER

The General Manager or designee opens the DOC when the District needs a central

place to assign work, track conditions and requests, and keep the County informed. The primary location is the District office at 2122 9th Street in Los Osos. If the office is unsafe or inaccessible, the General Manager or designee tells staff where to report or how to coordinate remotely. Staff check in before reporting to an alternate location or entering an affected area.

The DOC keeps a record of staff assignments, damage and service interruptions, road access, requests for assistance, and response costs. The General Manager or designee assigns only the duties needed for the incident. One person may cover several duties as staffing allows.

C. COORDINATION WITH COUNTY AND CAL FIRE

When the County EOC opens, the District plans to coordinate through the CAL FIRE Division Chief in lieu of assigning District staff to the EOC. The General Manager or designee remains the District contact for decisions about District services. The District shares utility updates and requests for assistance through the channels agreed upon with County OES and CAL FIRE.

The District reports shelter needs and road access conditions to County OES. The County coordinates shelter activation and staffing. Upon County request, the District coordinates release of its shelter supplies trailer, which it owns and stores at Fire Station 15.

D. DISTRICT STAFF RESPONSIBILITIES

Position	Responsibilities
General Manager	Direct the District response, decide whether to open the DOC, assign duties and alternates, and keep the Board informed. Coordinate requests for assistance and approve District updates to customers and the public.
Assistant General Manager/District Engineer	Lead field assessments and recommend priorities for repairs and service restoration. Coordinate water and drainage work, identify equipment and staffing needs, and report field conditions to the General Manager.
Water Staff	Check critical water facilities, backup power, and system pressure as conditions allow. Check the District's four drainage basins and four pumps when safe. Report damage, access problems, and immediate hazards. If a drainage problem poses an immediate risk and responsibility is unclear, contact the County promptly and take reasonable steps to reduce the risk while awaiting assistance, within the limits of staff safety and available resources.
Administrative Staff	Track staff check-ins, calls, requests, and costs. Help issue District service updates and maintain access to critical records. Refer shelter and evacuation inquiries to the responsible agencies.

The General Manager maintains a separate staff call-down list with current contact information and identifies an alternate for each critical duty.

SECTION V – DISTRICT EMERGENCY RESOURCES

A. EQUIPMENT, SUPPLIES, AND FACILITIES

The General Manager maintains a list of the equipment and supplies the District can use during an emergency. The list identifies where each item is stored, who can access it, and what is needed to put it into service. Addendum 3 lists these resources and identifies any proposed purchases separately.

Two District wells have emergency power, and the District has a trailer-mounted generator. Before assigning the portable generator, staff check that it can serve the intended facility and that staff can reach the site and refuel the generator as needed. The District also identifies what equipment is available to keep the District Operations Center working during a power or communications outage.

B. VITAL RECORDS

The Administrative Services Manager keeps track of the records staff need during an emergency. These include water and drainage maps, operating procedures, contact lists, agreements, and financial records. The District keeps backup copies and identifies who can retrieve them if the office or its computer systems are unavailable. Staff periodically check that they can access the records and restore them from backup.

C. CARE AND SHELTER

The South Bay Community Center is the designated shelter site for Los Osos under an agreement between the facility operator and San Luis Obispo County. The facility operator provides the site, and the County coordinates opening the shelter and arranging volunteer staffing. If road closures prevent County-arranged personnel from reaching Los Osos, the shelter may take longer to open.

The District reports local shelter needs and road access conditions to County OES. The District owns a shelter supplies trailer stored at Fire Station 15. Upon County request, the District coordinates with Station 15 and the County to release the trailer and confirm who will tow it to the shelter. Addendum 3 lists the supplies carried in the trailer.

.

D. COMMUNITY ORGANIZATIONS AND VOLUNTEERS

During an emergency, the District helps coordinate local resources. District staff work with community organizations to identify what residents need, what help is available locally, and where more help is needed. Staff share that information with County OES so the County and local organizations can direct help where it is needed.

Road closures or a widespread emergency may delay County assistance and help

from relief organizations such as the American Red Cross and The Salvation Army. In the meantime, community organizations may organize to check on neighbors, share information, and provide food, water, and other supplies. The District helps connect these groups with County OES as outside assistance becomes available.

The District reports shelter needs and road access conditions to County OES and requests that the County open a shelter when local conditions warrant. The County decides whether and when to open the shelter and arranges staffing. Upon County request, the District coordinates release of its shelter supplies trailer, as described in Section V.C.

SECTION VI - PLAN MAINTENANCE AND TRAINING

A. KEEPING THE ANNEX CURRENT

The General Manager reviews this annex at least once a year with the CAL FIRE Battalion Chief or designee. The review covers staff assignments and alternates, the staff call-down list, equipment and supplies, and how the District reports conditions and requests help from County OES.

The General Manager also updates the annex when staff duties, equipment, facilities, or agreements change. The District dates each revision and makes the current version available to staff and response partners.

B. TRAINING AND EXERCISES

Staff assigned emergency duties review their responsibilities and know who to contact, where to report, and how to request help. The General Manager identifies the training staff need for their assigned duties.

The General Manager or designee participates in at least one County emergency exercise each year. The District uses exercises to practice staff check-in, assess damage and service interruptions, and report conditions to the County. Exercises should account for conditions that could limit the District's response, including road closures, power outages, and loss of access to the District office.

C. TRAINING AND EXERCISES

After a major response or exercise, the General Manager reviews what worked and what needs to change with participating staff and response partners as appropriate. The General Manager assigns responsibility and a due date for each follow-up action and updates the annex or related procedures as needed.

SECTION VII – SUPPORT MATERIALS

The materials below support the procedures in this annex. The General Manager reviews them as part of the annual review described in Section VI and updates them when assignments, equipment, or contact information change.

Addendum 1: Acronyms Used In This Annex

Acronym	Meaning
DOC	District Operations Center
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
ICS	Incident Command System
NIMS	National Incident Management System
OES	Office of Emergency Services
SEMS	Standardized Emergency Management System

Addendum 2: Emergency Equipment and Supplies

The General Manager maintains an inventory of District emergency equipment and supplies. The inventory lists where each item is kept, who can access it, and what staff need to put it into service. Proposed purchases are listed separately from equipment available for use.

The inventory covers emergency power at two District wells, the District's trailer-mounted generator, equipment available to support the District Operations Center during an outage, and the District-owned shelter supplies trailer stored at Fire Station 15. Upon County request, the District coordinates release of the shelter supplies trailer as described in Section V.C.

Addendum 3: Staff Call-Down List

The General Manager maintains a separate internal call-down list with current contact information for staff assigned emergency duties and their alternates. Staff with emergency assignments keep a copy they can access if the District office or network is unavailable.

Addendum 4 First Hour Response Worksheet (next page)

Incident: _____ **Date and time:** _____
Completed by: _____ **Phone or radio:** _____

Use this worksheet to organize the District's first actions. Work through the items as conditions allow. Record what is known, what still needs to be checked, and who is following up.

1. Notify staff and confirm who can respond

- Notify the General Manager or designee. Use the staff call-down list in Addendum 3.
- Confirm who is available, where staff should report, and how they will stay in contact.
- Decide whether to open the District Operations Center (DOC). If the District office is unsafe or inaccessible, identify an alternate location or coordinate remotely.

Person directing the response: _____
Reporting location and contact method: _____

2. Check conditions and set priorities

- Identify immediate hazards, road closures, and facilities staff can safely reach. Check access via South Bay Boulevard and Los Osos Valley Road.
- Check critical water facilities as conditions warrant. Note power and backup power status, pressure problems, damage, and service interruptions.
- During storms or flooding, check the District's four basins and four pumps when safe. If an immediate drainage problem has unclear responsibility, contact the County promptly and take reasonable steps to reduce the risk while awaiting assistance, within the limits of staff safety and available resources.
- Assign the most urgent work and identify any help, equipment, or supplies needed.

Immediate priorities and staff assigned: _____
Conditions still to be checked: _____

3. Send the first update to the County

- Use the reporting channels described in Section IV. When the County Emergency Operations Center (EOC) opens, coordinate through the CAL FIRE Division Chief as planned. The General Manager or designee remains the contact for decisions about District services.
- Report what happened, affected services and facilities, road access, work underway, and any help needed. For each request, include where and when help is needed and any access limits.
- If local conditions warrant, report shelter needs and ask County OES to open the shelter. The County decides whether and when to open it and arranges staffing. If the County requests the District-owned supplies trailer, coordinate its release from Fire Station 15.

Update sent to and time: _____
Requests made and follow-up assigned: _____
Next update due: _____

TEMPORARY EMERGENCY FACILITY USE AGREEMENT (SHORT FORM)

This emergency facility use agreement ("the Agreement") is effective this 1st day of May, 2025 and is made and entered into between the South Bay Community Center ("the Owner") and the County of San Luis Obispo, a political subdivision of the State of California ("the County"), hereafter referred to individually as "Party" and collectively as "the Parties."

Recitals

WHEREAS, pursuant to the California Emergency Services Act (Gov. Code, § 8550 et seq.), the County is responsible for providing emergency services to protect the safety and welfare of county residents during a state of emergency proclaimed by the Governor of the State of California or a local emergency proclaimed by the County Emergency Service Director or the Board of Supervisors, as the case may be, during times of emergency; and

WHEREAS, the County has a need for buildings or other facilities that may be used as disaster shelters during the emergency; and

WHEREAS, the Owner holds title to the real property located at:

2180 Palisades Avenue, Los Osos, CA 93402, which includes the community center building, hereafter referred to as "Facilities"; and

WHEREAS, the Owner desires to assist the County by allowing the use of its Facilities as a disaster shelter/center during an emergency; and

WHEREAS, County and Owner desire to enter into this Agreement to set forth the terms and conditions for the use of the Facilities as a temporary shelter;

NOW, THEREFORE, for good and valuable consideration, the County and Owner hereby agree as follows:

Terms and Conditions

1. *Term and Termination.* This Agreement will become effective as of the Effective Date and will continue in effect until terminated. Either party may terminate this Agreement upon 15 days advance written notice to the other party. In the event that the Owner elects to terminate this Agreement, those individuals who are presently sheltering in Owner's Facilities will be able to stay in the Facilities for 7 days following notice of termination subject to the terms and conditions hereof.

2. *Facility Use.* The County may use the Facilities to provide shelter for impacted residents of an emergency on an as needed basis subject to the maximum occupancy of the Facilities and under the following conditions:

    a. The County will request use of the facilities by contacting the 24-hour contact phone numbers provided by the Owner.

b. The County will use reasonable care in the conduct of activities in the Facilities and will provide proof of liability insurance.

c. If necessary, the County will provide all transport services to and from the Facilities for the individuals.

d. If necessary, the County will provide each individual who is temporarily staying at the Facilities a toiletry kit prior to their lodging at the Facilities and with meals three times a day while lodging. (Owner is not required to provide any meals or other extraordinary services.)

e. The County will provide an onsite case manager for the Facilities. The case manager shall be responsible for coordinating check-in, check-out, tracking individuals' length of stay, reconciling records with the Owner, coordinating any needed assistance for the individuals, and coordinating all other duties reasonably necessary to implement the terms of this Agreement.

f. The County will be responsible for any damage, destruction or extraordinary cleaning services to Facilities due to the conduct of any individual and will provide security as required.

g. After meeting its responsibilities to its members/clients/etc., the Owner will permit, to the extent of its ability and upon request from the County, use of its Facilities by the County as a mass care shelter/center.

h. The Owner will provide the County with keys to the Facilities at the time use is granted by the Owner.

3. *Disclaimer and Release*. Prior to any individual staying at the Facilities, the County will have the individual sign a disclaimer and release substantially in the form set forth in the Facility Use Release Agreement, attached as Exhibit A and incorporated herein by reference.

4. *Independent Contractor*. The Owner is an independent contractor of the County and nothing in this Agreement creates an employer/employee relationship between County and Owner, and their respective officials and employees.

5. *Indemnity*. Each Party shall indemnify and hold the other harmless from and against any and all claims, demands, actions, rights of action, damages, costs and expenses that may arise by virtue of anything done or omitted to be done by the indemnifying Party (or through or by its Agents). The indemnifying Party shall be notified promptly of the existence of the claims, demands, actions or rights of action and shall be given reasonable opportunity to defend same. The Party to be indemnified shall cooperate in any defense brought or asserted by the indemnifying Party.

6. *Notices*. Any notice required to be given under this Agreement shall be addressed as follows:

County:	Owner:
Office of Emergency Services County of San Luis Obispo 1055 Monterey Street, D430 San Luis Obispo, CA 93408 Attn: Scott Milner smilner@co.slo.ca.us	South Bay Community Center 2180 Palisades Ave. Los Osos CA 93402 sbcc@sbcommunitycenter.net

7. *Cooperation*. Each party will cooperate with the other in the implementation of this Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the Effective Date.

County of San Luis Obispo

By: _____
Emergency Services Manager

Date: 5-9-25

Owner:

By:

Gary Katayama, Board President 2025-6

Print Name/Title

Date: 5/1/2025