

# Reclamation District 828 Weber Tract

Emergency Operations Plan

(California Water Code Section 9650 Safety Plan)

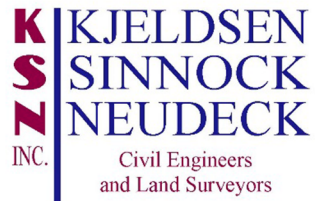


San Joaquin Operational Area  
February 2016

This document was last updated on February 5, 2016, Rev. 1.1.

Prepared by Kjeldsen, Sinnock & Neudeck, Inc. for Reclamation District 828, Weber Tract, with funds awarded under the California Department of Water Resources Flood Emergency Response Grant Program—Delta, Contract No. 4600010754.

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



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# Plan Promulgation

February 5, 2016

To whom it may concern:

This document and accompanying annex map, having been duly reviewed and approved by the Board of Trustees of Reclamation District 828, Weber Tract (hereinafter Reclamation District 828), is hereby promulgated as the official emergency plan of the District. District personnel are hereby directed to use this plan as the basis for emergency response to flood events. This plan meets the safety plan requirements of Section 9650 of the California Water Code and is compliant with the National Incident Management System and National Response Framework.

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

The District Secretary/Legal Counsel and District Engineer shall review this plan and accompanying annex at least annually for needed changes and updates. The District Secretary/Legal Counsel and District Engineer are authorized to make minor routine updates and changes to the plan required by changes in district operations and personnel and changes to outside agency plans that affect district operations.

The Board of Trustees of Reclamation District 828 shall review this plan once every three years and after any major flood event where the plan was used to guide District response. The District shall maintain a record of Board plan reviews and approval actions in accordance with District documentation procedures and policies.

Sincerely,

Bill Mendelson, President  
Board of Trustees  
Reclamation District 828

# Record of Changes

Revision #	Sections Revised	Date of Distribution	Name of Approving Authority
1.1	3.2.1	02/05/16	DHS, KSN

## Record of Initial Distribution

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

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# Section 1 - Plan Introduction

## 1.1 Purpose

The purpose of this Flood Safety Plan is to ensure the effective performance of Reclamation District 828 responsibilities in a flood emergency in collaboration with other jurisdictions performing emergency functions within and around the District. This plan is to be used in conjunction with the emergency operations plans of the State of California and the San Joaquin Operational Area to facilitate multi-jurisdictional coordination within District boundaries. Although this is a public document, specific procedures and information of a sensitive nature as well, as personal information, may be edited out of publicly available versions. The full document is subject to restricted-use handling procedures. This plan meets the requirements of Section 9650 of the California Water Code.

## 1.2 Scope

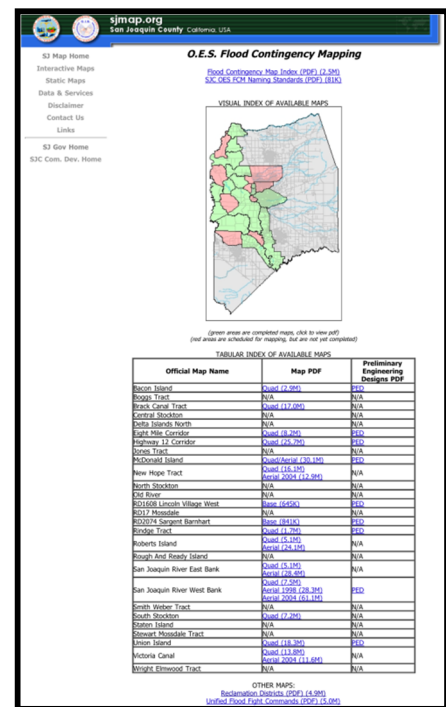
Reclamation District 828 is a political subdivision of the State of California with independent jurisdiction and responsibility for the operation and maintenance of the levee system within its jurisdictional boundaries. This District emergency operations plan covers only detailed procedures for District responsibilities. Operational plans of other jurisdictions with public safety responsibilities within the District are referenced in this plan.

This plan will cover in detail the following;

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

## 1.3 Plan Structure

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



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

Figure 1.1



## Section 2 - Concept of Operations

### 2.1 Situation Overview

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

Reclamation District 828, is located along the western edge of the City of Stockton and is South of Reclamation District 1614, Smith Tract and Smith Canal, East of Reclamation District 403, Rough and Ready and the Stockton Deep Water Ship Channel, and North of Reclamation District 404, Boggs Tract and the San Joaquin River. There is little information to provide about this Reclamation District due to it's relatively small area of levee maintaining responsibility. It is estimated that there are approximately Flood system challenges identified for Reclamation District 828 include highly-encroached levees and non-accredited levees along Smith Canal.

Reclamation District 828 is mostly residential structures, with some limited commercial facilities and an elementary school. Reclamation District 828 is a heavily populated area within the city limits of Stockton. The City of Stockton has an estimated population of approximately 295,000 people according to the San Joaquin Area Flood Control Agency.

### 2.2. General Approach to Seasonal Flood Operations

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

#### 2.2.1 Routine Preparedness and Infrastructure Maintenance

District performs the following routine preparedness actions.

1. Inspect District levees once a week on a routine basis
2. Ongoing and routine baiting and grouting program for ground rodents
3. Ongoing and routine vegetation control program
4. Annual inspection and inventory of District flood fight supplies
5. Semi-annual joint inspection of levees with State inspectors
6. Periodic joint inspection of levees with Federal inspectors
7. Annual inspection and maintenance of access control gates on levees

District does not own or maintain pumping stations for internal drainage control. The City of Stockton is responsible for internal drainage collection, conveyance and terminal drainage. No culverts or through levee pipes exist within District.

#### 2.2.2 Monitoring and Analysis

The District will monitor and analyze water conditions, elevations, and forecasts for waterways affecting District levees throughout flood season for the purpose of promptly

identifying heightened threats to the integrity of District levee systems. The objective of this monitoring effort is to identify conditions that warrant additional actions beyond routine flood season preparedness activities.

The District will use the Venice Island gauge to monitor tidal conditions and use visual reference as information sources in its monitoring effort. The Mossdale gauge (SJ River) and Benson’s Ferry (Mokelumne River) gauges will be used as secondary monitoring sources.

### 2.2.3 Alerting, Activation, and Initial Response

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

Action	Trigger Condition
Alert the District Board of Trustees and personnel; Issue Delegation of Authority letter appointing District Incident Commander	Official prediction that 8.0’ (NAVD 88 datum) tide will be reached at Venice Island Gauge
Activate/Hire District personnel and initiate periodic focused levee inspections	El. 8.0’ (NAVD 88) tide at Venice Island Gauge
Initiate 24-hour continuous levee patrols	El. 9.0’ (NAVD 88) at Venice Island Gauge
Contact City of Stockton OES/Fire, San Joaquin County Sheriff, and San Joaquin OES	Potential threat to levee integrity or if District begins patrol
Contact the State-Federal Flood Operations Center	Identified problem on levee

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

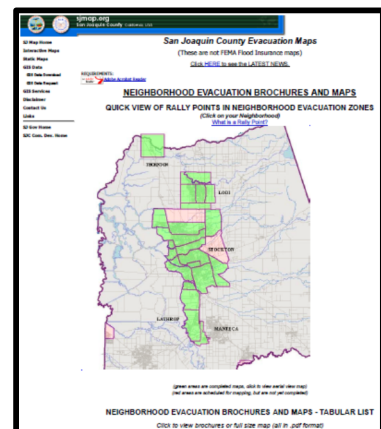
District personnel will take all of the above actions upon the identification, or verified report, of any out of the ordinary condition on a District levee that presents a potential risk of failure.

### 2.3 Public Alert and Warning

The District will promptly notify jurisdictions responsible for alerting and warning of the general public upon identification of a threat to District levees.

The District will provide detailed information on the characteristics of the threat and will assist, to the extent possible, with notification of the public if requested. All alert and warning of the general public will be carried out in accordance with the plans of protected jurisdictions.

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



General Public Evacuation Maps and Brochures website [www.sjmap.org/evacmaps](http://www.sjmap.org/evacmaps) maintained by San Joaquin Operational Area  
Figure 2.1

- City of Stockton
- County of San Joaquin

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

Evacuation maps and brochures for the public are available at a dedicated website maintained by San Joaquin Operational Area (See Figure 2.1). These maps contain information on receiving alerts and warnings within the District along with evacuation and safety instructions.

## 2.4 Flood Fight Operations

Flood fight operations, including levee patrol, will be conducted in accordance with the procedures in this Basic Plan and those shown on Annex A. Annex A displays the District's concept of operations for emergency communications, patrol, flood fight, and dewatering operations. This concept of operations and response procedures will be modified as needed by the District Incident Commander to meet the demands of actual emergency conditions. Plans of jurisdictions with responsibility for warning and evacuation within the District are referenced on Annex A as well as in this plan.

## 2.5 Federal and State Disaster Assistance

The District's policy is to maintain mitigation and emergency plans and procedures, and the physical condition of its levees at the level required to be eligible for disaster assistance under the federal Stafford Act and PL84-99 program and the California Disaster Assistance Act. Emergency operations will be conducted and documented in compliance with conditions of those programs for reimbursement of disaster expenses. The District has assigned its contract engineering firm to maintain necessary documentation during an emergency and to participate in any available assistance programs after a disaster on behalf of the District.

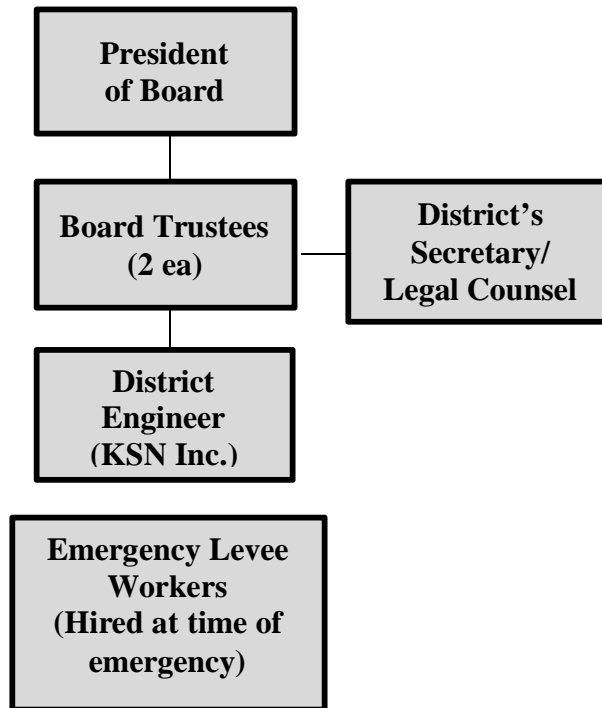
To ensure that the District takes steps to quickly access the recovery process, these actions should be considered if an incident is imminent or occurring:

- PL-84-99:
  - Pre-develop a USACE PL84-99 request letter on District letterhead, see Attachment #7
  - Contact DWR Flood Operations Center
  - Follow-up call to USACE District office that a request was made to DWR
  - Notify Operational Area of PL84-99 request, send copy of written request
- State and other Federal programs:
  - Request San Joaquin County to Proclaim the Existence of a Local Emergency
  - Notify District administration when the Proclamation is established

## Section 3 – Organization and Assignment of Responsibilities

### 3.1 Organization

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



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

### 3.2 Assignment of Responsibilities

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

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

In situations where there is insufficient time for Board action, any single trustee, the District Engineer, or the District Secretary/Legal Counsel are authorized, once the Board has concurred that a local emergency is occurring, to 1) make a legal or financial commitment on behalf of District during emergency operations and 2) purchase additional flood fight supplies or materials. The limit to the commitment that can be made shall be determined based on the immediate need to address the emergency until additional Board authority is obtained. Any single trustee, the District Engineer, or the District Secretary/Legal Counsel can take these actions upon recognition of a threat to levee integrity even without prior Board concurrence that a local emergency is occurring, but in this case the Board must be notified of the action within 24-hours, as documented on the Decision Making Authority Resolution. (See Attachment 4).

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

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

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

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

### *3.2.3 Provide Public Information*

The District Secretary/Legal Counsel is authorized to speak to the media on behalf of the District as part of the San Joaquin Operational Area Joint Information Center.

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

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

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

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

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

The District Engineer is authorized and responsible for:

- Activating District staff and resources
- Requesting or providing mutual aid assistance from public agencies
- Supervising District staff, contractors, and/or mutual aid resources assigned to District for levee patrol, 2) flood fight operations, and 3) District de-watering operations.

The Board President or another Trustee if the Board President is unavailable will issue a Delegation of Authority letter (see Attachment 2) confirming and defining these authorities as noted in Section 3.2.2.

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

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

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

## Section 4 – Direction, Control and Coordination

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

District personnel authorized and responsible for carrying out the actions outlined in Section 3, Organization and Responsibilities, will use the direction, control, and coordination facilities and processes described in this section. Communications and logistics systems for command, coordination, and response are described in Sections 5 and 6.

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

#### 4.1.1. Management and Policy

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

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

#### 4.1.2 District Incident Command

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

#### 4.1.3 Incident Command Facilities

The District does not maintain pre-identified facilities for hosting emergency activities being undertaken by District personnel. District activities will be organized and coordinated in the field or at other incident command facilities established by public safety agencies or the San Joaquin Operational Area.

### 4.2 Management and Coordination with Other Jurisdictions

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

#### 4.2.1 Unified Flood Fight Command Post

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

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

Reclamation District 828 is a member of the METROPOLITAN UNIFIED FLOOD FIGHT COMMAND established by the San Joaquin Operational Area. The Metropolitan Unified Flood Fight Command meets at the San Joaquin Operational Area Emergency Operations Center, 2101 E. Earhart Avenue, Stockton. The boundaries and assignments to this command may be viewed on the SJ County Unified Flood Fight Command Map available at [www.sjmap.org/oesfcm](http://www.sjmap.org/oesfcm).

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

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

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

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

Reclamation District 828 is a signatory to the San Joaquin Operational Area Agreement and as such, its District Engineer will participate in SJOA multi-agency coordination processes and procedures on behalf of the District. General travel times from District to the SJOA emergency operations center is 20-30 minutes. District representative may remotely communicate with the SJOA EOC through cellular telephone.

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

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

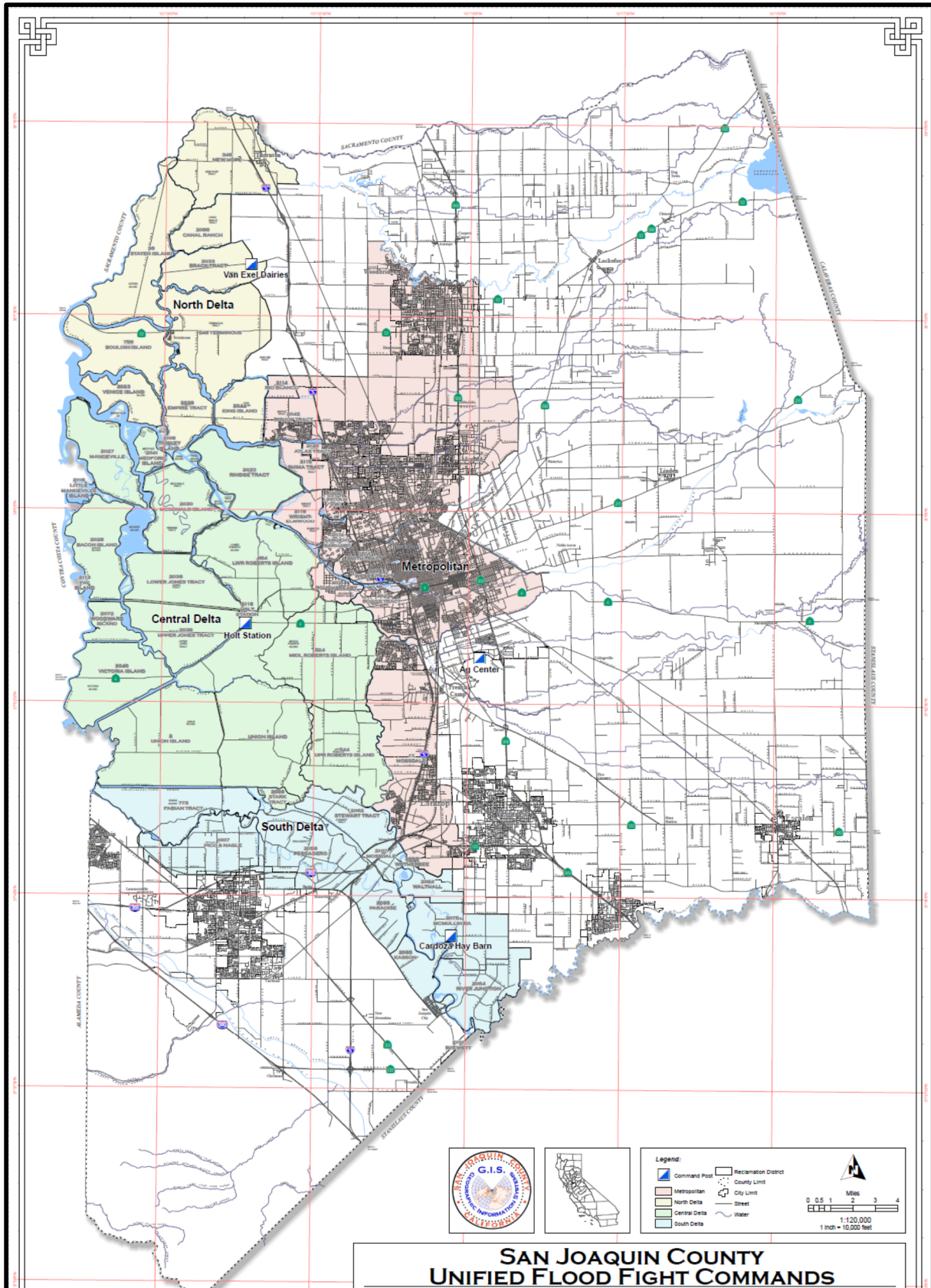


#### *4.2.4 San Joaquin Operational Area Joint Information Center*

Risk communication to the general public will also be coordinated, planned, and carried out through the San Joaquin Operational Area Joint Information Center (JIC). The District will assist with risk communication as requested through the operational area. See [www.sjgov.org/oes](http://www.sjgov.org/oes) for relevant San Joaquin Operational Area plans and procedures.

The District will provide an information officer as requested who will have authority to approve information releases. The District information officer will identify the location and schedule of the joint information center from the San Joaquin Operational Area Information Officer at the beginning of the flood event.

Figure 4.1 Unified Flood Fight Commands



## Section 5 - Communications

### 5.1 Communications Organization

The District will maintain adequate communications equipment to implement this emergency plan. This section identifies equipment and/or systems available for communications,

1. Between District personnel, contractors, and other staff working under District supervision
2. With other public agencies operating within the District
3. With neighboring Reclamation Districts
4. With the San Joaquin Operational Area EOC
5. With the State Flood Operations Center

### 5.2 District Communications

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

### 5.3 Communications with Other Jurisdictions

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

#### 5.3.1 San Joaquin Operational Area EOC

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

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

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

## Section 6 - Logistics and Finance/Administration

### 6.1 Mutual Aid

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

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

### 6.2 Resources

The District does not own or maintain flood fight resources. San Joaquin Operational Area maintains seven twenty-foot containers with flood fight supplies that the district can draw on through the San Joaquin Operational Area Agreement. Inventory of that resource can be obtained from San Joaquin Operational Area.

### 6.3 Procurement

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

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

### 6.4 Logistics Facilities

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

### 6.5 Finance and Administration

The District maintains financial and administrative records associated with emergency response in accordance with *44 C.F.R. Part 13--Uniform Administrative Requirements For Grants And Cooperative Agreements To State And Local Governments*. Emergency response and construction records, including field reports, procurement and construction management files are maintained by both the District and the District's Engineer and are

retained as prescribed by the grant authority. District maintains a safety plan for employees and work rules as appropriate.

## Section 7 - Plan Development and Maintenance

### 7.1 Plan Development and Maintenance

The District Secretary/Legal Counsel and District Engineer are responsible for overseeing the development of the Reclamation District 828 Emergency Operations Plan. The District Engineer will maintain the District Flood Contingency Map which constitutes Annex A of the Plan. The District Secretary/Legal Counsel and Engineer are responsible for periodic review of the District Emergency Operations Plan and Annex A to determine the need for revisions or updates.

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

### 7.2 Training and Exercises

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

District personnel will receive training on the District EOP – Basic Plan and Annex A – Flood Contingency Map.

District personnel will participate in internal exercises and exercises sponsored by the San Joaquin Operational Area jurisdictions.

### 7.3 Plan Evaluation

Reclamation District 828 personnel will prepare a written After-Action Report (AAR) after any District declared emergency affecting District levees. The District Secretary/Legal Counsel is responsible for the preparation of this report. The Board will review and approve the AAR which will briefly describe District operations, response problems that arose, and damage sustained by the District. The AAR will also contain recommendations for improving District emergency operations in the future. The Board will provide direction to personnel as to the preparation of changes, additions, or revisions to the District emergency operations plan.

## Section 8 - Authorities and References

### 8.1 Federal

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

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

### 8.2 State

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

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

### 8.3 Local

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

Lower San Joaquin River and Delta South Regional Flood Management Plan, November 2014

# Attachment 1

## Reclamation District 828 Emergency Response and Training Policy

Reclamation District 828 Board of Trustees hereby adopts the National Incident Management System (NIMS) for organizing emergency response activities. The Board further establishes the following emergency response and training policies.

### Emergency Response

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

### National Incident Management System Training Guidance

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

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

### Reclamation District 828 Training Requirements

The Board of Trustees hereby establishes the following training requirements for District personnel involved in flood emergency operations.

Members of the Board of Trustees shall complete the G-402, Incident Command System Overview for Executives and Senior Officials and the SEMS Executive Course.

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



Counsel and District Engineer shall complete IS-800 National Response Framework and IS-701 NIMS MACS course to meet inter-agency coordination responsibilities.

Staff hired or transferred to serve as Emergency Levee Workers at the time of an emergency shall receive a 2-hour RD828 Emergency Safety and NIMS Course that will include a 60 minute summary of the SEMS Introduction, ICS-100 and IS-700 courses and specific safety information for their emergency duties prior to beginning work.

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

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

\_\_\_\_\_  
Title

\_\_\_\_\_

## Attachment 2

### Reclamation District 828 Delegation of Authority Letter

As of \_\_\_\_\_ hrs, \_\_\_\_\_, I have delegated the authority and responsibility for the  
(Time) (Date)  
complete management of the Reclamation District 828 \_\_\_\_\_ Incident to  
(Name of Incident)  
\_\_\_\_\_ acting as District Incident  
(Name of Individuals)

Commander and Deputy Incident Commander respectively.

#### Instructions

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

My general considerations for management of the incident are:

1. Provide for safety of District personnel.
2. Keep the Board and Board Secretary informed of key actions, and the situation.
3. Comply with the RD828 Flood Safety Plan and document conditions requiring its modification

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

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

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

\_\_\_\_\_  
Date

# Attachment 3

## Emergency Resolution Template

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

RESOLUTION No. \_\_\_\_

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

[DESCRIPTION OF EMERGENCY EVENT, JUSTIFICATION]

EMERGENCY DECLARATION

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

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

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

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

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

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

CERTIFICATION

I, \_\_\_\_\_, President and trustee for Reclamation District No. \_\_\_\_ (District) do hereby certify that the above is a true and correct copy of the resolution which the Board of Trustees of the District unanimously adopted on [DATE].

Executed on \_\_\_\_\_, in \_\_\_\_\_, California.

\_\_\_\_\_  
District President

# Attachment 4

## Decision Making Authority Resolution

**RECLAMATION DISTRICT NO. 828**

**RESOLUTION 2016-\_\_\_**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF  
RECLAMATION DISTRICT NO. 828 SETTING PRIORITIES FOR  
DECISION MAKING AUTHORITY IN EVENT OF EMERGENCY**

WHEREAS, in the event any or all Trustees of the Reclamation District are not available, and an emergency action requires that authority be exercised, there is a need to establish a chain of command for such emergency decision making authority;

WHEREAS, pursuant to California Public Contract Code section 20926 and section 22050, Reclamation District No. 828 may take action to negotiate and award a contract for construction of work to prevent damage or repair damaged works, and procure necessary equipment, services, and supplies, without advertising for bids and expend any sum reasonably required in an emergency; and

WHEREAS, such action either requires a 2/3 vote of the Board of Trustees, and/or such authority may be delegated to an appropriate person or persons;

WHEREAS, the Board of Trustees desires to delegate such authority as set forth in this Resolution.

NOW, THEREFORE, BE IT RESOLVED, AND IT IS HEREBY RESOLVED BY THE BOARD OF TRUSTEES OF RECLAMATION DISTRICT NO. 828 AS FOLLOWS:

1. In the unavailability either in person or telephone of a majority of the Board of Trustees, emergency decision-making authority relative to emergencies may be exercised by the following persons in the order of priority listed.

- a. The President of the Board of Trustees;
- b. Any single Trustee;
- c. Engineers for the District, who are presently Kjeldsen-Sinnock-Neudeck:

Chris Neudeck

Day Phone: (209) 946-0268

Mobile Phone: (209) 481-0316

Home Phone: (209) 948-8479

- d. Secretary for the District, who is presently \_\_\_\_\_;

Day Phone: \_\_\_\_\_

Evening Phone: \_\_\_\_\_

Cell Phone \_\_\_\_\_

2. Such emergency decision-making authority includes the following powers:
  - a. In case of emergency, the person designated above as the emergency decision-maker may negotiate and award a contract for construction of work to prevent damage or repair damaged works, and procure necessary equipment, services, and supplies, and take any directly related and immediate action required by that emergency, without advertising for bids, and expend any sum reasonably necessary to cure the emergency.
  - b. The emergency decision-maker shall, if practicable, informally solicit bids or request for proposals to seek to obtain the best terms possible, including the lowest price term, given the urgent circumstances of the emergency, and, promptly after the emergency ends, shall document the circumstances of the emergency and the bid or proposal accepted.
  - c. The emergency decision-maker shall report to the Board of Trustees the reasons justifying why the emergency did not permit a delay resulting from a competitive solicitation for bids and why the action was necessary to respond to the emergency. Such report shall be made at the next regular meeting of the District, if such meeting occurs within 14 days of the emergency, or if no such meeting will occur within 14 days, the decision-maker shall call a special meeting of the Board of Trustees within 7 days after the emergency, and make such report at that time, and, for this purpose only, shall have the power to call such meeting.
3. For the purpose of this Resolution, “emergency” is defined as an imminent threat to public health, safety, or welfare or an imminent threat to the flood control or drainage facilities of Reclamation District 828, or an imminent threat of flooding of Reclamation District 828, and action is necessary to respond to such threat, and the imminence of such is that it will not permit a delay resulting from a competitive solicitation of bids.
4. All previous resolutions relating to the subject of this resolution are repealed.

PASSED AND ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2016, by the following vote,  
TO WIT:

AYES:

NOES:

ABSENT:

ABSTENTION:

RECLAMATION DISTRICT NO. 828

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

ATTEST:

\_\_\_\_\_  
Secretary, Board of Trustees