STATE OF CALIFORNIA DEPARTMENT OF GENERAL SERVICES	DATE ISSUED: April 1, 2003
Administrative Order 03-03	EXPIRES: Until rescinded.
TO: SUBJECT: **Emergency Preparedness Responsibilities and Services**	REFERENCES: California Emergency Services Act Governor's letter to Agency Secretaries dated 9/12/00 Executive Order W-9-91, dated 5/29/91 California State Emergency Plan
	SUPERSEDES: Administrative Order 02-02

PURPOSE

This Administrative Order:

1. Summarizes and expands upon the emergency preparedness, response, recovery, and mitigation functions of the State Agency established in the California State Emergency Plan.

2. Provides for the assignment of functions to State Agencies to be performed before, during, and after an emergency and for the coordination and direction of the emergency actions of such agencies.

3. Guides the Director of the Office of Emergency Services and the State Agency Director in coordinating priority tasks and programs that the State Agency will perform with respect to emergency preparedness, response, recovery, and mitigation.

GENERAL

4. As a supporting document to the California State Emergency Plan, the Administrative Order is in effect at all times in all political subdivisions of the State.

ROLE OF THE GOVERNOR'S OFFICE OF EMERGENCY SERVICES

5. The Office of Emergency Services coordinates the State's disaster preparedness, response, recovery, and mitigation activities, assisted by state agencies under the authority of the California Emergency Services Act, Executive Order W-9-91, California Disaster and Civil Defense Master Mutual Aid Agreement, and the California State Emergency Plan.

6. Upon direction of the Governor, the Director of the Office of Emergency Services may assign to a State Agency any activity concerned with the mitigation of an emergency of a nature related to the existing powers and duties of such agency, and it shall thereupon become the duty of such agency to undertake and carry out such activity on behalf of the State.

7. OES, acting for the Governor, reserves the right to redirect resources based on an assessment of the totality of circumstances.

ROLE OF STATE AGENCIES

8. For purposes of the Administrative Order, State Agency means any department, division, independent establishment, or agency of the executive branch of state government.

9. State Agencies carry out assigned activities related to mitigating the effects of an emergency or disaster in full cooperation with each other, the Office of Emergency Services, and other political subdivisions providing assistance.

10. OES may, upon direction of the Governor, assign a State Agency to perform a service outside its normal statutory responsibility during a State of Emergency or State of War Emergency.

11. State Agencies may be requested to provide support under specific emergency or disaster situations even if the support task is not assigned in the State Emergency Plan.

12. As a signatory to the California Disaster and Civil Defense Master Mutual Aid Agreement, State government and all its departments and agencies, and the various political subdivisions of the state, render mutual aid to affected jurisdictions when requested.

13. All public employees are Disaster Service Workers and, as such, may be called upon to respond in a duly proclaimed emergency.

STATE AGENCY RESPONSIBILITIES

The DEPARTMENT OF GENERAL SERVICES shall:

14. Use the Standardized Emergency Management System (SEMS) to coordinate multiple jurisdiction or multiple agency emergency and disaster operations. This requires State Agencies to plan, train, exercise, and respond using SEMS.

15. Accomplish the assigned objectives of the State Emergency Plan and the emergency operations activities associated with its jurisdictional authorities.

CONTINUITY OF GOVERNMENT

16. Establish a program for continuity of leadership and government authority to include the following:
    - Succession to essential positions required to maintain decision authority.
    - Pre-delegation of emergency authorities to key officials.
    - Emergency action steps provided in emergency plans and emergency action plans.
    - Department Operations Centers and alternate emergency operations centers.

CONTINUITY OF BUSINESS

17. Take all necessary and appropriate steps to continue essential services during an emergency.

18. Take appropriate measures to protect personnel, equipment, supplies, facilities, and vital public records against natural, man-made, and technological hazards.

19. Redirect all other resources, when tasked or as necessary and appropriate, to effectively mitigate any emergency or disaster.

20. Determine State Agency resources required to continue essential services, and develop the ability to track and allocate resources necessary to provide emergency response and recovery activities.

21. Coordinate development and integration of all appropriate emergency operational plans with the State Agency's emergency plan.

PREPAREDNESS

22. Designate in advance, and when requested by the Office of Emergency Services (OES), provide primary and alternate representatives for interagency emergency planning, notification, operations, recovery, mitigation, and public information.

23. In coordination with OES, develop and maintain plans and procedures to carry out emergency response and recovery responsibilities.

24. Develop and submit agency emergency plans to OES for review and approval.

25. Document the hazards, risks, and hazard mitigation measures in agency emergency management plans; upon request, provide hazard-related information to OES to ensure effective coordination and decision making in an emergency.

26. Coordinate plans, procedures, preparations, and training with affected federal, state, regional, local, quasi-public, and private entities.

27. Enter into working agreements as necessary with these entities, in coordination with OES, to promote effective emergency response and recovery.

28. Those agencies identified in the State Emergency Plan as lead or support for a function are responsible for working cooperatively with each other, and in coordination with OES, to prepare plans and procedures to carry out that function in an emergency.

29. Ensure that all personnel assigned specific responsibilities in support of this Administrative Order, the State Agency Emergency Plan, and the State Emergency Plan are adequately trained and prepared to assume those responsibilities.

30. Train personnel assigned emergency response and recovery functions at all organizational levels, conduct exercises, and participate in local, state, and federal agency exercises, including those conducted by OES.

31. Establish alerting and mobilization procedures.

32. Name a public information representative to coordinate Emergency Public Information plans and procedures with the Office of Emergency Services Public Information Office.

33. In the event of a threat of war or enemy-caused emergency or disaster, review the State Agency's readiness and take appropriate actions.

DGS Preparedness Activities

Construction and Engineering Services

- Coordinate with professional engineering organizations and OES in recruiting, orienting, and training volunteer structural engineers.
- Maintain and have available up-to-date building status assessments for state-owned buildings.
- Develop and maintain a list of state facilities and their potential uses to meet emergency requirements.
- Division of the State Architect will maintain access to building plans for public school buildings, (K-12 and Community College).
- Real Estate Services Division will maintain access to building plans for DGS-owned buildings as well as plans for other state-owned buildings that are maintained in the RESD Plan Room.
- In coordination with OES, plan for direct construction, engineering, and inspection contingencies, to include construction and contracting in state-owned buildings.
- In coordination with OES, coordinate with lessors plans for direct construction, engineering, and inspection contingencies, to include construction and contracting in state-leased facilities.

Logistics and Procurement

- Maintain lists of qualified contractors and sources of equipment, other than heavy engineering contractors and equipment.
- Develop contingency contracts for procurement of services, materials, and supplies.
- Be prepared to initiate telecommunications service contracts.
- Be prepared to support OES with automated outbound dialing, Interactive Voice Response (IVR), and paging capabilities.
- In coordination with CALTRANS, establish plans for the provision of emergency transportation support, to include emergency dispatch, vehicle identification and licensing.
- In coordination with OES, prepare facilities plans such as mobilization centers, disaster support areas or staging areas, shelters, and regional evacuation points.
- As needed, coordinate with OES on tracking emergency-related resources that are held by state agencies.

RESPONSE

34. Implement the applicable portions of Agency emergency plans.

35. Alert personnel and mobilize resources in affected areas.

36. Upon request, provide trained personnel, equipment, and essential incident-related information to OES to support response operations.

37. Coordinate emergency response with federal, state, local, and other agencies.

38. Establish liaison with allied governmental and private sector agencies in or adjacent to the disaster area as needed.

39. Provide public information support to Office of Emergency Services headquarters, regional offices, or local jurisdictions as required during state emergency or disaster response operations.

40. Locate and assess amounts of damage to any of the Agency's state-owned facilities or property under Agency jurisdiction. Report this information to OES as soon as possible.

41. Record and report to OES any costs incurred in carrying out emergency operations, in accordance with pre-established procedures.

42. A State Agency designated as lead in the State Emergency Plan for an emergency function or response and recovery activity is responsible for the overall management and coordination of that particular function or activity.

43. A State Agency designated as a support agency for an emergency function in the State Emergency Plan is responsible for providing support to the lead agency in carrying out that particular function.

DGS Response Activities

Construction and Engineering Operations

- Provide engineering and technical assistance to OES. Upon request, assess damage and prepare damage survey reports, estimate repair or replacement cost, review plans, inspect new construction, and report on final inspection and completion.
- Provide staff from the Division of the State Architect, with expertise in structural analysis, building evaluation, and codes and regulations relating to public school buildings, (K-12 and Community Colleges).

- Provide staff from the Real Estate Services Division, with expertise in structural analysis, building evaluation, and codes and regulations relating to state-owned and state-leased buildings.

- Provide engineering, maintenance, technical planning, and repair services for state-operated radio and wire communications systems, including acquiring and installing such systems during emergency operations.

- Clear debris from state-owned buildings, sewers, and water systems. In state-leased facilities, the Real Estate Services Division to coordinate these activities with the lessors.

- Contact construction material manufacturers, wholesalers, and general contractors having construction-related equipment available for emergency operations.

- Provide utility operations equipment and supplies not available through normal suppliers.

- During a war emergency, the department's Director leads the State Construction Organization and serves as claimant for the state on the Resource Priorities Board.

Hazardous Materials

- As requested, help the Federal Bureau of Investigation locate explosive devices and investigate threats pertaining to state-owned or state-leased buildings.

Logistics

- If necessary to protect the public and assist OES, declare the existence of an emergency in accordance with Section 14970 of the Government Code.

- Help state agencies procure materials, supplies, and equipment, including any medical supplies needed in areas affected by the emergency.

- Provide technical communications personnel at emergency facilities to repair and maintain state-owned communications systems.

- Furnish light vehicles to state agencies and provide areas to marshal vehicles and equipment.

- Provide ground transport to emergency response personnel helping evacuate people.

- Provide emergency facilities to state agencies displaced by disaster.

- Implement emergency procurement and supply procedures and special procedures to acquire personnel to support the OES.

- Expedite review of contracts that pertain to emergency operations, exempting such contracts from review when proper to do so.

- During a War Emergency, the Deputy Director of the Telecommunications Division becomes Director of the War Telecommunications Division.

- During a war emergency, the DGS organizes and operates the Light Construction Division, Supply and Requirements Division, and Supporting Resources Division of the State Construction Organization.

- Assist OES in identifying and contacting any state agencies that hold emergency-related resources.

- Provide immediate response to requests for records from the State Records Center or Plan Room Vault.

RECOVERY

44. Upon request, provide personnel and equipment to OES to support recovery operations.

45. During recovery from a declared disaster, participate in the Public Assistance process, as appropriate.

46. Coordinate with OES to identify sensitive, environmental, and historic sites that should receive priority consideration.

47. Provide public information support as required to assist in recovery operations.

48. Develop and implement procedures to resume normal departmental activities.

49. Following involvement in a disaster, submit after-action reports detailing agency activities to OES consistent with the Standardized Emergency Management System.

50. Document response and recovery activities to include times, locations, type of activity, and cost estimates expended for labor and equipment.

51. In the event a declaration of a State of Emergency or Local Emergency results in an economic disaster as defined in Government Code, Section 8696.5, be prepared to take actions to provide continuity of effort conducive to long-range economic recovery.

DGS Recovery Activities

Construction and Engineering

- Coordinate with the OES Structural Assessment Program (SAP) to begin structural analysis of buildings as assigned.

- Provide assistance and coordination from Division of the State Architect, consistent with the Structural Assessment Program, for the structural assessment and analysis of public school buildings, (K-12 and Community Colleges).

MITIGATION

52. Identify, document, and when practical, implement those activities that potentially could reduce or lessen the impact of an emergency.

53. Establish hazard mitigation as an integral element in operations and program delivery as appropriate.

54. During a Presidential declaration of a major disaster, participate in the Hazard Mitigation Planning process.

DGS Mitigation Activities

- Conduct comprehensive after-action reviews of all DGS functions and services provided in support of disaster relief activities.
- Capture DGS lessons learned and disseminate department-wide for future planning and training.

APPROVAL

55. This Administrative Order supersedes the Department of General Services Administrative Order dated September 25, 1991. The provisions hereof shall become effective on the date of signature below.

APPROVAL

The provisions hereof shall become effective on the date of signature below.

CLOTHILDE HEWLETT, Interim Director, Department of General Services

Date: April 1, 2003

AILEEN C. ADAMS, Secretary of State and Consumer Services Agency

Date: 4-3-03

DALLAS JONES, Director, OES

Date: 4-7-03