

# 2

**Addendum -**

**Response and Recovery Matrix**

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Response Matrix (P=Primary, S = Secondary)

Local Plan Annex	FUNCTION	All County Departments	Individual County Departments													Outside Agencies					State/Federal ESF Relationship				
			Assessment and Taxation	Community Corrections	Community Development	Cooperative Library Services	County Admin Office	County Counsel	Emergency Management	Health & Human Services	Housing Services	Juvenile Services	Land Use & Transportation	Sheriff's Office	Support Services	American Red Cross	Clean Water Services	District Attorney	Fairplex	Fire Services		WCCCA	Watermaster		
	Administration	S					P		P																
<b>A</b>	Alert & Warning						S		S					P											2
<b>B</b>	Animal Control, Services, and Sheltering									P								S							11
<b>D</b>	Communications	S							P						P						P				2
	Continuity of Government	S					P	P																	
<b>E</b>	Damage Assessment		P								P		P	S	P	S					S				3
<b>F</b>	Debris Management									P	S		P		S										
	Dignitary / VIP Coordination						P						S	S											
	Direction and Control	S					P		P												S				2
<b>G</b>	Donations Management					S				P															6, 11
<b>H</b>	Emergency Medical									P				S							P	S			8
<b>I</b>	Emergency Public Information					S	P	S	S	S	S		S	S		S					S				
	Engineering / Construction												P		P										3
	Environmental Services					S			S	S			P				S						S		
	EOC Management	S							P												S	S			
<b>P</b>	Evacuation												S	P		S					P				1
	Financial Management	S													P										
<b>K</b>	Fire Suppression																				P				4

Local Plan Annex	FUNCTION	Individual County Departments												Outside Agencies					State/Federal ESF Relationship					
		All County Departments	Assessment and Taxation	Community Corrections	Community Development	Cooperative Library Services	County Admin Office	County Counsel	Emergency Management	Health & Human Services	Housing Services	Juvenile Services	Land Use & Transportation	Sheriff's Office	Support Services	American Red Cross	Clean Water Services	District Attorney		Fairplex	Fire Services	WCCCA	Watermaster	
	Hazardous Materials							S		S			S	S	S				P					10
Q	Health							P		P						S								8
U	Heavy Rescue							S		P			S	S						P				9
	Human Resource Mgmt.	S													P									7
	Incident Command	S					P													P				
	Infrastructure Maint. & Repair							S		S			P		P		P							3
L	Law Enforcement			S				S				S	S	P				S						
M	Legal Program Management						P	P																
O	Mental Health			S						P		S		S						S				
	Missing Persons Coordinator												P		S									6
N	Mortuary									P				S						S				8
	Preservation of Records	P																						
R	Resource Management	P																				S		7
U	Search and Rescue									S				P						S				9
S	Shelter and Care			S				S		S	P	S			P			S						6, 11
T	Transportation				S			S	S	S			S	S	P	S								1
	Utilities								S			P		P		P								12
J	Volunteer Coordination			S	S					P		S		S										

Recovery Matrix (P=Primary, S = Secondary)

Local Plan Annex	FUNCTION	Individual County Departments													Outside Agencies						State/Federal ESF Relationship				
		All County Departments	Assessment and Taxation	Community Corrections	Community Development	Cooperative Library Services	County Admin Office	County Counsel	Emergency Management	Health & Human Services	Housing Services	Juvenile Services	Land Use & Transportation	Sheriff's Office	Support Services	American Red Cross	Clean Water Services	District Attorney	Fairplex	Fire Services		WCCCA	Watermaster		
	Administration	S					P		P																
<b>B</b>	Animal Control, Services, and Sheltering								P					S				S							
	Business Resumption		P		P				P					S											
<b>D</b>	Communications	S							P						P							P			2
	Continuity of Government	S					P	P																	
<b>E</b>	Damage Assessment										S		P		S			S							3
<b>F</b>	Debris Management								P	S		S	S		S			S							3
	Demolition						P	S		S	S		P		S										3
	Dignitary / VIP Coordination						P							S											
	Direction and Control	S					P		P																2
	Disaster Assistance		S		S	S			P	S	S		S			S									
<b>G</b>	Donations Management					S			P						S										6,11
	Engineering / Construction									S		P		S											3
	Environmental Services								S			P				S							S		
	EOC Management	S						P				P	P									S			
	Financial Management	S												P									S		
<b>P</b>	Health		S				S	S	S	P				S	S	S					S	S	S		

Local Plan Annex	FUNCTION	Individual County Departments													Outside Agencies					State/Federal ESF Relationship				
		All County Departments	Assessment and Taxation	Community Corrections	Community Development	Cooperative Library Services	County Admin Office	County Counsel	Emergency Management	Health & Human Services	Housing Services	Juvenile Services	Land Use & Transportation	Sheriff's Office	Support Services	American Red Cross	Clean Water Services	District Attorney	Fairplex		Fire Services	WCCCA	Watermaster	
	Human Resource Mgmt.	S												P										7
	Infrastructure Maint & Repair								S	P		P		P		P								3
L	Law Enforcement		S				S				S	S	P	S			S							
M	Legal Program Management						P																	
O	Mental Health / Counseling		S					P			S		S	S	S									8
	Preservation of Records	P																						
I	Public Information				S	P	S	S	S	S		S	S		S									
	Recovery Management	S				P		P							S									
R	Resource Management	P																		S				7
	Rezoning and Land Use					S	S					P												
S	Temp. & Long-Term Housing			S			S		S	P					S			S						6,11
T	Transportation				S		S	S	S			S	S	P	S									1
	Utilities							S				P		P		P								12
J	Volunteer Coordination		S	S					P		S		S		S									6

## **MATRIX RESPONSE AND RECOVERY FUNCTIONAL DEFINITIONS SUPPORTING ASSIGNMENT OF RESPONSIBILITIES**

### **■ Response Matrix Functional Definitions**

- Administration: Provides policy for administration and management of response functions during a disaster.
- Alert and Warning: Provides warning, emergency information, and guidance to the public.
- Animal Control, Services, and Sheltering: Provides policies and procedures addressing animal control and sheltering following a disaster. Includes capture, transportation, sheltering, and feeding of pets, livestock, and wild animals. Also includes the disposal of animal remains.
- Communications: Provides the telecommunications and automated data processing abilities for direction and control of emergency operations. Includes public and amateur radio equipment and operations, facsimile machines, telephones, cellular phones, and computers.
- Continuity of Government: Provides for the preservation, maintenance, and/or reconstitution of the government's ability to carry out its executive, legislative, and judicial processes. Includes preservation of lawful leadership and authority, prevention of unlawful assumption of authority, preservation of vital records, and maintenance of essential services.
- Damage Assessment: Provides for preliminary financial estimates and comprehensive descriptions of the nature and extent of damage.
- Dignitary/VIP Coordination: Provides for coordination of dignitary/VIP visits during disaster response activities. Arranges schedules and logistics, provides escort, ensures appropriate protocols are followed, and coordinates with impacted/interested staff.
- Direction and Control: Provides for activation of emergency operations plans and procedures, enables direct initiation of actions required to carry out emergency management, and provides for the assignment and coordination of responsibilities for immediate response to an emergency situation. Develops and implements tactical goals for incident response.

- **Donations Management:** Provides for the coordination of donations to disaster victims. Works with businesses, private non-profit organizations, churches, and private citizens to manage receipt, sorting, transport, and delivery of donated goods and services.
- **Emergency Medical:** Provides for triage and initial treatment of emergency medical cases and for transportation of victims to medical care facilities.
- **Emergency Public Information:** Provides for increased public awareness of existing and potential emergency conditions and provides channels for educating the public on actions to take before and during the emergency. Collects, controls, and disseminates information to advise the public of the emergency conditions and available assistance. Minimizes the impact of misinformation, rumors, etc. Coordinates with own agency staff, other agencies, the EOC, public information phone centers, and the media.
- **Engineering/Construction:** Provides technical advice and evaluations, engineering services, construction management and inspection, and emergency contracting services for public facilities during a disaster.
- **Environmental Services:** Provides environmentally based, technical information and support to emergency responders and managers for use in disaster response activities. Includes assistance and advice on air quality, soil conditions, natural resources, weather, and river levels.
- **EOC Management:** Provides for management of the EOC and coordination with other jurisdictions. Includes development and implementation of functional and organizational policies and procedures, preparation of staffing plans, and management of the EOC staff.
- **Evacuation:** Provides for evacuation of the public whenever required. Includes alert and notification, transport, traffic control, and sheltering.
- **Financial Management:** Provides for disaster cost documentation and contingency funding for response activities.
- **Fire Suppression:** Provides for management, conduct, and coordination of firefighting activities including the use of mutual aid agreements with neighboring jurisdictions.
- **Hazardous Materials:** Provides for protection of personnel and the environment from the effects of actual or potential hazardous materials releases. Includes procedures for monitoring and predicting the effects of a release, abatement, and decontamination of personnel and the environment.
- **Health:** Coordinates the delivery of health care to the civilian population and addresses broad public health issues including vector control, solid waste disposal, potable



water/wastewater, worker health and safety, emergency pharmaceuticals, and medical/health equipment and supplies.

- **Heavy Rescue:** Provides for the rescue of victims trapped in collapsed structures or under other similar circumstances which require the use of heavy or specialized equipment, specially trained personnel, or other unique resources.
- **Human Resource Management:** Provides for coordination of human resource support during disaster response operations. Includes assistance with staffing of the Emergency Operations Center (EOC) and other coordination centers (e.g. phone banks), payroll continuation, coordination of employee volunteers (including multi-lingual services), and implementation of employee assistance and family contact/support programs.
- **Incident Command:** Provides for overall management of response operations/activities. Develops strategic goals and policy directives for management of the emergency. Keeps elected officials informed of the situation and provides advice on required decisions and appropriate actions. Ensures accurate public information is disseminated. Provides for the safety and welfare of the public and response personnel.
- **Infrastructure Maintenance and Repair:** Provides for effective emergency repairs to and maintenance of critical public facilities. Includes inspection of critical facilities, debris removal necessary to reestablish critical services, clearance of key transportation routes, repair of traffic signals, lighting, and sanitation facilities, and relocation and/or restoration of other critical government functions/services.
- **Law Enforcement:** Provides for the protection of lives and property by maintaining law and order. Also provides for traffic and crowd control, access control, and security.
- **Legal Program Management:** Provides legal guidance and assistance for disaster response activities. Includes assistance with preparation of disaster related declarations, rendering opinions regarding planned/proposed actions, and interpreting regulatory actions of other jurisdictions (e.g. state or federal).
- **Mental Health /Counseling:** Provides for social and psychological counseling for disaster victims, emergency service workers, and disaster recovery workers.
- **Missing Persons Locator:** Documents reports of missing persons and responds to requests for information concerning missing/found persons. Coordinates with other agencies and organizations (including law enforcement, volunteer organizations, and hospitals).
- **Mortuary:** Provides for victim identification, temporary morgue facilities, and the processing, preparation, and disposition of human remains.

- Preservation of Records: Provides for the preservation and maintenance of vital records.
- Resource Management: Provides for coordination of the materials, personnel, equipment, and facilities for a disaster response mission.
- Search and Rescue: Provides for ground, water, and airborne operations to locate, identify, and remove lost, trapped, or stranded persons from a stricken area. Also provides for treatment of the injured to make them ready for transport.
- Shelter and Care: Provides emergency public services during a disaster including shelter, food, water, clothing, and counseling. Includes the development and implementation of management and transportation plans for food and potable water.
- Transportation: Provides transportation (road, rail, water, and air) for personnel, equipment, and supplies to perform disaster assistance missions. Also provides for public transport during evacuations and coordination of public transportation systems during response activities. Includes maintenance and repair of transport vehicles.
- Utilities: Provides for the facilitation and coordination of efforts to restore critical utility services following a disaster. Includes phone, power, water, and sanitation.
- Volunteer Coordination: Provides for recruitment, training, registration, certification, assignment, and recognition of volunteers.

\*As appropriate, all functions address the needs of special populations including, but not limited to, persons with access and functional needs and non-English speakers.

## ■ Recovery Matrix Functional Definitions

- **Administration:** Provides policy for administration and management of recovery functions following a disaster.
- **Animal Control, Services, and Sheltering:** Provides policies and procedures addressing animal control and sheltering following a disaster. Includes sheltering, feeding, and release of pets, livestock, and wild animals.
- **Business Resumption:** Provides policies and procedures to facilitate the re-establishment of normal business activities following a disaster. Includes policies/procedures for deferral of taxes and fees, availability and use of grants, disaster assistance applications, and relocation guidance.
- **Communications:** Provides the telecommunications and automated data processing abilities for direction and control of recovery activities. Includes public and amateur radio equipment and operations, facsimile machines, telephones, cellular phones, and computers.
- **Continuity of Government:** Provides for the preservation, maintenance, and/or reconstitution of the government's ability to carry out its executive, legislative, and judicial processes. Includes preservation of lawful leadership and authority, prevention of unlawful assumption of authority, preservation of vital records, and maintenance of essential services.
- **Damage Assessment:** Ensures that procedures and expertise are available to assess the safety and serviceability of essential government facilities (e.g. EOCs, shelters, hospitals, police and fire stations, schools, highways, bridges, airports, public works, etc.), commercial buildings, and residential occupancies. Establishes building/structure accessibility/usability.
- **Debris Management:** Provides for the removal, temporary storage, and disposal of disaster related debris including hazardous and other contaminated materials. Coordinates with waste haulers, transfer stations, landfill sites, and other disposal facilities.
- **Demolition:** Ensures that appropriate policies, agreements, and procedures are in place to facilitate the demolition of public and private structures considered unsafe for habitation or declared an imminent hazard.

- Dignitary/VIP Coordination: Provides for coordination of dignitary/VIP visits during disaster recovery activities. Arranges schedules and logistics, provides escort, ensures appropriate protocols are followed, and coordinates with impacted/interested staff.
- Direction and Control: Provides for the assignment and coordination of responsibilities for management of disaster recovery activities. Develops and implements tactical goals for recovery operations. Organizes incident debriefings and critiques.
- Disaster Assistance: Provides policies and procedures for and information concerning federal, state, local, private, and non-profit disaster assistance programs.
- Donations Management: Provides for the coordination of donations to disaster victims. Works with businesses, private non-profit organizations, churches, and private citizens to manage receipt, sorting, transport, and delivery of donated goods and services.
- Engineering/Construction: Provides technical advice and evaluations, engineering services, construction management and inspection, and contracting services during the disaster recovery period.
- Environmental Services: Provides environmentally based, technical information and support for management of recovery activities. Includes assistance and advice on air quality, soil conditions, natural resources, weather, and river levels and advice on solid waste disposal and environmental permitting.
- EOC Management: Provides for management of the EOC and coordination with other jurisdictions. Includes development and implementation of functional and organizational policies and procedures, preparation of staffing plans, and management of the EOC staff.
- Financial Management: Provides for disaster cost documentation, contingency funding, assessment of disaster impacts on municipal bonds and insurance, and examination of taxation issues such as property reassessment. Coordinates cost recovery activities including grant applications for government entities.
- Health: Coordinates the delivery of health care to the civilian population and addresses broad public health issues including vector control, solid waste disposal, potable water/wastewater, worker health and safety, emergency pharmaceuticals, and medical/health equipment and supplies.
- Human Resource Management: Provides for coordination of human resource support during disaster recovery activities. Includes assistance with staffing of the Emergency Operations Center (EOC) and other coordination centers (e.g. phone banks), payroll continuation, coordination of employee volunteers (including multi-lingual services),

continuation of employee assistance and family contact/support programs, and employee education regarding disaster reimbursement policies.

- **Infrastructure Maintenance and Repair:** Provides for coordination of personnel and resources necessary to make permanent repairs to essential public facilities.
- **Law Enforcement:** Provides for the protection of lives and property by maintaining law and order. Also provides for traffic and crowd control, access control, and security.
- **Legal Program Management:** Provides legal guidance and assistance for disaster recovery activities. Includes assistance with preparation of disaster related declarations, rendering opinions regarding planned/proposed actions, and interpreting regulatory actions of other jurisdictions (e.g. state or federal).
- **Mental Health/Counseling:** Provides for social and psychological counseling for disaster victims, emergency service workers, and disaster recovery workers.
- **Public Information:** Provides channels for educating the public on actions to take during the recovery period. Collects, controls, and disseminates public safety, public service, and general assistance information. Minimizes the impact of misinformation, rumors, etc. Organizes “Town Hall” meetings. Coordinates with own agency staff, other agencies, the EOC, public information phone centers, and the media.
- **Recovery Management:** Provides for overall management of recovery activities. Develops strategic goals and policy directives to guide both short and long term recovery. Keeps elected officials informed of the situation and provides advice on required decisions and appropriate actions. Ensures accurate public information is disseminated. Provides for the safety and welfare of the public and recovery personnel.
- **Resource Management:** Provides for coordination of the materials, personnel, equipment, and facilities for disaster recovery activities.
- **Rezoning and Land Use:** Ensures ordinances, policies, and procedures are in place to allow expeditious zoning and land use decisions following a disaster. Includes procedures for building moratoriums, fast-track permitting, permit restrictions, and fee waivers and coordination and oversight of repairs to historic buildings.
- **Temporary and Long Term Housing:** Provides for relocation of citizens displaced by a disaster and ensures that temporary housing is available throughout the recovery period.
- **Transportation:** Provides transportation (road, rail, water, and air) for personnel, equipment, and supplies to perform disaster recovery activities. Also provides for public transport for dislocated citizens and for coordination of public transportation systems during recovery activities. Includes maintenance and repair of transport vehicles.

- **Utilities:** Provides for the facilitation and coordination of efforts to fully restore utility services following a disaster. Includes phone, power, water, and sanitation.
- **Volunteer Coordination:** Provides for recruitment, training, registration, certification, assignment, and recognition of volunteers.

\*As appropriate, all functions address the needs of special populations including, but not limited to, persons with access and functional needs and non-English speakers.