

ADMINISTRATIVE ORDER

Department of Water Resources

AUTHORITY

- 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

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 Water Resources 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.

Specific DWR Preparedness Activities

Work closely with the California Highway Patrol and Department of General Services to protect the Department's personnel, resources and non-State Water Project Facilities against harm or destruction.

- Work closely with the CHP, FBI, and other appropriate entities to protect the SWP facilities from harm and destruction.
- Continue department participation and support of the California Utilities Emergency Association and the Water Agency Response Network.
- Develop and maintain a comprehensive Departmental Business Continuity Plan that provides for the continuation of critical business functions and facilities during emergencies.
- Maintain a comprehensive Departmental Emergency Response Plan in conformance with the California State Emergency Plan.
- Monitor flood conditions and dam performance within an area designated as an emergency.
- Maintain a comprehensive drought contingency plan.
- Provide warning to OES as soon as possible of any emergencies developing regarding weather, stream flow, flooding, and dam performance, or other information related to the potential emergency.
- During a drought emergency or after a major flood or earthquake disaster, assist local agencies with the planning and implementation of water conservation measures.
- During a drought emergency or after a major flood or earthquake disaster, provide water agencies with advice on hydrologic conditions and water resources development and management.

RESPONSE

34. Implement the applicable portions of Departmental 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 Department's state-owned facilities or property under Departmental 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.

Specific DWR Response Activities

- Act to mitigate the effects of an incident on the State Water Project
- Act to protect life and property from dam failure.
- Provide engineering advice, technical assistance and related support in cooperation with any other State department, agency, the federal government, or any political subdivision, city, or district from the effects of a drought.
- Assist local water agencies that have water supply shortages or other problems where public health and safety are not immediately at risk.
- Act to protect life and property from statewide electric power shortages by entering into long-term contracts to purchase power and sell it to retail end use customers and to municipal utilities.
- Provide flood-fighting services necessary to protect lives and property. In carrying out such work, the Department may undertake the work itself or in cooperation with any other State department, agency, the federal government, or any political subdivision, city, or district.
- Provide flood protection, flood control, and related support.
- Provide engineering advice and technical assistance to the OES for damage assessment and damage surveys.
- Furnish engineering services to other State agencies and local jurisdictions upon request.

- Assist the Department of General Services in contacting construction material manufacturers, wholesalers, and general contractors having construction-related equipment for use in emergency operations.
- During a war emergency, in cooperation with the Department of Transportation, the Department Director will serve as Deputy Chief of the Heavy Construction Division, State Construction Organization.
- During a war emergency, assist the DOT in providing general engineering services.
- During a war emergency, perform all necessary peacetime emergency functions.
- Furnish available communications support.

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.

Specific DWR Recovery Activities

- Continue to operate the State's flood control works and the State Water Project.
- Restore SWP facilities and all other flood protection and control facilities under departmental jurisdiction.
- During a war emergency, in cooperation with DOT, continue to manage the Heavy Construction Division, State Construction Organization.

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.

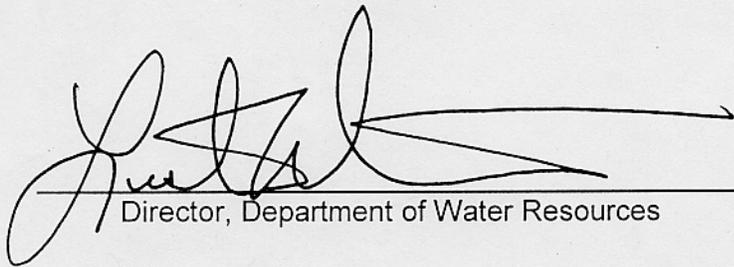
Specific DWR Mitigation Activities

- In times of extraordinary stress and of disaster, resulting from storms and floods, drought or where damage to watershed lands by forest fires has created an imminent threat of floods and damage by water, mud, or debris upon the occurrence of storms, the Department may perform any work required or take any remedial measures necessary to avert, alleviate, repair, or restore damage or destruction to property having a general public and state interest and to protect the health, safety, convenience, and welfare of the general public of the State. In carrying out that work, the Department may perform the work itself or in cooperation with any other state department or agency, the federal government, or any political subdivision, city or district.
- Provide available engineering advice and technical assistance to the OES on flood hazard mitigation planning.
- In order to insure that the State of California and its citizens have an adequate supply of electricity, thereby preserving the public health, safety, and welfare, the Department will purchase electricity and make it available to assist in meeting California's energy needs.
- The Department, under the police powers of the State, shall supervise the construction, enlargement, alteration, repair, maintenance, operation, and removal of dams and reservoirs for the protection of life and property.
- The Department shall immediately employ any remedial means necessary to protect life and property if either:
 - (a) The condition of any dam or reservoir is so dangerous to the safety of life or property as not to permit of time for the issuance and enforcement of an order relative to maintenance or operation.
 - (b) Passing of imminent floods threaten the safety of any dam or reservoir.
- In applying the remedial means provided for in WCS 6110, the Department may in emergency do any of the following:
 - (a) Lower the water level by releasing water from the reservoir
 - (b) Completely empty the reservoir.
 - (c) Take such other steps as may be essential to safeguard life and property.

- On behalf of the State, the Department has supervisory powers over the maintenance and operation of the flood control works of the Sacramento River Flood Control Project. The Department shall maintain and operate on behalf of the State the units or portions of the Sacramento River Flood Control Project works as provided in Water Code Section 8361.
- In a Delta Levee emergency, the Department may carry out emergency levee repairs in the Delta without prior approval by the Reclamation Board or the Department of Fish and Game. However, no more than \$200,000 can be spent per year and no more than \$50,000 per emergency site. The Department is authorized also to establish a multi-agency emergency response team to advise on handling levee emergencies.

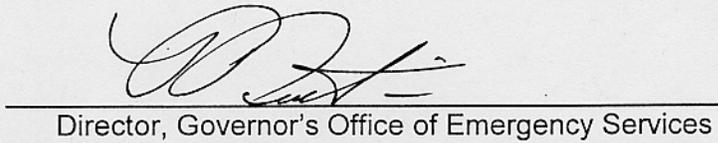
APPROVAL

This Administrative Order supersedes the State Agency Administrative Order dated May 29, 1991. The provisions hereof shall become effective on the date of signature below.



Director, Department of Water Resources

Date AUG 23 2004



Director, Governor's Office of Emergency Services

Date 8/31/04

ADDENDUM

TO

Department of Water Resources Administrative Orders

The Department of Water Resources is provided authorities through Legislative Enactment in the California Water Code, sections:

- 123
- 128
- 200
- 6075
- 6110 - 6150
- 8360 - 8362
- 8590 - 8710
- 12994
- 80000 - 80260

Additionally, the Department is granted "urgency" and "emergency" contracting authority in the Public Contract Code, section 10122.