City of Rancho Palos Verdes

Emergency Operations Plan (EOP)

(Note: EOP Confidential Supplemental Plan Located in:
City Manager, Deputy City Manager, City Clerk and Emergency Services Coordinator Offices)

January 2012

(Original Version Ratified by RPV City Council November 30, 2010)

The City of Rancho Palos Verdes Emergency Operations Plan (EOP) was written in compliance with California's Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS) guidelines, recommendations and requirements at the time of its publishing. The plan was developed with a multi-hazard perspective to make it applicable to the widest range of emergencies and disasters, both natural and human caused. This plan, however, should serve as a guidance document and not impede Incident Commanders and Emergency Operations Center Directors from retaining the flexibility to modify procedures and/or organization structure, as necessary, to accomplish the emergency/disaster response and recovery missions in the context of a particular hazard scenario.

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ACKNOWLEDGEMENTS

The Emergency Operations Plan was prepared with the assistance of Emergency Planning Consultants under contract with the City of Rancho Palos Verdes. The members of the Rancho Palos Verdes Emergency Response Planning Team committed significant time and effort to create a plan, which integrates the State's Standardized Emergency Management System (SEMS) while meeting the requirements of FEMA's planning guidance, as well as the concepts and principles set forth in the National Incident Management System (NIMS). These documents were reviewed and finalized by the Rancho Palos Verdes Emergency Response Planning Team members including:

City of Rancho Palos Verdes Emergency Response Planning Team (RPVERPT)
City of Rancho Palos Verdes

- Tracy Bonano, Administrative Analyst/Emergency Services Coordinator, City Manager's Office
- Lonna Calhoun, CEM, Emergency Management Consultant
- Gary Gyves, Former Senior Administrative Analyst, City Manager's Office
- Gina Park, Former Assistant to the City Manager, City Manager's Office
- Roy Bronold, Former Building Official, Community Development Department
- Ron Dragoo, Senior Engineer, Public Works Department
- Cory Johnston, CORE Deputy, Los Angeles County Sheriff's Department
- Kip Louttit, Captain, U.S. Coast Guard
- Perry Vermillion, Captain, Los Angeles County Fire Department
- Matt Waters, Senior Administrative Analyst, City Manager's Office
- Tony Wright, Community Liaison, Los Angeles County Fire Department

Acknowledgements
City Council

- Anthony M. Misetich, Mayor
- Brian Campbell, Mayor Pro-Tem
- Susan Brooks, Councilmember
- Jerry V. Duhovic, Councilmember
- James E. Knight, Councilmember

Carolyn Lehr, City Manager
Carolynn Petru, Deputy City Manager

Consulting Services
Consulting Services for this project were provided under contract by:

Emergency Planning Consultants
San Diego, California
Carolyn J. Harshman, CEM President

FORWARD

INTRODUCTION

The City of Rancho Palos Verdes Emergency Operations Plan (EOP) was written in compliance with California's Standardized Emergency Management System (SEMS) and the Nation Incident Management system (NIMS) guidelines, recommendations and requirements at the time of its publishing. The plan was developed with a multi-hazard perspective to make it applicable to the widest range of emergencies and disasters, both natural and human caused. This plan, however, should serve as a guidance document and not impede Incident Commanders and Emergency Operations Center Director from retaining the flexibility to modify procedures and/or organization structure as necessary to accomplish the emergency/disaster response and recovery missions in the context of a particular hazard scenario.

This Emergency Operations Plan (EOP) addresses the planned response by the City of Rancho Palos Verdes to extraordinary emergency situations associated with natural disasters, technological incidents, and national security emergencies. The plan does not address normal day-to-day emergencies or the well-established and routine procedures used in coping with such emergencies. Instead, the operational concepts reflected in this plan focus on potential large-scale disasters, which can generate unique situations requiring unusual emergency responses.

This plan is a preparedness document intended to be read, understood, and exercised before an emergency. It is designed to include the City of Rancho Palos Verdes as part of the California Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS).

Homeland Security Presidential Directive/HSPD 5 directs the United States Department of Homeland Security (USDHS) to lead a coordinated national effort with other federal departments and agencies and State, Local and Tribal governments to establish a National Response Plan (NRP) and a National Incident Management System (NIMS).

The City of Rancho Palos Verdes created the Emergency Operations Plan founded in the Incident Command System (ICS) principles and concepts within the Standardized Emergency Management System (SEMS). The SEMS and the National Incident Management System (NIMS) are compatible approaches and the City of Rancho Palos Verdes recognizes these policies and utilizes the SEMS/NIMS as a basis for the ICS structure. The SEMS/NIMS create a standard incident management system that is scalable and modular, and can be used in incidents of any size/complexity. These functional areas include command, operations, planning, logistics and finance/administration. The SEMS/NIMS incorporate such principles as Unified Command (UC) and Area Command (AC), ensuring further coordination for incidents involving multiple jurisdictions or agencies at any level of government.

Homeland Security Presidential Directive/HSPD 8 is a companion policy to HSPD 5, and will provide guidance and standards, through the NIMS Integration Center (NIC), for

preparedness activities, to include training, exercising, employee certification, credentialing and national resource typing protocols.

ASSUMPTIONS

- The City of Rancho Palos Verdes is primarily responsible for emergency/disaster actions and will commit all available resources to save lives, minimize injury to persons, preserve the environment, and minimize damage to property.
- The City will utilize SEMS and NIMS in emergency/disaster response operations.
- The City will use the Incident Command System (ICS) and the Multi-Agency Coordination System (MACS) at all major incidents and events.
- The Director of Emergency Services, the City Manager, will coordinate the City's disaster response in conformance with its Emergency Services Organization (Ordinance #55, Title 2, Chapter 2.24 of the City of Rancho Palos Verdes Municipal Code).
- The City will participate in the Los Angeles County Operational Area.
- The resources of the City will be made available to local agencies and citizens to cope with disasters affecting this area.
- The City will commit its resources to a reasonable degree before requesting mutual aid assistance.
- Mutual aid assistance will be requested when disaster relief requirements exceed the City's ability to meet them.

EMERGENCY/DISASTER MANAGEMENT GOALS

- Provide effective life safety measures and reduce property loss.
- Provide for the rapid resumption of impacted businesses and community services.
- Provide accurate documentation and records required for cost recovery efforts.

ORGANIZATION OF THE EMERGENCY OPERATIONS PLAN

- **Basic Plan.** The Basic Plan is an overview of the jurisdiction's emergency response organization and policies. It cites the legal authority for emergency operations, summarizes the situations addressed by the Emergency Operations Plan, explains the general concept of operations, and assigns responsibilities for emergency operations planning and operations. The Introduction contains a summary of the Hazard Analysis.
- **Emergency Organization Functional Sections:** The Basic Plan is supported by functional Sections, which are procedural guidelines organized around the performance of a broad task. Each Section focuses on one of five critical emergency functions that the jurisdiction will perform in response to an emergency. The Sections are: Management, Operations, Planning and Intelligence, Logistics, and Finance and Administration. Since Sections are oriented toward response activities, their primary audience consists of those who perform the tasks. Each Section includes Emergency Operations Center Position Checklists and supporting Emergency Operations Center forms.
- **Appendices**
  Contain hazard-specific appendices, glossary of terms, resources, contact list, and supporting documentation.

ACTIVATION OF THE EMERGENCY OPERATIONS PLAN

- On the order of the official designated by local ordinance, provided that the existence or threatened existence of a LOCAL EMERGENCY has been proclaimed in accordance with City of Rancho Palos Verdes Emergency Services Ordinance No. 55.
- When the Governor has proclaimed a STATE OF EMERGENCY in an area including this jurisdiction.
- Automatically on the proclamation of a STATE OF WAR EMERGENCY as defined in California Emergency Services Act (Chapter 7, Division 1, Title 2, California Government Code).
- A Presidential declaration of a NATIONAL EMERGENCY. Automatically upon receipt of an attack warning or the observation of a nuclear detonation.

TRAINING, EXERCISING AND MAINTENANCE OF THE EMERGENCY OPERATIONS PLAN

The objective of any emergency management organization is efficient and timely response during emergencies. A good plan is a first step toward that objective. However, planning alone will not guarantee preparedness. Training and exercising are essential at all levels of government to ensure emergency operations personnel are prepared to handle emergencies efficiently. All emergency plans and SOPs should include provisions for training.

The Rancho Palos Verdes Emergency Response Planning Team (RPVERPT) is responsible for making annual revisions to the Emergency Operations Plan that will enhance the conduct of response and recovery operations. Each responsible organization or agency will review and upgrade its portion of the Emergency Operations Plan and/or modify its SOPs as required based on identified deficiencies experienced in training, exercises or actual occurrences. Changes in government structure and emergency response organizations will also be considered in the Emergency Operations Plan revisions. The Emergency Response Planning Team will prepare, coordinate, publish and distribute any necessary changes to the plan to all City departments and other agencies as shown on the distribution list later in the Introduction. The Emergency Response Planning Team will also review documents that provide the legal basis for the Emergency Operations Plan to ensure conformance to SEMS/NIMS requirements and modify as necessary.

The RPVERPT is responsible for coordination and scheduling of training and exercises associated with this Plan. Training and exercising are essential at all levels of government to ensure emergency operations personnel are prepared to handle emergencies efficiently. All Emergency Operations Plans and SOPs should include provisions for training. The City of Rancho Palos Verdes Emergency Management Organization will conduct regular exercises of this Plan to train all necessary City staff in the proper response to disaster situations. The training and exercise program standards are identified in the Basic Plan Section and meet and/or exceed SEMS/NIMS Regulations.

SIGNED PLAN CONCURRENCE

Operations Plan. As needed, revisions will be submitted to the Emergency Response Planning Team.

Signed_____

(Name) (Title)

_____

(Department/Agency) (Date)

RESOLUTION NO. 2010-103

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
RANCHO PALOS VERDES TO ADOPT THE UPDATED EMERGENCY OPERATIONS PLAN

WHEREAS, The federal National Incident Management System and California's Standardized Emergency Management System legislation require the creation, maintenance, training, and exercising of emergency response protocols by every local government; and

WHEREAS, Emergency response to critical incidents, whether natural or human made, requires integrated professional management, and Unified Command of such incidents is recognized as the management model to maximize the public safety response; and

WHEREAS, The National Incident Management System, herein referred to as NIMS, has been identified by the Federal Government as being the requisite emergency management system for all political subdivisions, and that failure to adopt NIMS as the requisite emergency management system may preclude reimbursement to the political subdivision for costs expended during and after a declared emergency or disaster and for training and preparation for such disasters or emergencies.

THEREFORE, it shall be the public policy of this City to adopt the NIMS concept of emergency planning and unified command. It shall further be the policy of this City to train public officials and emergency responders responsible for emergency management.

THE CITY COUNCIL OF THE CITY OF RANCHO PALOS VERDES DOES RESOLVE AS FOLLOWS:

SECTION 1. To adopt the Emergency Operations Plan.

SECTION 2. To grant authority to the City Manager to amend and update the Plan.

SECTION 3. The City Clerk shall certify to the passage and adoption hereof.

APPROVED AND ADOPTED THIS 30th Day of November 2010.

Signature on File
Mayor

ATTEST:

Signature on File
City Clerk

Approval Date: November 30th 2010

APPROVAL AND PROMULGATION

This Emergency Operations Plan will be reviewed by all departments/agencies assigned a primary function in the Rancho Palos Verdes Emergency Management Organization. Upon completion of review and written concurrence by these departments/agencies, the Emergency Operations Plan will be submitted to the Rancho Palos Verdes City Council for review, promulgation and adoption. Following City Council adoption, the plan will be submitted to the California Emergency Management Agency (Cal EMA) for review and approval. Future updates and amendments to the Emergency Operations Plan will become effective upon approval of the City Manager.

LETTER OF PROMULGATION

Adoption Date: November 30, 2010

TO: OFFICIALS, EMPLOYEES, AND CITIZENS OF RANCHO PALOS VERDES, CA

The preservation of life and property is an inherent responsibility of local, state, and federal government. The City of Rancho Palos Verdes has prepared this Standardized Emergency Management System/National Incident Management System (SEMS/NIMS) Emergency Operations Plan (EOP) to ensure the most effective and economical allocation of resources for the maximum benefit and protection of the civilian population in time of emergency.

While no plan can prevent death and destruction, good plans carried out by knowledgeable and well trained personnel can and will minimize losses resulting from a disaster. This plan establishes the emergency organization, assigns tasks, specifies policies and general procedures, and provides for coordination of planning efforts of the various emergency staff and services elements utilizing the SEMS and NIMS.

The objective of this plan is to incorporate and coordinate all the facilities and personnel of the City into an efficient organization capable of responding to any emergency.

This Emergency Operations Plans is an extension of the California Emergency Plan. It will be reviewed and exercised periodically and revised as necessary to meet changing conditions.

The City Council gives its full support to this plan and urges all officials, employees, and citizens, individually and collectively, to do their share in the total emergency effort of the City of Rancho Palos Verdes.

Concurrence of this promulgation letter constitutes the adoption of the Standardized Emergency Management System (SEMS), the National Incident Management System (NIMS), and the Incident Command System (ICS) by the City of Rancho Palos Verdes. This Emergency Operations Plan will become effective on approval by the City Council.

Letter on File in Office of the City Clerk
Stefan Wolowicz, Mayor
City of Rancho Palos Verdes, CA

RECORD OF REVISIONS

DEPARTMENTS/AGENCIES RECEIVING COPIES OF THE EMERGENCY OPERATIONS PLAN:	# OF COPIES
California Emergency Management Agency (Cal EMA), Southern Region	1
Los Angeles County Fire Department	1
Los Angeles County Operational Area	1
Los Angeles County Sheriff's Department	1
Mayor and City Council	1
City Manager	1
Deputy City Manager	1
City Attorney (Richards, Watson & Gershon)	1
City Clerk	1
Community Development Department	1
Finance and Information Technology Department	1
Public Works Department	1
Recreation and Parks Department	1
Disaster Management Area Coordinator – Area G	1

Date	Section	Page Numbers	Entered By
January 2012	Entire Plan	Entire Plan	Tracy Bonano

PART I

BASIC PLAN

PURPOSE

The Basic Plan addresses the planned response of the City of Rancho Palos Verdes to extraordinary emergency situations associated with natural disasters, and technological events (human-caused) and national security emergencies. It provides an overview of operational concepts, identifies components of the City's Emergency Management Organization within the Standardized Emergency Management System (SEMS), the Incident Command System (ICS) and the National Incident Management System (NIMS). SEMS requires emergency response agencies to use the Incident Command System as the basic emergency management system. The Basic Plan section of the Plan describes the overall responsibilities of the federal, state and county entities and the City for protecting life, property and environment assuring the overall well being of the population.

EMERGENCY MANAGEMENT PROGRAM

Overview of Emergency Management

Emergency management is the preparation for and carrying out of all emergency functions, other than military functions, to minimize injury and to repair damage resulting from disasters caused by fire, flood, storm, earthquake, or other natural causes, or enemy attack, terrorism, sabotage, or other hostile action, and to provide support for rescue operations for persons and property in distress.

Emergency management includes mitigation against, preparedness for, response to, and recovery from disasters or emergencies.

The City of Rancho Palos Verdes maintains an ongoing Emergency Management Program, involving a wide range of emergency management activities. Although the City's Emergency Operations Plan (EOP) focuses on the response and recovery phases, the City's Emergency Management Program is actively involved in all four phases of emergency management: preparedness, response, recovery, and mitigation.

Phases of Emergency Management

PREPAREDNESS

Preparedness activities are necessary to the extent that mitigation measures have not, or cannot completely, prevent disaster. In the preparedness phase, governments, organizations, and individuals develop plans to save lives and minimize disaster damage. These activities serve to develop the response capabilities needed in the event of an emergency. Examples include preparedness plans, emergency exercises/training, warning systems, emergency communication systems, evacuation plans/training, resource inventories, emergency personnel/contact lists, mutual aid agreements and public education/information. This EOP identifies many of the preparedness efforts of the City of Rancho Palos Verdes.

RESPONSE
Response activities follow the issuance of a pending disaster warning or the occurrence of an actual disaster or emergency. These activities help to reduce casualties, damage and speed recovery. Response activities include public warning, notification of public authorities, evacuation, rescue, assistance, activation of the Emergency Operations Center (EOC), declarations of disaster, search and rescue, and other similar operations addressed in this plan.

RECOVERY
Recovery continues until all systems return to normal and includes both short-term and long-term activities. Short-term operations restore critical services to the community, provide for the basic needs of the community and return vital life-support systems to minimum operating standards. The beginning of a long-term recovery period is an opportune time to institute mitigation measures, particularly those related to the recent emergency. Examples of recovery actions would be temporary housing and food programs, restoration of non-vital services, reconstruction of damaged areas, damage insurance, loans and grants, long-term medical care, disaster unemployment insurance, public information, health and safety education, counseling programs and economic impact studies.

MITIGATION
Mitigation activities are those that eliminate or reduce the probability of a disaster occurrence. Also included are those long-term activities that lessen the undesirable effects of unavoidable hazards. Some examples include establishment of building codes, flood plain management regulations, insurance, public education programs, hazard analysis updates, tax incentives or disincentives, zoning and land use management, building use regulations and safety codes, resource allocations and preventive health care.

A separate Joint Natural Hazards Mitigation Plan was prepared by the Hazard Mitigation Planning Team during 2004. That plan is available under separate cover.

Emergency Management Program Priorities
In view of the City of Rancho Palos Verdes' susceptibility and vulnerability to natural disasters, technological events, and national security emergencies, continuing emphasis will be placed on: emergency planning; training of full-time auxiliary and reserve personnel; public awareness and education; and to the best extent possible, the City maintains mutual aid agreements and other agreements in order to best assure the adequacy and availability of sufficient resources to cope with such emergencies. Emphasis will also be placed on mitigation measures to reduce losses from disasters, including the development and enforcement of appropriate land use, design and construction regulations (Basic Plan - Hazard Mitigation).

SCOPE

This Emergency Operations Plan (EOP):

- Defines the scope of preparedness and incident management activities.
- Describes the organizational structures, roles and responsibilities, policies and protocols for providing emergency support.
- Facilitates response and short-term recovery activities.
- Is flexible enough for use in all emergencies/disasters.
- Describes the purpose, situation and assumptions, concept of operations, organization, assignment of responsibilities, plan development and maintenance and authorities and references.
- Pre-designates jurisdictional and/or functional area representatives to the Incident Command, Unified Command, and the Emergency Operations Center (EOC) whenever possible to facilitate responsive and collaborative incident management.
- Includes pre-incident and post-incident public awareness, education, and communications plans and protocols.

AUTHORITIES AND REFERENCES

Emergency operations will be conducted as outlined under Concept of Operations and in accordance with the enabling legislation, plans, and agreements listed in this Basic Plan.

The California Emergency Services Act (Chapter 7 of Division 1 of Title 2 of the Government Code), hereafter referred to as the Act, provides the basic authorities for conducting emergency operations following a proclamation of Local Emergency, State of Emergency or State of War Emergency by the Governor and/or appropriate local authorities, consistent with the provisions of the Act.

The Standardized Emergency Management System Regulations (Chapter 1 of Division 2 of Title 19 of the California Code of Regulations), hereafter referred to as SEMS, establishes the SEMS to provide an effective response to multi-agency and multi-jurisdiction emergencies in California. SEMS is based on the Incident Command System adapted from the system originally developed by the Firefighting Resources of California Organized for Potential Emergencies (FIRESCOPE) program. SEMS incorporates the use of ICS, the Master Mutual Aid Agreement and existing mutual aid systems, the Operational Area concept, multi-agency or inter-agency coordination and the Operational Area Response and Recovery System (OARRS).

The California Emergency Plan, which is promulgated by the Governor, is published in accordance with the Act and provides overall statewide authorities and responsibilities, and describes the functions and operations of government at all levels during extraordinary emergencies, including wartime. Section 8568 of the Act states, in part, that "the State Emergency Plan shall be in effect in each political subdivision of the state, and the governing body of each political subdivision shall take such action as may be necessary to carry out the provisions thereof." Local emergency plans are, therefore, considered to be extensions of the California Emergency Plan. The 1990 California Emergency Plan is generally compatible with SEMS but will be updated.

EMERGENCY PROCLAMATIONS

Local Emergency

A Local Emergency may be proclaimed by the City Council or by the Director of Emergency Services (City Manager) as specified by Ordinance No. 55 adopted by the City Council. A Local Emergency proclaimed by the Director of Emergency Services must be ratified by the City Council within seven days of the event and issued within 10 days of the event if assistance will be requested through the California Disaster Assistance Act (CDAA). The governing body shall review the situation/proclamation at its regularly scheduled meetings to determine if it is necessary to continue the Local Emergency or terminate it. However, in no event shall a review take place more than 21 days after the previous review. However, if the governing body meets weekly, it shall review the need for continuing the Local Emergency at least every fourteen days,

until the Local Emergency is terminated. The Local Emergency must be terminated by resolution as soon as conditions warrant. Proclamations are normally made when there is an actual incident or threat of disaster or extreme peril to the safety of persons and property within the city, caused by natural or man-made situations.

The proclamation of a Local Emergency provides the governing body with the legal authority to:

- If necessary, request that the Governor proclaim a State of Emergency.
- Promulgate or suspend orders and regulations necessary to provide for the protection of life and property, including issuing orders or regulations imposing a curfew within designated boundaries.
- Exercise full power to provide mutual aid to any affected area in accordance with local ordinances, resolutions, emergency plans, or agreements.
- Request state agencies and other jurisdictions to provide mutual aid.
- Require the emergency services of any local official or employee.
- Requisition necessary personnel and materials from any local department or agency.
- Obtain vital supplies and equipment and, if required, immediately commandeer the same for public use.
- Impose penalties for violation of lawful orders.
- Conduct emergency operations without incurring legal liability for performance, or failure of performance. (Note: Article 17 of the Emergency Services Act provides for certain privileges and immunities.)

State of Emergency

A State of Emergency may be proclaimed by the Governor when:

- Conditions of disaster or extreme peril exist which threaten the safety of persons and property within the state caused by natural or man-made incidents.
- He is requested to do so by local authorities.
- He finds that local authority is inadequate to cope with the emergency.
- Whenever the Governor proclaims a State of Emergency:
- Mutual aid shall be rendered in accordance with approved emergency plans when the need arises in any county, city and county, or city for outside assistance.
- The Governor shall, to the extent he deems necessary, have the right to exercise all police power vested in the state by the Constitution and the laws of the State of California within the designated area.
- Jurisdictions may command the aid of citizens as deemed necessary to cope with an emergency.
- The Governor may suspend the provisions of orders, rules or regulations of any state agency; and any regulatory statute or statute prescribing the procedure for conducting state business.
- The Governor may commandeer or make use of any private property or personnel (other than the media) in carrying out the responsibilities of his office.

- The Governor may promulgate, issue, and enforce orders and regulations deemed necessary.

State of War Emergency
Whenever the Governor proclaims a State of War Emergency, or if a State of War Emergency exists, all provisions associated with a State of Emergency apply, plus:

- All state agencies and political subdivisions are required to comply with the lawful orders and regulations of the Governor which are made or given within the limits of his authority as provided for in the Emergency Services Act.

AUTHORITIES
The following provides emergency authorities for conducting and/or supporting emergency operations:

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

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

NRT-1, Hazardous Materials Emergency Planning Guide and NRT-1A Plan Review Guide (Environmental Protection Agency's National Response Team).

State
Standardized Emergency Management System Regulations (Chapter 1 of Division 2 of Title 19 of the California Code of Regulations) and (Government Code Section 8607(a) Standardized Emergency Management System Guidelines.

California Emergency Services Act (Chapter 7 of Division 1 of Title 2 of the Government Code). "Good Samaritan" Liability.

California Emergency Plan (2009).

California Natural Disaster Assistance Act (Chapter 7.5 of Division 1 of Title 2 of the Government Code).

California Hazardous Materials Incident Contingency Plan.

California Health and Safety Code, Division 20, Chapter 6.5, Sections 25115 and 25117, Chapter 6.95, Sections 2550 et seq., Chapter 7, Sections 25600 through 25610, dealing with hazardous materials.

Orders and Regulations which may be Selectively Promulgated by the Governor during a State of Emergency.
Orders and Regulations Promulgated by the Governor to Take Effect upon the Existence of a State of War Emergency.

California Master Mutual Aid Agreement.

Local
City of Rancho Palos Verdes Emergency Services Ordinance No. 55, adopted in 1974 by the City Council.

Resolution No. 90-36, adopting the Public Works Mutual Aid Agreement, adopted 1990.

Resolution No. 74-79 adopting the Master Mutual Aid Agreement, adopted 1974.

Resolution No. 97-30 adopting the SEMS Multi-Hazard Functional Plan, adopted 1997.

Agreement, Joint Powers Act, Area "G" Cities and the County of Los Angeles; City became a signatory in 1974.

Resolution No. 74-80 adopting Workers Compensation Benefits for Disaster Service Workers, adopted 1974.

Resolution No. 79-87 authorizing Workers Compensation Benefits to any person who volunteers to perform services for the City, adopted 1979.

Ordinance No.135. Designation of Powers, Section 4, to require emergency services of any City officer or employee and authorize them to commandeer the aid of citizens, adopted 1980.

Resolution No. 2007-32 appointing standby officers for the City Council.

REFERENCES
National Response Framework (NRF)
Disaster Assistance Procedure Manual (Cal EMA)
California Emergency Resources Management Plan
California Master Mutual Aid Agreement
California Law Enforcement Mutual Aid Plan
California Fire and Rescue Operations Plan

SITUATIONS AND ASSUMPTIONS

HAZARD ANALYSIS

A hazard analysis, conducted during the 2004 Joint Natural Hazards Mitigation Plan and recently updated by Emergency Planning Consultants during this planning process, revealed that the City of Rancho Palos Verdes may be at risk to numerous hazards associated with natural disaster, technological or human-caused incidents, and national security emergencies. The Joint Natural Hazards Mitigation Plan, adopted by City Council on October 5, 2004, identifies four natural hazards (earthquake, wildfire, earth movement (landslides and debris flow) and tsunami) and provides information on their potential impact upon the City for mitigation planning. For additional discussion on potential safety hazards within the City, refer to the Safety Element of the City's General Plan.

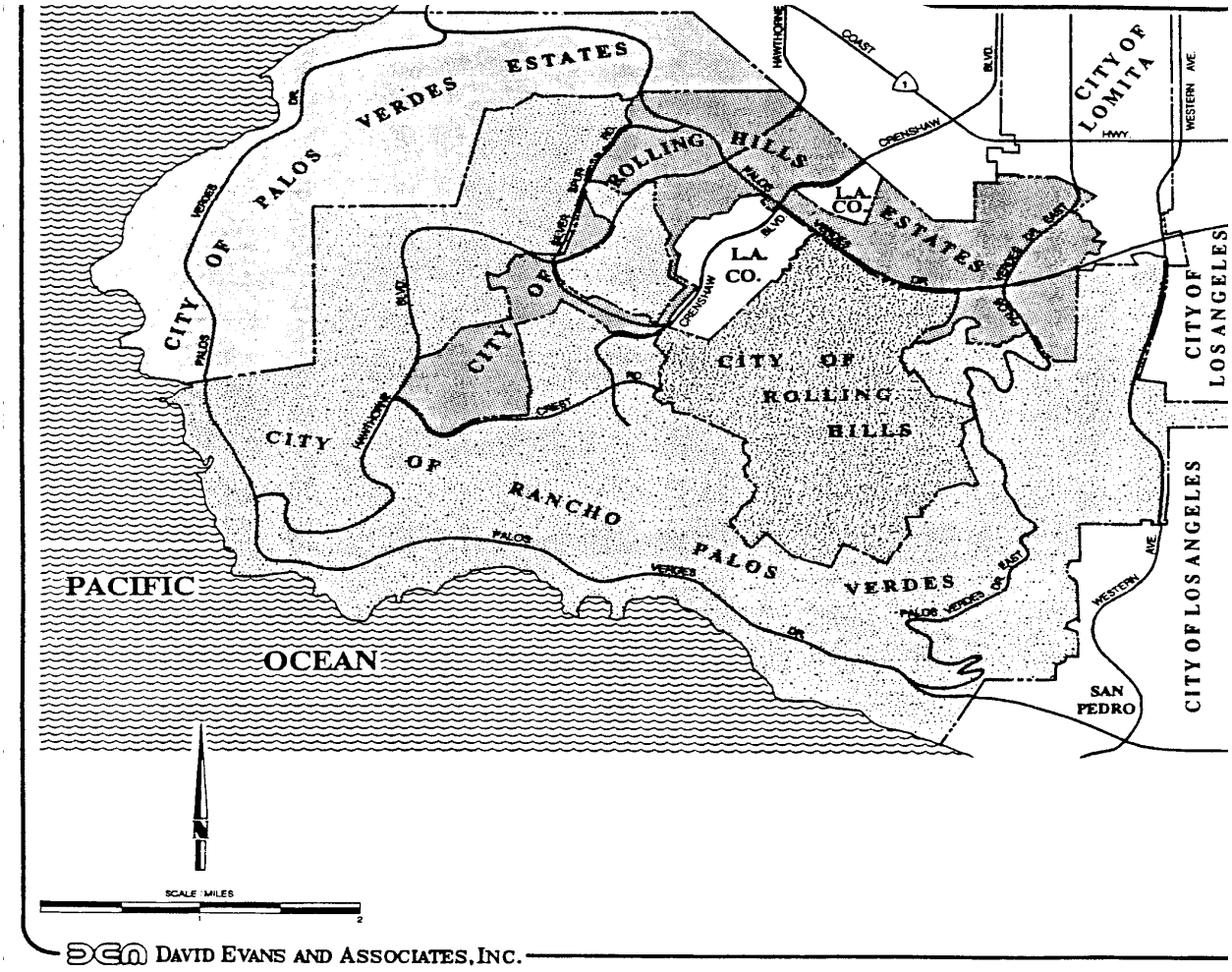
The City of Rancho Palos Verdes is located in the southwest portion of Los Angeles County and encompasses an area of 13.6 square miles with a population of approximately 43,000. The coastal community is on the southwest side of Palos Verdes Peninsula (Peninsula). It is bounded to the north by Rolling Hills Estates and Palos Verdes Estates and to the east by San Pedro, with high-density, urbanized core of South Bay communities farther to the north.

Rancho Palos Verdes is almost entirely built-out with predominately single-family residential development with scattered concentrations of multi-family residential and commercial development. The remaining vacant parcels are mostly steep slopes, canyons and areas impacted by earth movement. Several active park sites and an extensive amount of preserved natural open space and passive parkland, particularly along the City's coastline, provide the majority of recreational resources for residents.

The terrain of much of the planning area is rolling hills, steep slopes, canyons and coastal bluffs. Temperatures in the Peninsula averages between 56.1 degrees in the winter months to 69.7 degrees in the summer months.

MAP 1: VICINITY MAP

(RPV Source: General Plan)



This section is a summary of a detailed assessment of hazards, an analysis of the areas at risk, and the anticipated nature of the resulting hazard event.

- An earthquake could significantly impact either segments of or the total population.
- The City faces the potential for damages resulting from severe weather conditions including Santa Ana windstorms.
- A wildland fire could have a significant impact on the community.
- Much of the City may be subject to flooding due to urban flooding (storm drain failure/infrastructure breakdown) or coastal flooding.
- A transportation accident such as a major air crash could impact areas within the City.
- A human-caused terrorist event could impact the City due to proximity to major sea and air ports.

Any single incident or a combination of events could require evacuation and/or sheltering of the population. Depending on the event, there may be a requirement for sheltering in place or evacuating to a designated reception center or shelter within the jurisdiction or outside the jurisdiction's boundaries.

The following hazards are specifically addressed in the Hazard Analysis (natural hazards discussed in the Joint Natural Hazards Mitigation Plan):

- Earthquake – Newport Inglewood Fault and Palos Verdes Fault
- Transportation Accident – Major Air Crash and Shipping
- Urban Flooding
- Severe Weather
- Wildland Fire
- Terrorism – Biological/Chemical (due to proximity to major ports)

Following the completion of research and analysis, data was entered into the following Hazard Analysis Matrix (**Matrix 1**). The Matrix approach attempts to quantify priorities for mitigation and preparedness by assigning weighted numerical values to a range of hazard-related characteristics including:

- History
- Probability
- Maximum threat to community
- Vulnerability of people
- Vulnerability of property
- Vulnerability of government services
- Warning time

MATRIX 1: HAZARD ANALYSIS MATRIX

(See Key on Next Page)

This matrix is based on a "worst case scenario" for each particular hazard event.

	Wildland Fire	**Terrorism** *Biological/Chemical*	**Earthquake** *Newport Inglewood Fault*	**Earthquake** *Palos Verdes Fault*	**Landslides**	**Transportation Accident** *Major Air Crash*	**Severe Weather**	**Transportation Accident** *Shipping*	**Urban Flooding**
History	**20**	**1**	**10**	**1**	**20**	**1**	**10**	**5**	**5**
Probability	**20**	**10**	**10**	**1**	**20**	**5**	**10**	**10**	**10**
Maximum Threat to the Community	**20**	**20**	**20**	**20**	**1**	**1**	**20**	**20**	**1**
Vulnerability of:									
People	**5**	**20**	**20**	**20**	**1**	**20**	**1**	**5**	**1**
Property	**20**	**20**	**10**	**20**	**20**	**5**	**5**	**1**	**1**
Government Services	**10**	**20**	**10**	**10**	**1**	**5**	**5**	**1**	**1**
Warning Time	**20**	**20**	**20**	**20**	**20**	**20**	**5**	**5**	**10**
Score	**115**	**111**	**100**	**92**	**83**	**57**	**56**	**47**	**29**
Ranking	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**

Matrix 1 Key

The following indicators are based on an event that would overwhelm the City's ability to conduct an effective response.

History

Minimal (1 point)	No activity in past 100 years
Low (5 points)	1 time in past 100 years
Middle (10 points)	2-4 times in past 100 years
High (20 points)	More than four times in past 100 years

Probability – Chances Per Year of a Disaster

Minimal (1 point)	< 1% probability in next 100 years
Low (5 points)	1% - 10% probability or at least one chance in next 100 years
Moderate (10 points)	10% - 100% probability or at least one chance in next 10 years
High (20 points)	Near 100% probability in next year

Maximum Threat to the Community – Area

Minimal (1 point)	<10% of the community impacted
Low (5 points)	10% to 25% of the community impacted
Moderate (10 points)	25% to 50% of the community impacted
High (20 points)	> 50% of the community impacted

Vulnerability – People

Minimal (1 point)	Injuries and/or illnesses treatable with first aid
Low (5 points)	Injuries and/or illnesses do not result in permanent disability.
Moderate (10 points)	Injuries and/or illnesses do result in permanent disability.
High (20 points)	Multiple deaths

Vulnerability – Property

Minimal (1 point)	<10% severely damaged or destroyed
Low (5 points)	>10% severely damaged or destroyed
Moderate (10 points)	>25% severely damaged or destroyed
High (20 points)	>50% severely damaged or destroyed

Vulnerability – Government Services

Minimal (1 point)	Isolated disruption of critical facilities and/or services for 24 hours or less.
Low (5 points)	Complete shutdown of critical facilities and services for one day to one week.
Moderate (10 points)	Complete shutdown of critical facilities for one week to 2 weeks.
High (20 points)	Complete shutdown of critical facilities for more than 2 weeks.

Warning Time

Minimal (1 point)	> 24 hours
Low (5 points)	12 to 24 hours
Moderate (10 points)	6 to 12 hours
High (20 points)	Virtually no warning

HAZARD MITIGATION

PURPOSE

This section establishes actions, policies and procedures for implementing Section 409 (Minimum Standards for Public and Private Structures) of the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988 (Public Law 93-288, as amended), following a Presidential declaration of Emergency or Major Disaster. It also assigns hazard mitigation responsibilities to various elements of federal, state, and local governments in California.

AUTHORITIES AND REFERENCES

Activities enumerated in this enclosure will be conducted in accordance with the enabling legislation, plans, and agreements listed in the Basic Plan - Authorities and References section.

GENERAL

Hazard mitigation is defined as any action taken to reduce or eliminate the long-term risk to human life and property from natural hazards. Section 409 of Public Law 93-288 requires, as a condition to receiving federal disaster aid that repairs and reconstruction be done in accordance with applicable codes, specifications, and standards. It also requires that the state or local government recipients of federal aid evaluate the natural hazards of the area in which the aid is to be used, and take action to mitigate them, including safe land use and construction practices.

To be effective, hazard mitigation actions must be taken in advance of a disaster. After disaster strikes, mitigation opportunities exist only during recovery and even those opportunities can be limited by the absence of advance planning. Nevertheless, the immediate post-disaster period does present special opportunities for mitigation. Section 409 deals with the opportunities presented in a current disaster to mitigate potential hardship and loss resulting from future disasters. Thus, hazard mitigation is a continuing year-round effort and activity in which all local communities and state agencies are encouraged to prepare hazard mitigation plans that identify ways to reduce damage caused by disasters. Hazard mitigation includes such activities as:

- Improving structures and facilities at risk.
- Identifying hazard-prone areas and developing standards for prohibited or restricted use.
- Recovery and relief from loss, including insurance.
- Providing hazard warning and protecting the population.

Following a presidential disaster declaration, the Hazard Mitigation Grant Program (HMGP) is activated. The HMGP is authorized by Section 404. The program's purpose is to fund projects which are cost-effective and which substantially reduce the risk of

future damage, hardship, loss or suffering resulting from a major natural disaster. Grants are available to eligible applicants in the declared areas only.

The HMGP fund is based upon a 15 percent share of the Federal Emergency Management Agency (FEMA) estimate of all Damage Survey Reports (DSRs) for public assistance work performed, and Individual Assistance costs. The federal contribution can be up to 75 percent of the cost of the hazard mitigation project approved for funding, with applicants providing match funding through a combination of either state, local or private sources. HMGP funds cannot be used as the sole match for other federally funded programs.

Section 404 funding may not be used to fund any mitigation project that might be eligible under Public Assistance or other federal programs, although it might be used to complement or enhance mitigation funded under Individual or Public Assistance. By regulation Section 404 funding is the funding of last resort.

IMPLEMENTATION

Following each Presidential declaration of Emergency or Major Disaster, the Regional Director of the Federal Emergency Management Agency (FEMA) and the Governor execute a document called the Federal/State Agreement. This agreement includes appropriate provisions for hazard mitigation. Under the "typical paragraph" set out to serve this purpose, the State agrees to:

- Evaluate or have the applicant evaluate specific natural hazards in the disaster area, and make appropriate recommendations to mitigate them.
- Follow up with applicants to ensure that the appropriate hazard mitigation actions are taken.
- Follow up with applicants to ensure that the appropriate hazard mitigation plan or plans are developed and submitted to the FEMA Regional Director for concurrence.
- Review and update as necessary disaster mitigation portions of emergency plans.
- A Hazard Mitigation Officer is appointed for the state and local applicant. These individuals will constitute the hazard mitigation survey team that will:
- Identify significant hazards in the affected areas, giving priority to disaster-related hazards.
- Evaluate impacts of these hazards and recommend mitigation measures.

The hazard mitigation survey team uses information from Damage Survey Reports (DSRs) and visits selected sites where significant damage has occurred. The state and local representatives on the hazard mitigation survey team are responsible for ensuring that there is adequate consultation among interested federal, state, and local parties. The hazard mitigation survey team also prepares a hazard mitigation plan which is submitted to the FEMA Regional Director through the Governor's authorized representative within 180 days after a Presidential declaration. The objectives of the plan are to:

- Recommend hazard mitigation measures for local, state, and federal agencies.
- Establish short and long-term planning frameworks for implementation of hazard mitigation efforts.

CONCEPT OF OPERATIONS

Each applicant is expected to use its resources and capabilities as necessary to perform emergency work, such as debris removal or emergency measures to save lives, or to protect public health and safety, or to protect property, before requesting assistance from state or federal government. Local, state, and federal preliminary damage assessments are used to identify major hazards and opportunities for hazard mitigation activities prior to a declaration of Major Disaster or Emergency. Damage survey reports shall include identification of hazards and shall recommend mitigation measures to be incorporated into the repair work.

The federal/state hazard mitigation survey team shall review applicable land use regulations, construction standards, and other appropriate hazard mitigation measures. Utilizing information from preliminary damage assessments, and all other pertinent information, the team shall visit the sites of significant damage and shall evaluate all hazards at those sites. For each identified significant hazard the team shall include appropriate hazard mitigation recommendations.

In cases where no plans for hazard mitigation exist or are inadequate, the team shall report its findings and make recommendations to develop, improve or maintain hazard mitigation plans. Existing local and state hazard mitigation plans shall be updated and new ones developed as deemed necessary. Technical advice and assistance will be sought from federal, state and local agencies in developing new plans or updating existing plans to mitigate hazards identified. The hazard mitigation survey team shall make recommendations on any needs for new mapping or re-mapping of high hazard areas.

RESPONSIBILITIES

A set procedure has been established for hazard mitigation following a disaster, to avoid similar disasters in the future. Hazard mitigation measures include avoidance, reduction and land use regulations.

The FEMA Regional Director is responsible for hazard mitigation actions under the terms of the Federal/State Agreement. The Regional Director shall provide overall leadership with respect to the general administration of Section 409 to ensure that the ultimate benefits to be gained through effective hazard mitigation programs are not diminished. The Regional Director also provides technical advice and assistance. State and local governments will be encouraged to adopt safe land use practices and construction standards. A representative of the California Emergency Management Agency (Cal EMA) will be appointed by the Governor and will be responsible for state performance of hazard mitigation activities under the Federal/State Agreement.

The applicant's authorized representative, appointed locally, is responsible for local performance of hazard mitigation measures under the terms of the Federal/State Agreement. The applicant's authorized representative shall, to the extent of legal authority, implement and enforce land use regulations and safe construction practices which are agreed upon as conditions for FEMA grants or loans. Each city and county is charged with implementing and enforcing its own hazard mitigation measures.

Local Government Responsibilities
The key responsibilities of local governments are to:

- **Participate** in the process of evaluating hazards and adoption of appropriate hazard mitigation measures, including land use and construction standards.
- **Appoint** a Local Hazard Mitigation Officer, if appropriate.
- **Participate** on Hazard Mitigation Survey Teams and Inter-agency Hazard Mitigation Teams, as appropriate.
- **Participate** in the development and implementation of Section 409 plans or plan updates, as appropriate.
- **Coordinate and monitor** the implementation of local hazard mitigation measures.
- **Develop and adopt** a Natural Hazards Mitigation Plan (Plan was adopted by City Council on October 5, 2004).

PLANNING ASSUMPTIONS

- The City of Rancho Palos Verdes is primarily responsible for emergency actions and will commit all available resources to save lives, minimize injury to persons and minimize damage to property.
- The City of Rancho Palos Verdes will utilize the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS) in emergency response operations.
- The Director of Emergency Services will coordinate the City's disaster response in conformance with its Emergency Services Ordinance.
- The City of Rancho Palos Verdes will participate in the Los Angeles County Operational Area.
- The resources of the City of Rancho Palos Verdes will be made available to local agencies and citizens to cope with disasters affecting this area.
- The City will commit its resources to a reasonable degree before requesting mutual aid assistance.
- Mutual aid assistance will be requested when disaster relief requirements exceed the City's ability to meet them.
- The Incident Command System structure will be a primary tool in implementing the SEMS and NIMS regulations.

ORGANIZATION, ROLES AND RESPONSIBILITIES

RANCHO PALOS VERDES EMERGENCY MANAGEMENT ORGANIZATION
The City of Rancho Palos Verdes operates under the Standardized Emergency Management System (SEMS). The City of Rancho Palos Verdes Emergency Management Organization will be directed by the City Manager, who serves as the Director of Emergency Services. The Director of Emergency Services is responsible to the City Council and Disaster Council per City of Rancho Palos Verdes Emergency Services Ordinance Number 55. The Director of Emergency Services is responsible for implementing the Emergency Operations Plan (EOP). While serving as the Director of Emergency Services during an actual emergency/disaster, this position will be referred to as the EOC Director (Management Section).

The EOC Director is supported by the Emergency Management Organization and has overall responsibility for:

- Organizing, staffing and operating the Emergency Operations Center (EOC).
- Operating communications and warning systems.
- Providing information and guidance to the public.
- Maintaining information on the status of resources, services, and operations.
- Directing overall operations.
- Obtaining support for the City of Rancho Palos Verdes and providing support to other jurisdictions as required.
- Identifying and analyzing potential hazards and recommending appropriate countermeasures.
- Collecting, evaluating and disseminating damage assessment and other essential information.
- Providing status and other reports to the Los Angeles County Operational Area.

Level Activations and Staffing Assignments are located in the Basic Plan section of this plan.

Federal Emergency Management Agency
Note: Although the SEMS organizational levels do not include the federal government, it's important to note that the Federal Emergency Management Agency (FEMA) serves as the main federal government contact during emergencies, major disasters and national security emergencies. The Federal Emergency Management Agency Organization is shown on **Chart 1.**

Los Angeles County Operational Area Emergency Management Organization
Under SEMS, an operational area is defined as an intermediate level of the state emergency organization, consisting of a county and all political subdivisions within the county. The operational area is one of the five organizational levels within SEMS (field, local government, operational area, region, state). The operational area organization serves as an intermediate link in the lines of communication and coordination between

local jurisdictions and the state emergency organization. Operational area mutual aid coordinators will in some cases function from different facilities.

Los Angeles County Government Assistance
The City of Rancho Palos Verdes relies on the following agencies of the County of Los Angeles to provide appropriate disaster/emergency related services, as authorized by law:

- Department of Children's Services
- Coroner - Chief Medical Examiner
- District Attorney
- Health Services Department
- Medical Disaster Care Committee
- Mental Health Services
- Municipal Courts
- Probation Department
- Public Defender
- Department of Public Social Services
- Public Works
- Sheriff
- Southern California Hospital Council
- Superior Courts

If the Los Angeles County Operational Area is activated, the Sheriff of Los Angeles County will function as the Operational Area Coordinator and will have the overall responsibility for coordinating emergency operations following whole or partial activation of the Los Angeles County Operational Area organization. The Operational Area will also be the focal point for information transfer and support requests by cities within the County. The Operational Area Coordinator and supporting staff will constitute the Operational Area Emergency Management Staff. The Operational Area Staff will submit all requests for support that cannot be obtained within the county, and other relevant information, to Cal EMA Southern Region EOC (REOC). The Los Angeles County Operational Area Organizational Chart is shown on **Chart 2**.

The City of Rancho Palos Verdes requests all mutual aid (except fire) through the Los Angeles County Operational Area Lomita Sheriff's Station EOC (Station EOC activated) or On-Duty Watch Commander (Station EOC not activated). The Los Angeles County Operational Area then requests law, public works, emergency managers or other mutual aid through its regular channels on **Chart 3**. Rancho Palos Verdes fire mutual aid is coordinated locally through the designated Regional Fire Coordinator.

- If mutual aid is not available due to a lack of communications, lack of an existing system, or the City of Rancho Palos Verdes has been so devastated that managers are not sure of what steps to take, a request for Operational Area support will be made to the Operational Area through the Lomita Sheriff's Station

EOC or On-Duty Watch Commander and/or through the internet accessing the Operational Area Response and Recovery System (OARRS).
- If the City is unable to access OARRS, the request will be sent to the Lomita Sheriff Station via amateur radio (Disaster Communication Services – Amateur Radio).
- The Lomita Sheriff's Station will enter the request into OARRS and forward it to the Los Angeles County EOC (CEOC) agency or the CEOC Planning/Intelligence Section if there is a question about which agency should get the request.
- CEOC staff will analyze the request and the appropriate lead department CEOC representative will forward the request over OARRS to the departmental EOC. Final resolution of the request may be handled by a lead or support department or may require that the Operational Area Mutual Aid Coordinator to go to other Operational Areas for assistance.
- The furnishing department will directly inform the requesting City of Rancho Palos Verdes the status of the request and provide update information to the CEOC in a periodic Situation Report.
- Existing mutual aid agreements and financial protocols will be followed.

Operational Area Response and Recovery System (OARRS)
In a major disaster, communications are the most critical link to assure the fastest possible response for disaster aid, including police, fire, medical, shelter, etc. Having only one method of communication is simply not enough. Losses of regular telephone service, cellular service and electrical power can all be crippling to the process of quickly gathering an accurate assessment of damage in the affected area. As a result, emergency managers are always looking for alternate redundancies to existing communication pathways. Historically, disaster status reports were conveyed to the Operational Area via the local Sheriff's Substation. This link was time-consuming and distracted from the Sheriff's other duties during a disaster.

The Los Angeles County Office of Emergency Management developed an alternative communications pathway that is very valuable to both county and city emergency managers. The Operations Area Response and Recovery System (OARRS) web-based method of notifying the Operational Area of disaster status and conveying informational reports. OARRS is the preferred method of communication with the Operational Area.

Los Angeles County Operational Area Provision of Assistance to Cities:

- When a disaster or emergency occurs, a city will normally use its own internal assets to provide emergency services. If a city's internal assets are not sufficient to provide required services, the city will normally make a request to an adjoining jurisdiction for pre-arranged mutual aid.
- If mutual aid is not available due to a lack of communications, lack of an existing system or the City has been so devastated that managers are not sure of what steps to take, a request for Operational Area support will be made to the

Operational Area. (Reference: Los Angeles County Operational Area Emergency Plan.)

- The Operational Area EOC staff will analyze the request and the appropriate lead department Operational Area EOC representative will forward the request to the departmental EOC. Final resolution of the request may be handled by a lead or support department or may require that the Operational Area Mutual Aid Coordinator to go to other Operational Areas for assistance.
- The furnishing department will directly inform the requesting city of the status of the request and also provide update information to the REOC in a periodic Situation Report.
- Existing mutual aid agreements and financial protocols will be followed.

Mutual Aid Region Emergency Management

The City of Rancho Palos Verdes is within Cal EMA Mutual Aid Region I and the Cal EMA Southern Administrative Region. The primary mission of Southern Region's emergency management organization is to support Operational Area response and recovery operations and to coordinate non-law and non-fire Mutual Aid Regional response and recovery operations through the Regional EOC (REOC). The Cal EMA Region Office may also serve as a Disaster Support Area (DSA) when necessary.

State Emergency Management

The Governor, through Cal EMA and its Mutual Aid Regions, will coordinate statewide operations to include the provision of mutual aid and other support to local jurisdictions and the redirection of essential supplies and other resources as required. The Cal EMA Director, assisted by State agency directors and their staffs and identified volunteer agency staff, will constitute the State emergency management staff. The State of California Emergency Organization is shown on **Chart 4.**

CHART 1: US DEPARTMENT OF HOMELAND SECURITY/FEMA ORGANIZATIONAL CHART

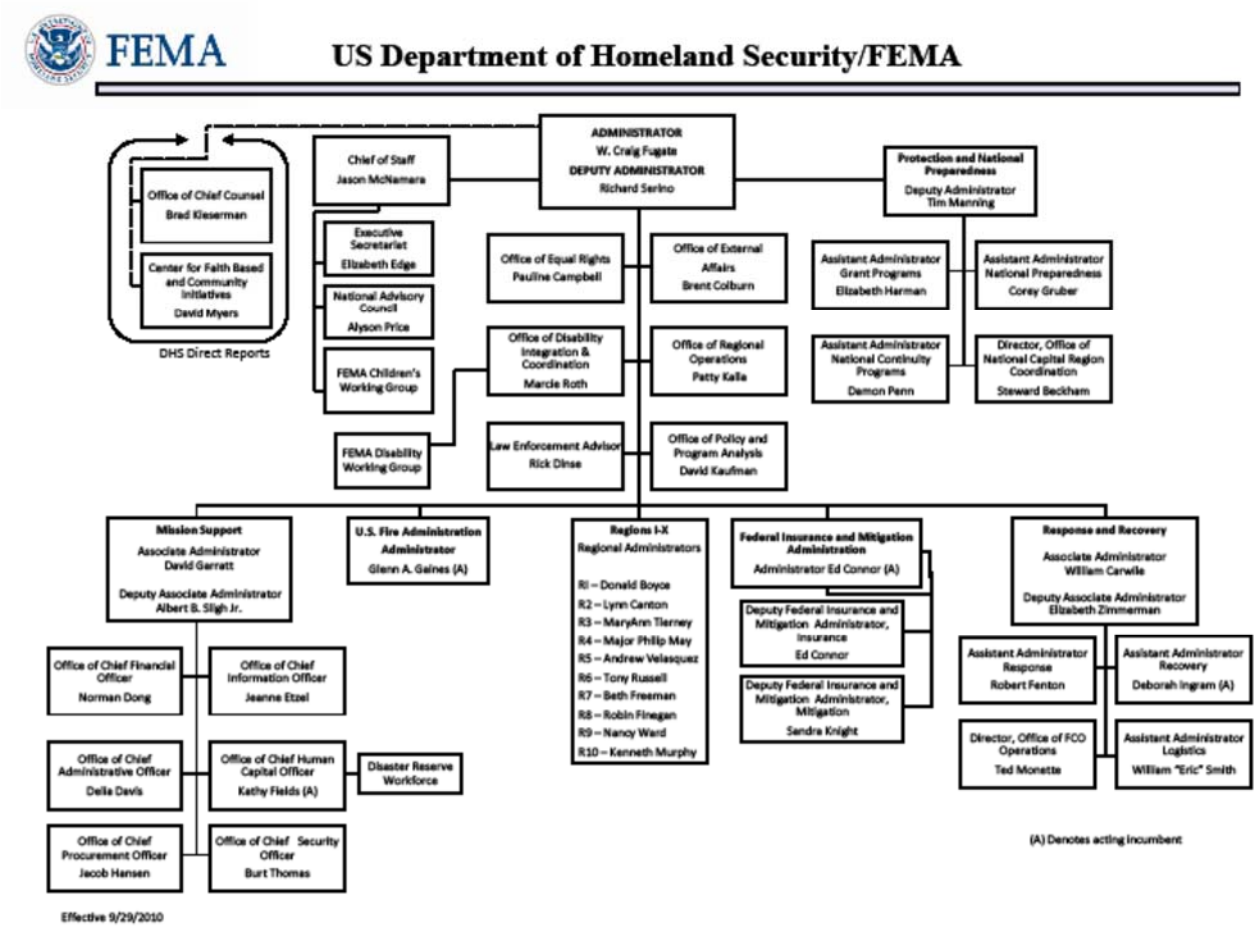
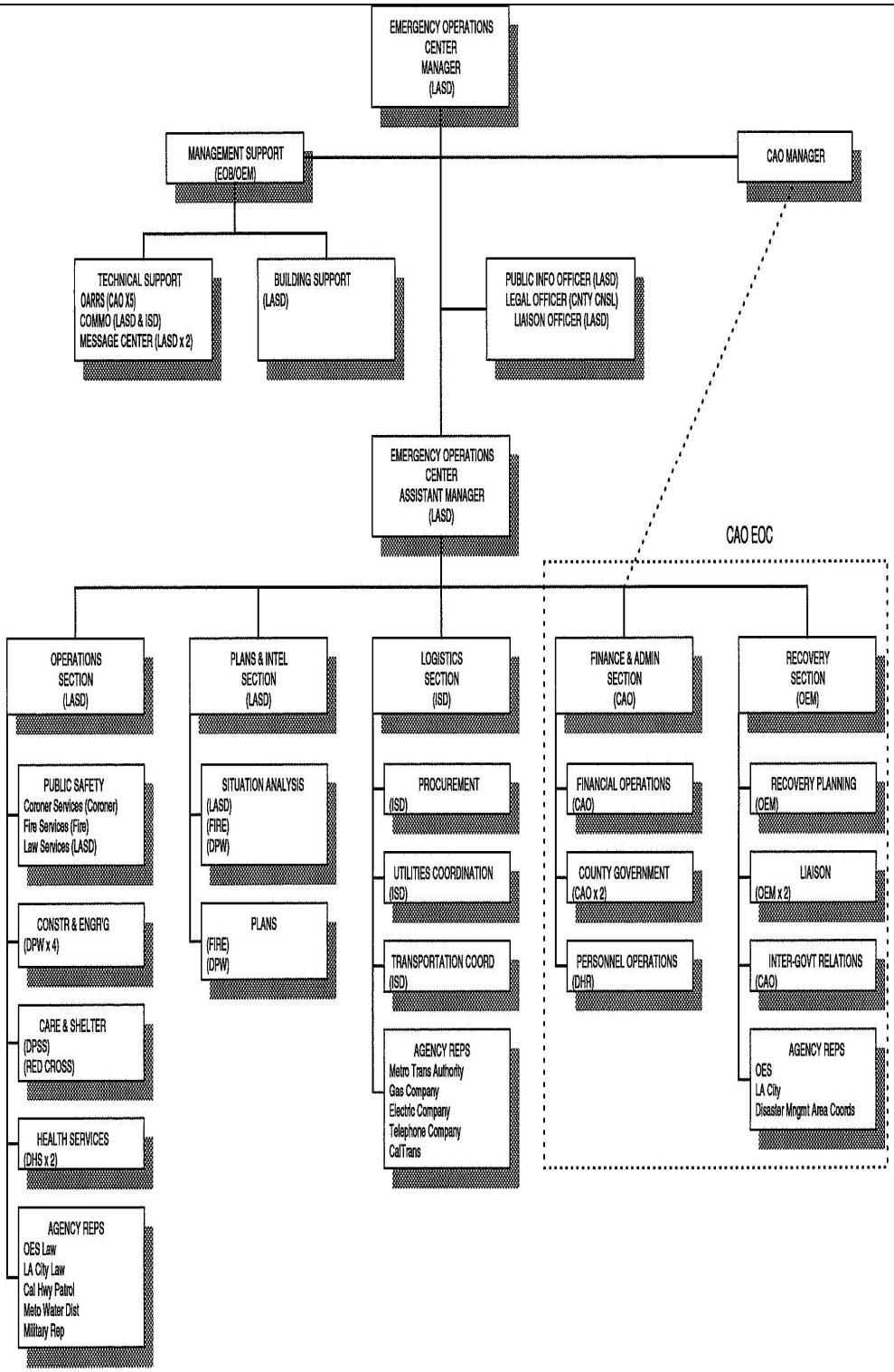


CHART 3: OPERATIONAL AREA CHANNEL OF INFORMATION AND COORDINATION



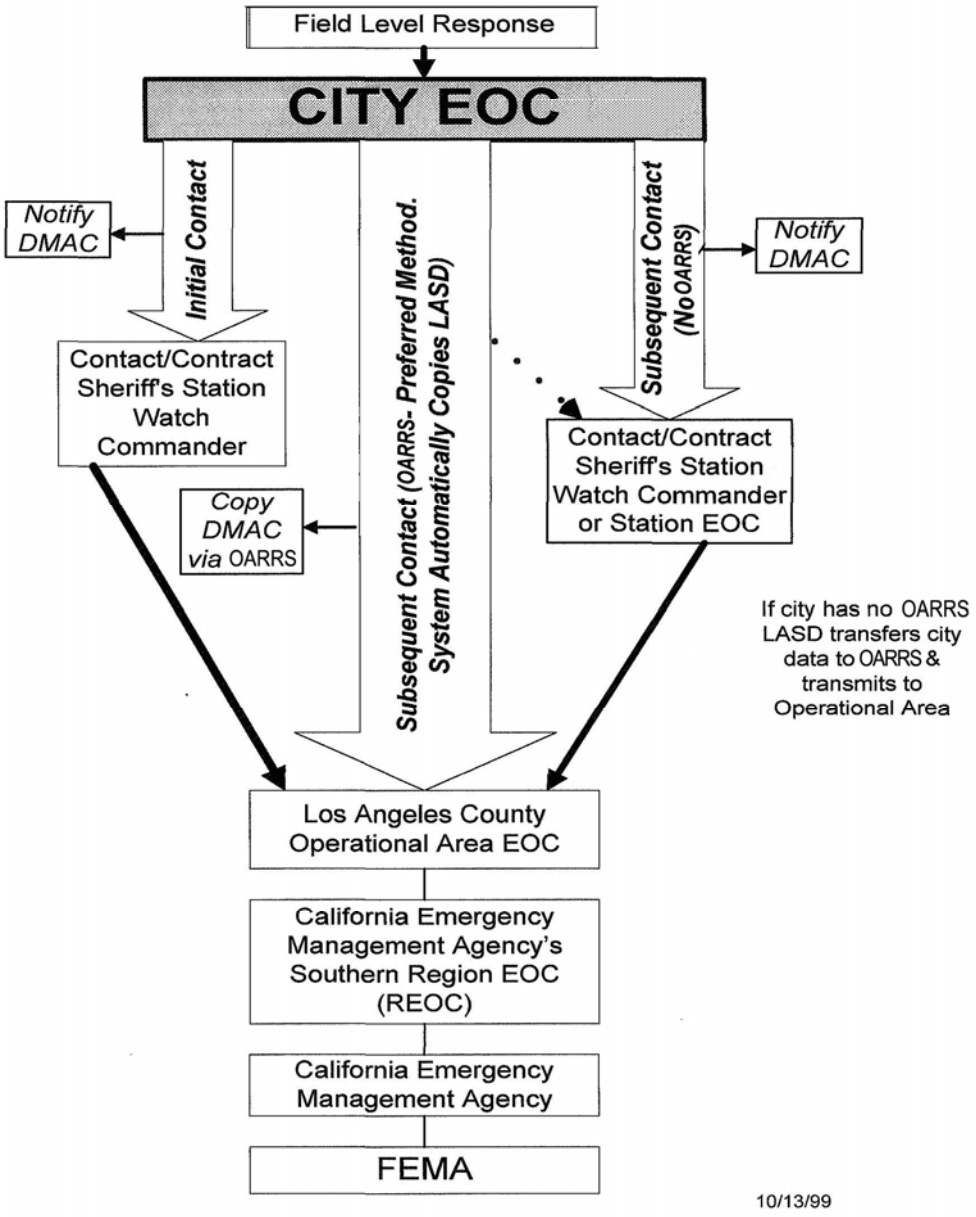
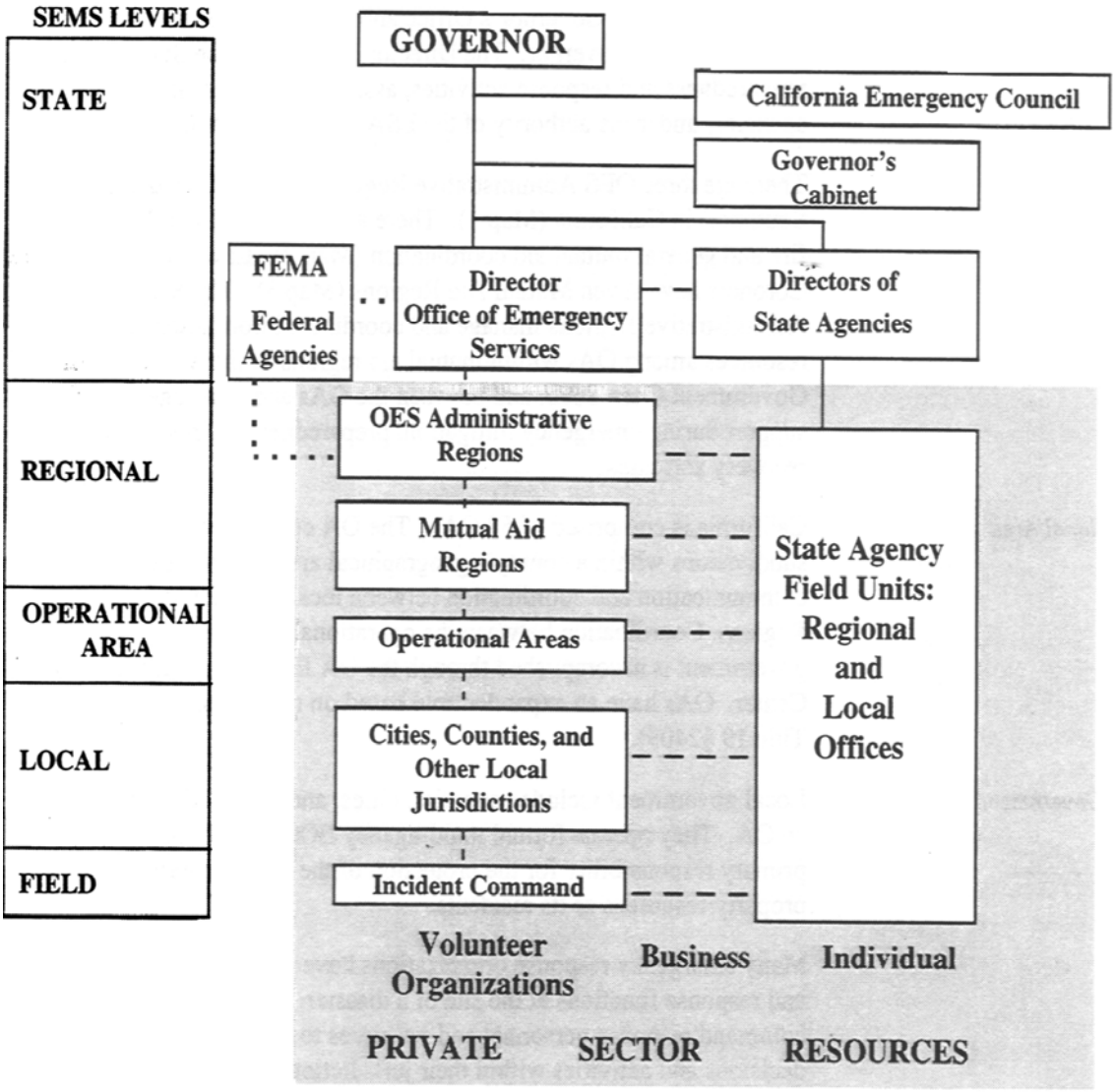

Field Level Response
CITY EOC
Notify DMAC
Initial Contact
Contact/Contract Sheriff's Station Watch Commander
Copy DMAC via OARRS
Subsequent Contact (OARRS- Preferred Method. System Automatically Copies LASD)
Subsequent Contact (No OARRS)
Notify DMAC
Contact/Contract Sheriff's Station Watch Commander or Station EOC
If city has no OARRS LASD transfers city data to OARRS & transmits to Operational Area
Los Angeles County Operational Area EOC
California Emergency Management Agency's Southern Region EOC (REOC)
California Emergency Management Agency
FEMA
10/13/99

CHART 4:
STATE OF CALIFORNIA
EMERGENCY ORGANIZATION MATRIX



EMERGENCY MANAGEMENT LINES OF AUTHORITY

EMERGENCY RESOURCE COORDINATION/SUPPORT

COORDINATION PER FEMA/OES MOU--FEDERAL STATE AGREEMENT

FUNCTIONAL RESPONSIBILITIES OF LOCAL GOVERNMENT

In this plan, the City of Rancho Palos Verdes emergency operations are divided into five essential functions. Each of these functions is represented in the Emergency Operations Center as a "Section." Specific details on functional, organizational and operational concepts, responsibilities for providing support to or accomplishing a given function, and applicable policies and procedures are provided in the EOC Section Supporting Documents. The EOC Sections also include Action Checklists to be accomplished by the assigned EOC staff member.

MANAGEMENT SECTION – Responsible for providing for the overall emergency management policy and coordination through the joint efforts of governmental agencies and private organizations. The EOC Director (City Manager and or Deputy Director of Public Works) directs the Management Section and will either activate additional functions or perform the functions as needed.

OPERATIONS SECTION – Responsible for coordinating all jurisdictional operations in support of the emergency response through implementation of the City's EOC Action Plan. The Community Development Department (Senior Engineer) directs the Operations Section.

PLANNING & INTELLIGENCE SECTION – Responsible for collecting, evaluating and disseminating information; developing the City's EOC Action Plan in coordination with other sections; initiating and preparing the City's After-Action Report and maintaining documentation. The Community Development Department directs the Planning and Intelligence Section.

LOGISTICS SECTION – Address policies and procedures for providing or coordinating the provision of transportation, shelter, and facilities to support field response operations. Responsible for provision of resources in the area of personnel, equipment and supplies. A Community Development Department Associate Engineer directs the Logistics Section.

FINANCE & ADMINISTRATION SECTION – Responsible for financial activities and other administrative aspects. Administer fiscal procedures, including acquisition, payment and accounting. The Finance and Information Technology Department Director directs the Finance and Administration Section.

Table 1
RANCHO PALOS VERDES FUNCTIONAL RESPONSIBILITIES - SUMMARY

P = Primary Responsibility for Section
S = Supporting Role in staffing a position within an Section

	Management	Operations	Planning & Intelligence	Logistics	Finance and Administration
Department/Organization					
City Manager's Office	P				
Los Angeles County Fire Department		S			
Los Angeles County Sheriff's Department		S			
City Clerks Office			S	S	
Community Development Department	S	S	P	S	S
Finance and Information Technology Department	S				P
PVNET				S	
Public Works Department		P		P	S
Recreation and Parks Department	S	S		S	
Volunteer Amateur Radio Operators				S	

CITY OF RANCHO PALOS VERDES FUNCTIONAL RESPONSIBILITIES

Note: All staff assigned to the EOC shall report to the EOC in the event of a disaster or emergency. All other staff shall report to their normal work locations.

CITY COUNCIL – Proclaim and/or ratify a local emergency, approve emergency orders and serve as City Official. Act in an advisory role to the Director of Emergency Services (City Manager).

CITY MANAGER'S OFFICE – City Manager is the Director of Emergency Services and serves as the EOC Director in charge of the Management Section and the EOC overall. The City Manager's Office also staffs the positions of EOC Director Assistant, EOC Coordinator, Safety Officer, Security Officer (In EOC and Field), Public Information Officer, Public Information Officer Assistant, Liaison Officer, and Agency Representatives. **(Management Section)**

LOS ANGELES COUNTY FIRE DEPARTMENT – Provides staff to the Operations Section to staff the Fire and Rescue Unit. **(Operations Section)**

LOS ANGELES COUNTY SHERIFF'S DEPARTMENT – Provides staff to the Operations Section to staff the Law Enforcement Unit. **(Operations Section)**

CITY CLERK – Provides staff to Planning and Intelligence Section to serve as Documentation and Demobilization Unit. **(Planning and Intelligence Section)**

COMMUNITY DEVELOPMENT DEPARTMENT – Provides staff to the Management Section to serve as the Safety Officer and Public Information Officer. Provides staff to the Operations Section to serve as Building Official. Provides staff to the Planning and Intelligence Section to serve as the Section Chief, Situation Analysis Unit, Advance Planning Unit, and OARRS Operator. Provides staff to the Finance & Administration Section to serve as Compensation & Claims Unit. **(Management Section, Operations Section, Planning and Intelligence Section, and Finance & Administration Section)**

FINANCE & INFORMATION TECHNOLOGY DEPARTMENT – Provides staff to the Management Section to serve as PIO and PIO Assistant. Provides staff to the Logistics Section to serve as Communications/Information Technology Unit. Provides staff to the Finance Section to serve as Section Chief and to staff the Recovery, Purchasing, Time Keeping/Personnel, and Cost Accounting. **(Management Section, Logistics Section and the Finance and Administration Section)**

PUBLIC WORKS DEPARTMENT – Provides staff to the Management Section to serve as the EOC Director. Provides staff to the Operations Section to serve as Section Chief, Assistant Operations Chief – In Field, and Construction & Engineering. Provides

staff to the Logistics Section to serve as Section Chief, Resource Tracking, Transportation and Supply & Procurement. Provides staff to the Finance and Administration Section to serve as Compensation & Claims. **(Management Section, Operations Section, Logistics Section and Finance and Administration)**

RECREATION & PARKS DEPARTMENT – Provides staff to the Management Section to serve as EOC Coordinator, Security Officer in Field, and Liaison Officer. Provides staff to the Operations Section to serve as Health and Welfare. Provides staff to the Logistics Section to serve as Facilities. **(Management Section, Operations Section, and Logistics Section)**

STANDARDIZED EMERGENCY MANAGEMENT SYSTEM (SEMS) BASED EMERGENCY ORGANIZATION

GENERAL

The Standardized Emergency Management System (SEMS) is the system required by Government Code Section 8607(a) for managing response to multi-agency and multi-jurisdiction emergencies in California. SEMS consists of five organizational levels which are activated as necessary: field response, local government, operational area, regional and state.

SEMS incorporates the use of the Incident Command System (ICS), the Master Mutual Aid Agreement and existing mutual aid systems, the Operational Area Concept, the Emergency Management Information System (EMIS) and multi-agency or inter-agency coordination. Local governments must use SEMS to be eligible for funding of their personnel-related costs under state disaster assistance programs.

SEMS Local Government Level

Local government is one of the five levels of SEMS. The basic role of a local government is to manage and coordinate the overall emergency response and recovery activities within its jurisdiction.

A local government under SEMS is a city, county, city and county, school district, or special district. Special districts under SEMS are units of local government (other than a city, county, or city and county) with authority or responsibility to own, operate or maintain a project (as defined in California Code of Regulations 2900(s) for purposes of natural disaster assistance). This may include joint powers authority established under Section 6500 et seq. of the Code.

Cities are responsible for emergency response within their boundaries, although some cities contract for some municipal services from other agencies.

Special districts are primarily responsible in emergencies for restoration of services that they normally provide. They may also be responsible for safety of people at their facilities or on their property and for warning of hazards from their facilities or operations. Some special districts may assist other local governments in the emergency response.

All local governments are responsible for coordinating with other local governments, the field response level and the operational area. Local governments are also responsible for providing mutual aid within their capabilities.

SEMS REQUIREMENTS FOR LOCAL GOVERNMENTS

The City of Rancho Palos Verdes will comply with SEMS regulations in order to be eligible for state funding of response-related personnel costs and will:

1) Use the Incident Command System (ICS) at the Field Response level.

2) Use SEMS when:

   - A LOCAL EMERGENCY is declared or proclaimed, or
   - The local government EOC is activated.

3) Establish coordination and communications with field Incident Commanders/Incident Command Post or directly to the EOC, when activated.

4) Use existing mutual aid systems for coordinating fire and law enforcement resources.

5) Establish coordination and communications between the City of Rancho Palos Verdes's EOC when activated, and any federal, state or local emergency response agency having jurisdiction at an incident within the city's boundaries.

6) Use multi-agency or inter-agency coordination to facilitate decisions for overall local government level emergency response activities.

The requirement to use SEMS includes:

- Fulfilling the management and coordination role of local government, and
- Providing for the five essential SEMS functions of Management, Operations, Planning and Intelligence, Logistics, and Finance and Administration.

CITY OF RANCHO PALOS VERDES RESPONSIBILITIES UNDER SEMS

The development of SEMS will be a cooperative effort of all departments and agencies within the City of Rancho Palos Verdes with an emergency response role. The City's Emergency Preparedness Coordinator has the lead staff responsibility for SEMS development and planning including responsibilities for:

- Communicating information within the City of Rancho Palos Verdes on SEMS requirements and guidelines.
- Coordinating SEMS development among departments and agencies.
- Identification of all departments and agencies involved in field level response.
- Coordinating with other local governments, the Operational Area and volunteer and private agencies on development of SEMS.
- Incorporating SEMS into the City of Rancho Palos Verdes Emergency Operations Plan and procedures.
- Incorporating SEMS into the City of Rancho Palos Verdes Emergency Ordinances, Agreements, Memorandum of Understandings, etc.
- Identification of special districts that operate or provide services within the boundaries of the City of Rancho Palos Verdes. The emergency role of these special districts should be determined and provisions made for coordination during emergencies.
- Identification of local volunteer and private agencies that have an emergency response role. Contacts should be made to develop arrangements for coordination in emergencies.

The City of Rancho Palos Verdes will participate in the Los Angeles County Operational Area organization and system for coordination and communication within the operational area.

All local government staff who may participate in emergencies in the EOC or at the field level must receive appropriate SEMS training as required by SEMS regulations. New personnel should be trained as they are hired. The City Manager's Office is responsible for providing documentation of SEMS/NIMS training to the Human Resources Division, who is responsible for developing and maintaining a system for tracking training and exercises in the City of Rancho Palos Verdes as described in the Basic Plan section of this EOP.

Local governments should develop an exercise program that provides periodic exercises for EOC personnel under SEMS.

CITY OF RANCHO PALOS VERDES EMERGENCY ORGANIZATION CHART

CITY COUNCIL FUNCTIONS AS AN ADVISORY POSITION TO THE EOC DIRECTOR			
EOC Section	**Position**	**Shift A**	**Shift B**
Management	EOC Director	City Manager	Deputy Director of Public Works
	EOC Director Assistant	Executive Staff Assistant	TBD
	EOC Coordinator	Deputy City Manager	Administrative Analyst
	Safety Officer	Human Resources Manager	Associate Planner
	Security Officer In EOC	Permit Technician	Senior Administrative Analyst
	Security Officer In Field	Recreation Leader II	Recreation Leader II
	Public Information Officer	Director of Finance and Information Technology	Deputy Director of Community Development
	Public Information Officer Assistant	Senior Administrative Analyst	Senior Administrative Analyst
	Liaison Officer	Recreation Program Supervisor II	Recreation Program Supervisor II
	Agency Representatives	Assigned as Needed	Assigned as Needed

EOC Section	**Position**	**Shift A**	**Shift B**
Operations	Section Chief	Senior Engineer	Senior Engineer
	Assistant Operations Chief – In Field	Maintenance Superintendant	Associate Engineer
	Fire & Rescue	Los Angeles County Fire Department – Community Services Representative/Liaison	Los Angeles County Fire Department – Battalion Chief
	Law Enforcement	Los Angeles County Sheriff's Department	Los Angeles County Sheriff's Department
	Construction & Engineering – Public Works	Senior Engineer	Engineering Technician
	Health & Welfare – Recreation & Parks	Recreation Services Manager	Recreation Specialist
	Building Official	Building Official	Building Inspector II

EOC Section	Position	Shift A	Shift B
Planning & Intelligence	Section Chief	Director of Community Development	Deputy Director of Community Development
	Situation Analysis – Planning & Building	Senior Planner	Planning Technician
	Advance Planning – Planning & Building	Senior Planner	Assistant Planner
	Documentation & Demobilization – City Clerks Office	City Clerk	Deputy City Clerk
	Assistant Documentation & Demobilization – City Clerks Office	Associate Planner	Assistant Planner
	OARRS Operator	Associate Planner	TBD

EOC Section	Position	Shift A	Shift B
Logistics	Section Chief	Associate Engineer	Administrative Analyst II
	Resource Tracking – Public Works	Permit Clerk	Administrative Staff Assistant
	Communications & Information Technology	Executive Director of PVNET	Manager of Computer Services at PVNET
	Transportation – Public Works	Associate Engineer	Associate Engineer
	Supply & Procurement – Public Works	Senior Administrative Analyst	Senior Administrative Analyst
	Facilities Recreation & Parks	Administrative Analyst II	Recreation Leader II
Volunteer Amateur Radio Staff In Emergency Communications Center (ECC)	**Position**	**Shift A**	**Shift B**
	Amateur Radio Operator	PVAN	PVAN
	Amateur Radio Operator	DCS	DCS
	Amateur Radio Operator	PVAN	PVAN

EOC Section	Position	Shift A	Shift B
Finance & Administration	Section Chief	Deputy Director of Finance and Information Technology	Senior Administrative Analyst
	Compensation & Claims	Permit Technician	Administrative Staff Assistant
	Recovery - Finance & IT	Senior Accountant	Senior Accountant
	Purchasing – Finance & IT	Account Clerk	Staff Assistant I
	Time Keeping & Personnel	Accounting Technician	Staff Assistant II
	Cost Accounting – Finance & IT	Accountant	Accountant

EMERGENCY OPERATIONS CENTER ORGANIZATION

SEMS regulations require local governments to provide for five functions: Management, Operations, Planning and Intelligence, Logistics, and Finance and Administration. These functions are the basis for structuring the EOC organization and city management is responsible for ensuring the EOC is ready for activation at all times.

Management	Responsible for overall emergency policy and coordination through the joint efforts of governmental agencies and private organizations.
Operations	Responsible for coordinating all jurisdictional operations in support of the emergency response through implementation of the local government's EOC Action Plan.
Planning & Intelligence	Responsible for collecting, evaluating and disseminating information; developing the City of Rancho Palos Verdes's EOC Action Plan and After-Action Report in coordination with other functions; and maintaining documentation.
Logistics	Responsible for providing facilities, services, personnel, equipment and materials.
Finance & Administration	Responsible for financial activities and other administrative aspects.

The EOC organization should include representatives from special districts, volunteer agencies, and private agencies with significant response roles.

Organization Flexibility—Modular Organization
The five essential SEMS functions will be established as “Sections” within the EOC and all other functions will be organized as branches, groups or units within sections. The types of activated functions and their relationship to one another will depend upon the size and nature of the incident. Only those functional elements that are required to meet current objectives will be activated. Those functions, which are needed but not staffed, will be the responsibility of the next higher element in the organization.

Management of Personnel—Hierarchy of Command and Span-of-Control
The position title "chief" refers to the lead person of each organizational element in the EOC. The term chief is used because the role of EOC elements is to coordinate and manage – not command. Each activated function will have a person in charge of it, but a supervisor may be in charge of more than one functional element. Every individual

will have a supervisor and each supervisor will be responsible for no more than seven employees, with the ideal span-of-control being one supervisor to five employees.

Section Chiefs for Operations, Planning and Intelligence, Logistics, and Finance and Administration constitute the EOC General Staff. The EOC Director and General Staff function as the EOC management team. The General Staff are responsible for:

- Overseeing the internal functioning of their section, and
  Interacting with each other, the EOC Director, and other entities within the EOC to ensure the effective functioning of the EOC organization.

EOC ACTION PLANS

At Local Government, Operational Area, Regional and State levels, the use of EOC Action Plans provide designated personnel with knowledge of the objectives to be achieved and the steps required for achievement. Action Plans not only provide direction, but they also serve to provide a basis for measuring achievement of objectives and overall system performance. Action Planning is an important management tool that involves:

- A process for identifying priorities and objectives for emergency response or recovery efforts,
- Documentation of the priorities and objectives, the tasks and personnel assignments associated with meeting them.

The action planning process should involve the EOC Director and General Staff along with other EOC elements, special district representatives and other agency representatives, as needed. The Planning and Intelligence Section Chief is normally responsible for development of the Action Plan and for facilitation of Action Planning Meetings.

Action plans are developed for a specified operational period that may range from a few hours to 24 hours. The operational period is determined by first establishing a set of priority actions that need to be performed. A reasonable time frame is then established for accomplishing those actions. The action plans need not be complex, but should be sufficiently detailed to guide EOC elements in implementing the priority actions. Guidelines for developing action plans and example action plan formats are contained in the Planning and Intelligence Section.

EOC DISPLAYS

Because the EOCs major purpose is accumulating and sharing information to ensure coordinated and timely emergency response, status boards for tracking emergency activities will be made available for use in both the primary and alternate EOCs. The Planning & Intelligence Section is responsible for coordinating display of information and should maintain display devices so that other sections can quickly comprehend what actions have been taken, what resources are available, and to track the damage in the city resulting from the disaster. All display charts, boards, and materials are stored in the EOC-In-A-Box which is kept in a prominent location in the primary City Hall EOC and alternate EOC at Hesse Park.

At the onset of any disaster, a significant events log should also be compiled for the duration of the emergency situation. Key disaster related information will be recorded in the log; i.e., casualty information, health concerns, property damage, fire status, size of risk area, scope of the hazard to the public, number of evacuees, etc. The posting of the significant events log is the responsibility of the Planning & Intelligence Section.

EOC COMMUNICATIONS

Communications include land-line telephones, cellular telephones, satellite phones, ham radios, email, fax, and internet. The Logistics Section is responsible for ensuring effective communications.

EOC MANAGEMENT

The EOC and alternate EOC facility management is the responsibility of the EOC Coordinator and includes maintaining the operational readiness of the primary and alternate EOCs.

Positions assigned to the EOC will advise/brief city decision makers of the emergency situation and recommend actions to protect the public, i.e., alerting and warning the public, evacuation of risk area, activation of shelters, request for State/Federal assistance, etc.

Emergency Scheduling and Notification procedures are located in the Operations Section Supplemental Documents section of this plan.

The EOC Director will have the primary responsibility for ensuring that the City Council is kept apprised of the situation and will bring all major policy issues to the Council for review and decision.

INVOLVEMENT OF SPECIAL DISTRICTS, PRIVATE AND NON-PROFIT AGENCIES

Special districts are defined as local governments in SEMS. The emergency response role of the districts is generally focused on normal services. During disasters, some types of special districts will be more extensively involved in the emergency response by assisting other local governments. Palos Verdes Peninsula Unified School District is one district that may be involved.

Coordination and communications should be established among special districts that are involved in emergency response, other local governments and the operational area. This may be accomplished in various ways depending on the local situation. Relationships among special districts, cities, county government and the operational area are complicated by overlapping boundaries and by the multiplicity of special districts. Special districts need to work with the local governments in their service areas to determine how best to establish coordination and communications in emergencies.

When a special district is wholly contained within the city, the special district should have a liaison representative at the city EOC and direct communications should be established between the special district EOC and the City EOC. An exception may occur when there are many special districts within the city.

Typically, special district boundaries cross municipal boundary lines. A special district may serve several cities and county unincorporated areas. Some special districts serve more than one county. In such a situation, the special district may wish to provide a liaison representative to the Operational Area EOC to facilitate coordination and communication with the various entities it serves.

Where there are many special districts within a city, it may not be feasible for the city EOC to accommodate representatives from all special districts during area-wide disasters. In such cases, the city should work with the special districts to develop alternate ways of establishing coordination and communication.

COORDINATION WITH VOLUNTEER AND PRIVATE AGENCIES

City EOCs will generally be a focal point for coordination of response activities with many non-governmental agencies. The City of Rancho Palos Verdes EOC should establish communication with private and volunteer agencies providing services with the city.

Agencies that play key roles in the response should have representatives at the EOC. If an agency supports several functions and has only one representative at the EOC, the agency representative should be located at the liaison area. If an agency is supporting one function only, its representative may be located with that functional element. Some agencies may have several personnel participating in functional elements in the EOC. For example, American Red Cross personnel may be part of the staffing for the Health and Welfare Section of the EOC.

Agencies that have countywide response roles and cannot respond to numerous city EOCs should be represented at the operational area level.

Cities served by a large number of private and volunteer agencies may not be able to accommodate representatives in the EOC from all agencies that have important response roles. Cities should develop alternate means of communicating with these agencies when liaison representation is not practical.

Coordination with volunteer and private agencies that do not have representatives at the EOC may be accomplished through telecommunications, liaison with community councils that represent several agencies or involvement of agencies in special multi-agency groups on specific issues.

ESSENTIAL FACILITIES – PRIMARY AND ALTERNATE EOC

EOC AND ALTERNATE EOC LOCATION AND DESCRIPTION

Day-to-day operations are conducted from departments and agencies that are widely dispersed throughout the City. An EOC is a location from which centralized emergency management can be performed during a major emergency or disaster. This facilitates a coordinated response by the Director of Emergency Services, Emergency Management Staff and representatives from organizations who are assigned emergency management responsibilities. The level of EOC staffing will vary with the specific emergency situation.

An EOC provides a central location of authority and information, and allows for face-to-face coordination among personnel who must make emergency decisions. The following functions are performed in the City of Rancho Palos Verdes' EOC:

- Managing and coordinating emergency operations.
- Receiving and disseminating warning information.
- Developing emergency policies and procedures.
- Collecting intelligence from, and disseminating information to, the various EOC representatives, and, as appropriate, to County and State agencies, military, and federal agencies.
- Preparing intelligence/information summaries, situation reports, operational reports, and other reports as required.
- Maintaining general and specific maps, information display boards, and other data pertaining to emergency operations.
- Continuing analysis and evaluation of all data pertaining to emergency operations.
- Controlling and coordinating, within established policy, the operational and logistical support of departmental resources committed to the emergency.
- Maintaining contact and coordination with field units and other local government EOCs, and the Los Angeles County Operational Area.
- Providing emergency information and instructions to the public, making official releases to the news media and the scheduling of press conferences as necessary.

The primary EOC is located at the Rancho Palos Verdes City Hall (Community Room), 30940 Hawthorne Boulevard.

DESCRIPTION:
The EOC totals approximately 550 square feet and includes an operations area, nearby kitchen, conference room, bathrooms and office areas. Emergency power is provided by a gas generator (at the Public Works Maintenance Yard). The emergency fuel reserve is sufficient for two days and is tested once a week. Power will provide for

lighting panels, selected wall circuits, telephones and radios. The EOC has the capability to house and feed staff for 72 consecutive hours. The EOC Coordinator is responsible for maintaining the primary and alternate EOCs.

The Alternate EOC is located at Hesse Park (Multi-Purpose Room), 29301 Hawthorne Boulevard. The Alternate EOC will be activated only when the primary EOC is damaged, inaccessible, and/or evacuation of the main EOC staff members becomes necessary. When the use of an alternate EOC becomes necessary, those occupying the primary EOC will be asked to relocate to the alternate EOC site. If the primary EOC is unusable before its activation, staff members will be asked to report to the alternate EOC site. The Logistics Section will arrange for relocation of EOC staff members to the alternate EOC. Direction and control authority will be transferred from the primary EOC to an alternate EOC when necessary by the EOC Director. All Section Chiefs will advise their emergency response staff and field forces of the transition to the alternate EOC.

The operational capabilities of the alternate EOC should be similar to those of the primary EOC.

ESSENTIAL FACILITIES – ACTIVATION/DEACTIVATION OF EOC

Activation of the local government level means that at least one local government official implements SEMS as appropriate to the scope of the emergency and the local government's role in response to the emergency.

The local government level is activated when field response agencies need support.

The local official(s) implementing SEMS may function from the EOC or from other locations depending on the situation. Activated EOCs may be partially or fully staffed to meet the demands of the situation.

When the City of Rancho Palos Verde's EOC is activated, notify the Los Angeles County Operational Area via OARRS, the Lomita Sheriff's Station EOC or the Watch Commander (OARRS is the preferred method). ***(Reference: Los Angeles County Operational Area Emergency Plan.)***

WHEN TO ACTIVATE:

- A significant earthquake causing damage in the City or neighboring jurisdictions.
- An impending or declared "State of War Emergency".
- An emergency situation that has occurred or might occur of such a magnitude that it will require a large commitment of resources from two or more City Departments over an extended period of time. Examples include a major hazardous material incident, civil disturbance, aircraft disaster, brushfire or severe weather conditions.

WHO CAN ACTIVATE:

The following individuals, either acting as the EOC Director or on behalf of the EOC Director, or their appointed representatives (as referenced earlier in the Management Section—Continuity of Government Lines of Succession) are authorized to activate the EOC:

- **City Manager**
- **Deputy Public Works Director**
- **Deputy City Manager**
- **Senior Administrative Analyst (CM)**

HOW TO ACTIVATE:

- Contact the EOC/Watch Commander for Lomita Sheriff's Station.
- Identify yourself and provide a call-back confirmation phone number if requested.
- Designate personnel (Logistics Section) to set up the EOC.
- Designate personnel necessary to staff the EOC.
- Briefly describe the emergency/disaster situation causing this request.
- Request notification of EOC Level I, Level II or Level III Activation.

DEACTIVATION:

Section Chiefs and the EOC Director will authorize EOC deactivation by position and function. Procedure located in the Management Section Supporting Documents section of this plan.

ESSENTIAL FACILITIES – ALTERNATE GOVERNMENT FACILITIES

TEMPORARY CITY SEAT

Section 23600 of the California Government Code provides among other things:

- The City Council shall designate alternative city seats that may be located outside city boundaries.
- Real property cannot be purchased for this purpose.
- A resolution designating the alternate city seats must be filed with the Secretary of State.
- Additional sites may be designated subsequent to the original site designations if circumstances warrant.

In the event the primary location is not usable because of emergency conditions, the temporary seat of city government will be as follows:

First Alternate:	Hesse Park, 29301 Hawthorne Boulevard
Second Alternate:	Point Vicente Interpretative Center (PVIC), 31501 Palos Verdes Drive West
Third Alternate:	as directed by the Director of the EOC

ESSENTIAL FACILITIES – AMERICANS WITH DISABILITIES ACT (ADA)

Emergency preparedness and response programs must be made accessible to people with disabilities and is required by the Americans with Disabilities Act of 1990 (ADA).

Disabilities include but are not limited to mobility, vision, hearing, cognitive disorders, mental illnesses and language barriers.

Included in the City's planning efforts for those with disabilities are:

- Notification and warning procedures.
- Evacuation considerations.
- Emergency transportation issues.
- Sheltering requirements.
- Accessibility to medications, refrigeration, and back-up power.
- Accessibility for mobility devices or service animals while in transit or at shelters.
- Accessibility to emergency information.

CONTINUITY OF GOVERNMENT

PURPOSE

A major disaster or an enemy attack could result in great loss of life and property, including the death or injury of key government officials. At the same time, there could be partial or complete destruction of established seats of government, and the destruction of public and private records essential to continued operations of government and industry.

In the aftermath of a major disaster, law and order must be preserved and essential government services must be maintained. This is best accomplished by civil government. To this end, it is particularly essential that local units of government continue to function.

Applicable portions of the California Government Code and the State Constitution (cited in the next paragraphs) provide authority for the continuity and preservation of state and local government.

RESPONSIBILITIES

Government at all levels is responsible for providing continuous, effective leadership and authority under all aspects of emergency services operations (preparedness, response, recovery, and mitigation). Under California's concept of mutual aid, local officials remain in control of their jurisdiction's emergency operations while additional resources may be provided by others upon request. A key aspect of this control is to be able to communicate official requests, situation reports, and emergency information throughout any disaster a community might face.

PRESERVATION OF LOCAL GOVERNMENT

Article 15 of the California Emergency Services Act (Chapter 7 of Division 1 of Title 2 of the Government Code) provides the authority, as well as the procedures to be employed, to ensure continued functioning of political subdivisions within the State of California. Generally, Article 15 permits the appointment of up to three standby officers for each member of the governing body, and up to three standby officers for the chief executive, if not a member of the governing body. Article 15 provides for the succession of officers who head departments responsible for maintaining law and order, or in furnishing public services relating to health and safety.

Article 15 also outlines procedures to assure continued functioning of political subdivisions in the event the governing body, including standby officers, are unavailable to serve.

The Emergency Services Act provides for the preservation of city government in the event of a peacetime or national security emergency.

The first step in assuring continuity of government is to have personnel who are authorized and prepared to carry out emergency actions for government in the event of a natural, technological, or national security disaster.

Article 15, Section 8638 of the California Emergency Services Act authorizes governing bodies to designate and appoint three standby officers for each member of the governing body and for the chief executive, if not a member of the governing body. Standby officers may be residents or officers of a political subdivision other than that to which they are appointed. Standby officers take the same oath as regular officers and are designated Number 1, 2, or 3 as the case may be.

The current standby officer resolution adopted by City Council is provided in the Legal Documents Support section of this plan (Resolution No. 2007-32). See excerpt below:

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF RANCHO PALOS VERDES DOES HEREBY FIND, DETERMINE AND RESOLVE that the following persons are appointed as standby officers for the City Council:

Councilmember:	Standby Councilmember's:
Douglas W. Stern	1. TBD 2. TBD 3. TBD
Peter C. Gardiner	1. Gabriella Holt 2. Jack Karp 3. Lois Karp (a)
Larry Clark	1. Jon Cartwright 2. Paul Tetreault 3. Lois Karp (b)
Stefan Wolowicz Committee	1. Chair of the Planning Commission 2. Chair of the Emergency Preparedness 3. Chair of the Traffic Safety Commission
Thomas D. Long	1. Becky Clark 2. Gina McLeod 3. Jeff Lewis

IT IS FURTHER FOUND, DETERMINED AND RESOLVED that:

1. In the event the Mayor is unavailable, the person replacing the Mayor shall not assume the title and duties of Mayor; instead, the Vice Mayor shall assume the title and duties of the Mayor;
2. In the event the Mayor and Vice Mayor are both unavailable, the persons

replacing the Mayor and Vice Mayor shall not assume the title and duties of Mayor and Vice Mayor; instead, the next most senior available members of the City Council shall assume the title and duties of Mayor and Vice Mayor;

3. In the event no Councilmember's are available, then the persons replacing the Mayor and Vice Mayor shall assume the titles and duties of those offices; and
4. In the event that a standby officer has been designated by two or more Councilmember's, and at least two Councilmember's for whom that standby officer are unavailable and there are no standby officers available who have a higher priority number (with "1" being the highest priority), the conflict shall be resolved by the standby officer filling the seat in the order designated. The order is designated by an (a), (b), (c), (d), or (e) following the standby officer's name, with (a) meaning that the standby officer shall serve first for that Councilmember if two or more Councilmember's are unavailable who have each designated that standby officer and no standby officer with a higher priority number for that Councilmember is available.

IT IS FURTHER RESOLVED that standby officers shall receive no compensation for the performance of their duties as standby officers except as provided for by law.

IT IS FURTHER RESOLVED that the City Clerk is directed to administer the oath of office to the standby officers and to provide each standby officer with a copy of Article 15 of Division 1 of Title 2 of the California Government Code.

PASSED, APPROVED, AND ADOPTED THE 20th DAY OF MARCH 2007.

Successor to Director of Emergency Services

A successor to the position of Director of Emergency Services is appointed by the City Council. The succession occurs:

- Should the Director of Emergency Services be unavailable or unable to serve, the positions listed below, in order, shall act as the Director or Emergency Services.

- Should these positions be unavailable or unable to serve, the individuals who hold permanent appointments to the following positions in the city will automatically serve as acting director in the order shown. The individual who serves as acting director shall have the authority and powers of the Director, and will serve until the Director is again able to serve, or until a successor has been appointed by the City Council.

Director of Emergency Services:	City Manager
First Alternate:	Deputy Public Works Director

Second Alternate:	Deputy City Manager
Third Alternate:	Senior Administrative Analyst (CM)

Notification of any successor changes shall be made through the established chain of command.

Article 15, Section 8637 of the Emergency Services Act authorizes political subdivisions to provide for the succession of officers (department heads) having duties related to law and order and/or health and safety.

Article 15, Section 8644 of the Emergency Services Act establishes a method for reconstituting the governing body. It authorizes that, should all members, including all standbys be unavailable, temporary officers shall be appointed as follows:

- By the chairman of the board of the county in which the political subdivision is located, or
- By the chairman of the board of any other county within 150 miles (nearest and most populated down to farthest and least populated), or
- By the mayor of any city within 150 miles (nearest and most populated down to farthest and least populated).

Article 15, Section 8642 of the Emergency Services Act authorizes local governing bodies to convene as soon as possible whenever a State of War Emergency, State of Emergency, or Local Emergency exists, and at a place not necessarily within the political subdivision.

Article 15, Section 8643 Emergency Services Act describes the duties of a governing body during emergencies as follows:

- Ascertain the damage to the jurisdiction and its personnel and property.
- Reconstitute itself and any subdivisions.
- Perform functions in preserving law and order and furnishing local services.

EMERGENCY OPERATIONS CENTER (EOC)
The City EOC is located in the Rancho Palos Verdes City Hall (Community Room), 30940 Hawthorne Boulevard.

The first alternate EOC is located at Hesse Park, 29301 Hawthorne Boulevard.

The second alternate EOC is located at Point Vicente Interpretative Center (PVIC), 31501 Palos Verdes Drive West.

REFERENCES
Judicial System, Article VI, Section 1, 4, 5, and 10, of the Constitution of California

Local Government, Article XI, of the Constitution of California.

Preservation of Local Government, Article 15 of the California Emergency Services Act (Chapter 7 of Division 1 of Title 2 of the Government Code).

Temporary County Seats, Section 23600, Article 1 of Chapter 4 of Division 1 of Title 3 of the Government Code.

A major disaster or nuclear attack could result in great loss of life and property, the death or injury of key government officials, and/or the partial or complete destruction of established seats of government, and public and private records essential to continued operations of government and industry. To help preserve law and order and to continue/restore local services, it is essential that units of local government continue to function during or following such situations.

Government at all levels is responsible for providing continuity of effective leadership, authority and adequate direction of emergency and recovery operations. The California Government Code (Section 8643.6) and the State Constitution provide legal authority for the continuity and preservation of State and local government. The Management Section of the Emergency Operations Plan provides complete details on the Continuity of Government in California. A listing of the successors to each member of the City of Rancho Palos Verdes' governing body and key officials are also included in the discussion of the Management Section.

LINES OF SUCCESSION FOR THE CITY OF RANCHO PALOS VERDES

DEPARTMENT	TITLE/POSITION
City Manager	1. City Manager 2. Deputy Public Works Director 3. Deputy City Manager
Los Angeles County Fire Department	1. Fire Chief
Los Angeles County Sheriff's Department	1. Sheriff
City Clerk	1. City Clerk 2. Deputy City Clerk 3. A Staff Assistant

Community Development	1. Director of Community Development 2. Deputy Director of Community Development 3. Senior Planner
Recreation & Parks	1. Director of Recreation & Parks 2. Senior Administrative Analyst 3. Recreation Services Manager
Public Works	1. Director of Public Works 2. Deputy Director of Public Works 3. Senior Engineer
Finance & Information Technology	1. Director of Finance & Information Technology 2. Deputy Director of Finance and Information Technology

VITAL RECORDS RETENTION

PRESERVATION OF VITAL RECORDS

In the City of Rancho Palos Verdes, the following individuals are responsible for the preservation of vital records:

1) City Clerk
2) Deputy City Clerk

Vital records are defined as those records that are essential to:

- Protect and preserve the rights and interests of individuals, governments, corporations and other entities. Examples include vital statistics, land and tax records, license registers, and articles of incorporation.
- Conduct emergency response and recovery operations. Records of this type include utility system maps, locations of emergency supplies and equipment, emergency operations plans and procedures, personnel rosters, etc.
- Reestablish normal governmental functions and protect the rights and interests of government. Constitutions and charters, statutes and ordinances, court records, official proceedings and financial records would be included here.

Vital records of the City of Rancho Palos Verdes are routinely stored at City Hall in various storage rooms. Microfilmed records are stored in a fireproof file cabinet in the City's Clerk's Office. In addition, these vital microfilmed records outside of the City at the Los Angeles County Clerk's Office at 12400 East Imperial Highway, Norwalk, CA (310) 462-2100.

Record depositories should be located well away from potential danger zones and/or housed in facilities designed to withstand blast, fire, water, and other destructive forces. Such action will ensure that constitutions and charters, statutes and ordinances, court records, official proceedings, and financial records would be available following any disaster.

Each department within the city should coordinate with the City Clerks Office in the preparation of the City's retention and destruction schedule in order to identify, maintain and protect essential records.

CONCEPT OF OPERATIONS

While the causes of emergencies vary greatly, the potential effects of emergencies do not. This means that the City of Rancho Palos Verdes can plan to deal with effects common to several hazards, rather than develop separate plans for each hazard. The critical aspect of planning for the response to emergency situations is to identify what should happen, when, and at whose direction. Next, responsibilities are assigned to appropriate departments and assurances are made that those organizations have procedures in place to effectively accomplish the tasks.

It is the responsibility of government to undertake an ongoing comprehensive approach to emergency management in order to mitigate the effects of hazardous events. Local government has the primary responsibility for preparedness and response activities. When an emergency exceeds the local government's capability to respond, assistance is requested from other local jurisdictions, and State and Federal governments.

Operations during peacetime and national security emergencies involve a full spectrum of activities from a minor incident, to a major earthquake, to a nuclear detonation. There are a number of similarities in operational concepts for peacetime and nuclear security emergencies. Some emergencies will be preceded by a buildup period that can provide warning to those areas and/or population groups that might be affected. Other emergencies occur with little or no advance warning, thus requiring mobilization and commitment of the jurisdiction's resources immediately prior to or after the onset of the situation. All agencies must be prepared to respond promptly and effectively to any foreseeable emergency, including the provision and utilization of mutual aid (Basic Plan – Mutual Aid).

Peacetime Emergency

In a peacetime emergency, as contrasted with a national security emergency, governmental response is an extraordinary extension of responsibility and activity, coupled with normal day-to-day activity. To ensure continued overall effectiveness, normal government structures will be maintained, with emergency operations being limited to those agencies assigned specific emergency functions. More importantly, a system, or systems, must come into being for the purpose of exercising overall operational control (management) or coordination of emergency operations.

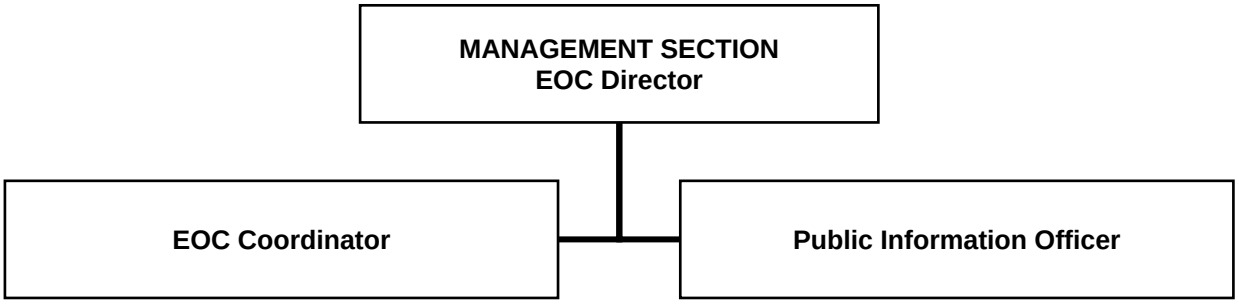
The State of California Emergency Plan identifies three levels of emergencies that they use to categorize an appropriate response. The levels are based on the severity of the situation and the availability of local resources.

A minor to moderate incident wherein local resources are adequate and available. A LOCAL EMERGENCY may or may not be proclaimed.

LEVEL I – NORMAL OPERATIONS

This level is similar to day-to-day operations and would be used for those emergency situations for which normal management procedures and local resources are adequate. Local public safety and emergency function coordinators provide necessary support as established by appropriate agreements and ordinances. The Emergency Operations Center (EOC) may or may not be activated. If the EOC is activated, participation would be minimal. Typically, the EOC Director would be informed of the incident and would initiate a minimal activation with necessary Section Chiefs and other positions deemed necessary. Other inter-agency coordination (e.g., fire, law, and public works) is accomplished via established telephone and radio communications systems and procedures at the incident and agency dispatch level. See **Chart 5** for an example of Level I – Normal Operations.

CHART 5: LEVEL 1 – NORMAL OPERATIONS



LEVEL II – PARTIAL EOC ACTIVATION

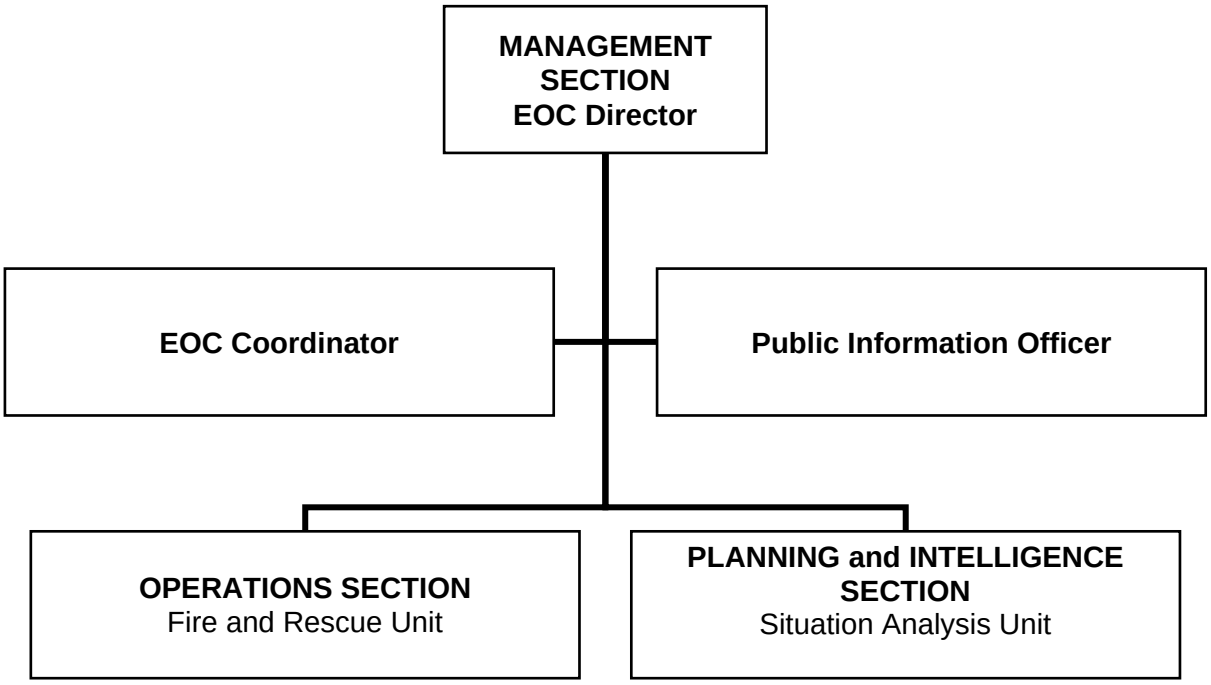
A moderate to severe emergency wherein local resources are not adequate and mutual aid may be required on a regional or even statewide basis. A LOCAL EMERGENCY will be proclaimed and a STATE OF EMERGENCY may be proclaimed.

This level is used for emergencies that involve several departments or agencies from within the same jurisdiction and/or agencies from more than one jurisdiction that require close coordination. Key management level personnel from the principally involved agencies will move to the EOC (or other designated central location) to provide jurisdiction or multi-jurisdiction coordination for the emergency. Each of the five Sections within the EOC are activated, but only some of the positions are filled. This extent of activation may involve the early stages of what later becomes a larger problem. Activities can include, but are not limited to:

- Establishment of an area-wide situation assessment function.
- Establishment of an area-wide public information function.
- Establishment of resource requirements for the affected area and coordination of resource requests.
- Establishment and coordination of the logistical systems necessary to support multi-incident management.
- Establishment of priorities for resource allocation.

These functions are supplementary to those that may be performed by a single agency. In this mode, the required emergency management staff should meet in the EOC for coordination. Incident management established for the emergency would continue to report through the established 24-hour dispatch facility. Information would be provided to the EOC by agency dispatch facilities and/or by liaison personnel. See **Chart 6** for an example of Level II – Partial EOC Activation.

CHART 6: LEVEL 2 PARTIAL EOC ACTIVATION



LEVEL III – FULL EOC ACTIVATION

Major disasters wherein resources in or near the impacted area are overwhelmed and extensive State and/or Federal resources are required. A LOCAL EMERGENCY will be proclaimed and a STATE OF EMERGENCY will be proclaimed and a Presidential Declaration of an EMERGENCY OR MAJOR DISASTER will be requested.

A disaster that would render it impossible for the City of Rancho Palos Verdes to effectively function at either Level I or Level II, would require a Level III. An example would be a major earthquake causing substantial damage throughout the City. In this situation, the EOC would be activated and all or most of the EOC positions filled.

All coordination and direction activities would be accomplished from the EOC. The Field Response Level will communicate and coordinate with the EOC. All off-duty personnel will be recalled. See **Chart 7** for an example of a Level III - Full EOC Activation.

CHART 7: LEVEL 3 – FULL ACTIVATION

CITY COUNCIL ADVISORY POSITION TO EOC DIRECTOR
2010 City of Rancho Palos Verdes EOP EOC Staff Assignments

EOC Section	Position	Shift A	Shift B
Management	EOC Director	City Manager	Deputy Director of Public Works
	EOC Director Assistant	Executive Staff Assistant	TBD
	EOC Coordinator	Deputy City Manager	Administrative Analyst
	Safety Officer	Human Resources Manager	Associate Planner
	Security Officer In EOC	Permit Technician	Senior Administrative Analyst
	Security Officer In Field	Recreation Leader II	Recreation Leader II
	Public Information Officer	Director of Finance and Information Technology	Deputy Director of Community Development
	Assistant Public Information Officer	Senior Administrative Analyst	Senior Administrative Analyst
	Liaison Officer	Recreation Program Supervisor II	Recreation Program Supervisor II
	Agency Representatives	Assigned as Needed	Assigned as Needed
EOC Section	**Position**	**Shift A**	**Shift B**
Operations	Section Chief	Senior Engineer	Senior Engineer
	Assistant Operations Chief – In Field	Maintenance Superintendant	Associate Engineer
	Fire & Rescue	Los Angeles County Fire Department – Community Services Representative/Liaison	Los Angeles County Fire Department – Battalion Chief
	Law Enforcement	Los Angeles County Sheriff's Department	Los Angeles County Sheriff's Department
	Construction & Engineering – Public Works	Senior Engineer	Engineering Technician
	Health & Welfare – Recreation & Parks	Recreation Services Manager	Recreation Specialist
	Building Official	Building Official	Building Inspector II

EOC Section	Position	Shift A	Shift B
Planning & Intelligence	Section Chief	Director of Community Development	Deputy Director of Community Development
	Situation Analysis – Planning & Building	Senior Planner	Planning Technician
	Advance Planning – Planning & Building	Senior Planner	Assistant Planner
	Documentation & Demobilization – City Clerks Office	City Clerk	Deputy City Clerk
	Assistant Documentation & Demobilization – City Clerks Office	Associate Planner	Assistant Planner
	OARRS Operator	Associate Planner	TBD
EOC Section	**Position**	**Shift A**	**Shift B**
Logistics	Section Chief	Associate Engineer	Administrative Analyst II
	Resource Tracking – Public Works	Permit Clerk	Administrative Staff Assistant
	Communications & Information Technology	Executive Director of PVNET	Manager of Computer Services at PVNET
	Transportation – Public Works	Associate Engineer	Associate Engineer
	Supply & Procurement – Public Works	Senior Administrative Analyst	Senior Administrative Analyst
	Facilities Recreation & Parks	Administrative Analyst II	Recreation Leader II
Volunteer Amateur Radio Staff In Emergency Communications Center (ECC)	**Position**	**Shift A**	**Shift B**
	Amateur Radio Operator	PVAN	PVAN
	Amateur Radio Operator	DCS	DCS
	Amateur Radio Operator	PVAN	PVAN

EOC Section	Position	Shift A	Shift B
Finance & Administration	Section Chief	Deputy Director of Finance and Information Technology	Senior Administrative Analyst
	Compensation & Claims	Permit Technician	Administrative Staff Assistant
	Recovery - Finance & IT	Senior Accountant	Senior Accountant
	Purchasing – Finance & IT	Account Clerk	Staff Assistant I
	Time Keeping & Personnel	Accounting Technician	Staff Assistant II
	Cost Accounting – Finance & IT	Accountant	Accountant

EMERGENCY ALERTING AND WARNING SYSTEMS

Warning is the process of alerting governmental forces and the public to the threat of imminent extraordinary danger. Dependent upon the nature of the threat and the population group at risk, warning can originate at any level of government.

Success in saving lives and property is dependent upon timely dissemination of warning and emergency information to persons in threatened areas. Local government is responsible for warning the populace of the jurisdiction. Government officials accomplish this using warning devices located within the community or mounted on official vehicles. The warning devices are normally activated from a point staffed 24 hours a day.

There are various mechanical systems in place, described below, whereby an alert or warning may originate or be disseminated. Following the description of the systems is an explanation of the "Emergency Conditions and Warning Actions" through which these systems may be accessed.

Federal Alerting and Warning Systems

Homeland Security Advisory System (HSAS)
Homeland Security Presidential Directive-3 established the HSAS on March 12, 2002. HSAS defines the national threat condition level on the potential risk for terrorist attack. The Homeland Security Advisory System is binding on the executive branch and suggested, although voluntary, to other levels of government and the private sector. The HSAS system is further defined in Attachment B at the end of this chapter. There are five Threat Conditions, each identified by a description and corresponding color.
From lowest to highest, the levels and colors are:

Low = Green

Guarded = Blue

Elevated = Yellow

High = Orange

Severe = Red

(EAS) Emergency Alert System
The Emergency Alert System (EAS) is designed for the broadcast media to disseminate emergency public information. This system enables the President, and federal, state and local governments to communicate with the general public through commercial broadcast stations.

This system uses the facilities and personnel of the broadcast industry on a volunteer basis. EAS is operated by the broadcast industry according to established and

approved EAS plans, standard operating procedures and within the rules and regulations of the Federal Communications Commission (FCC). FCC rules and regulations require all participating stations with an EAS operating area to broadcast a common program. Each broadcast station volunteers to participate in EAS and agrees to comply with established rules and regulations of the FCC.

EAS can be accessed at federal, state, and local levels to transmit essential information to the public. Message priorities under Part 73.922(a) of the FCC's rules are as follows:

- Priority One Presidential Messages (carried live)
- Priority Two EAS Operational (Local) Area Programming
- Priority Three State Programming
- Priority Four National Programming and News

Presidential messages, national programming and news will be routed over established network facilities of the broadcast industry. State programming will originate from the state operations center and will be transmitted through the state using the state's CLERS VHF/UHF radio relay stations.

The FCC has established committees of broadcast industry personnel at each governmental level to develop EBS plans. These include:

• Federal	The EAS Advisory Committee
• State	State Emergency Communications Committee
• Local	Operational Area Emergency Communications Committee

(NAWAS) National Warning System
NAWAS is a dedicated wire-line system that provides two-way voice communications between federal warning center, state warning points and local warning points. If the situation ever presents itself, NAWAS is a nationwide system developed to send warnings of impending attack throughout the nation. The system may be activated from two federal facilities that are staffed 24 hours daily: the National Warning Center (North American Air Defense Command, Colorado Springs) and the Alternate National Warning Center (Olney, Maryland).

During major peacetime emergencies, state agencies may use portions of NAWAS augmented by state and local systems. Each state has a warning point that controls the NAWAS connection within the state. See State Level NAWAS for more information.

NAWAS Tests
NAWAS is tested three times daily at unscheduled times. The state warning point, Cal EMA, acknowledges the test for California. If Cal EMA does not respond, the alternate, CHP, will acknowledge the test. Immediately following the national test, the state NAWAS test is conducted.

Attention or Alert
The **Attention** or **Alert** signal is a three to five-minute steady tone on sirens, horns or other devices. This signal means: "An emergency situation exists or is imminent. Listen to your local or area radio or television station for essential information."

Attack Warning Signal
The **Attack Warning** signal, a three to five-minute wavering tone on sirens or a series of short blasts on horns or other devices, are repeated as often as NAWAS instructs or as local government authorities deem necessary. The **Attack Warning** signal indicates that an actual attack against this country has been detected. This signal is used for the initial attack warning and subsequent attack warnings. **THIS SIGNAL WILL BE USED FOR NO OTHER PURPOSE AND WILL HAVE NO OTHER MEANING**. Everyone should immediately protect himself and listen to the area EAS station for instructions.

NWS - National Weather Service
The National Weather Service transmits continuous weather information on 162.40, 162.475, and 162.55 MHz frequencies. Weather Service severe weather broadcasts are preceded with a 1,050 MHz tone that activates weather monitor receivers equipped with decoders. The Weather Service can also access NAWAS to announce severe weather information.

State Alerting and Warning Systems

HSAS – Homeland Security Advisory System
On March 20, 2003, the State of California Office of Homeland Security its guidance on its Homeland Security Advisory System (HSAS). The guidance provides actions state personnel and agencies may practice when such alerts are issued in response to an actual or suspected act of terrorism or threat thereof.

NAWAS - California Warning System
The California Warning System (CAL) is the State portion of NAWAS that extends to communications and dispatch centers throughout the state. The State Office of Emergency Services headquarters ties into the federal system through the Warning Center in Sacramento. Circuits then extend to county warning points. The California Highway Patrol headquarters in Sacramento is the state's alternate warning point. Both state and federal circuits are monitored 24 hours a day at the Warning Center, the alternate point and each of the local warning points. Counties not on this system will receive warning through other means (normally over the California Law Enforcement Telecommunications System (CLETS).

Immediately following the NAWAS test through the Warning Center, the state conducts the CAL NAWAS test. On alternate Wednesdays, the alternate state warning point, CHP, conducts a test at 10:00 a.m. local time.

Backup systems for CAL NAWAS includes:

• CESFRS California Emergency Services Fire Radio System
• CESRS California Emergency Services Radio System
• CLEMARS California Law Enforcement Mutual Aid Radio System
• CLERS California Law Enforcement Radio System
• CLETS California Law Enforcement Telecommunications System

CESFRS - California Emergency Services Fire Radio System
CESFRS is the statewide communications network, available to all fire agencies. The three available channels have been designated Fire White #1, #2 and #3. White #1 is authorized for base station and mobile operations. White #2 and White #3 are for mobile and portable use only. All three white channels are designated by the Federal Communications Commission as Intersystem channels and are intended solely for inter-agency fire operations, i.e. mutual aid. White #2 and White #3 are intended for on-scene use only.

CESRS - California Emergency Services Radio System
CESRS serves as an emergency communications system for California and county emergency services organizations. The system assists in the dissemination of warning information and to support disaster and emergency operations. The system may be used on a day-to-day basis for administrative emergency services business. Statewide communications are provided through a number of microwave interconnected mountain top relays. It operates under appropriate FCC rules and regulations and is administered by the State of California through the Office of Emergency Services. See the "California Emergency Services Radio System, Plan and Licensing Guide," July 1990, written by Cal EMA Telecommunications Division for more information.

CLEMARS - California Law Enforcement Mutual Aid Radio System
CLEMARS was established to provide common police radio frequencies for use statewide by state and local law enforcement agencies during periods of man-made or natural disasters or other emergencies where inter-agency coordination is required. It operates under appropriate FCC rules and regulations and is administered by the State of California through the Office of Emergency Services. Participation in CLEMARS is open to all California Law Enforcement agencies that are eligible to operate on radio frequencies authorized by the FCC for the Police Radio Service. In addition, the agency's political EMA subdivision must be a signatory to the California Disaster and Civil Defense Master Mutual Aid Agreement and have developed a mutual aid response capability with trained personnel who will respond when requested by their operational area or regional mutual aid coordinator to provide required assistance.

The system establishes four priorities for use:

1. Emergency Operations of law enforcement agencies, primarily mutual aid activities.
2. Emergency or urgent operations of above, involving a single agency.
3. Special event control activities, generally of a pre-planned nature and generally involving joint participation of two or more agencies; or two or more police

divisions, stations of CHP, etc. Drills, rehearsals, command post exercises and like activities must be considered as Priority III activities.

4. When no traffic of a higher priority classification is in progress, agencies participating in CLEMARS may utilize the frequency for local communications as a secondary means of communication.

The Regional Law Enforcement Coordinator is responsible for coordination of use of the system within the Mutual Aid Region as written by the Law Enforcement Division and Telecommunications Division. (*Reference: California Law Enforcement Mutual Aid Radio System Plan (September 1991).*

CLERS - California Law Enforcement Radio System (Intercity Radio)
CLERS is a microwave interconnected radio repeater system with statewide coverage. It may also have been referred to locally as Intercity Radio. This system was designed for use by law enforcement agencies for point-to-point communications and to provide a backup warning system to all counties in the state. CAL EMA provides and maintains the statewide repeater system and microwave network for use by law enforcement agencies. System users are responsible for providing their own base station equipment and obtaining proper licensing from the FCC. CLERS participation is voluntary, and many agencies no longer maintain the equipment. The Telecommunications Bureau of CAL EMA is the contact for CLERS. (*Reference: California Law Enforcement Radio System (CLERS) Manual, May 1989 and Telecommunication Plan, May 1989).*

CLETS - California Law Enforcement Telecommunications System
CLETS is a high-speed message switching system that became operational in 1970. CLETS provides law enforcement and criminal justice agencies with access to various databases and the ability to transmit and receive point-to-point administrative messages to other agencies within California or via the National Law Enforcement Telecommunications System (NLETS) to other states and Canada. Broadcast messages can be transmitted intrastate to participating agencies in the Group Bulletin Network and to regions nationwide via NLETS. CLETS has direct interface with the FBI-NCIC, NLETS, DMV, Oregon and Nevada. The State provides the computer hardware, switching center personnel, administrative personnel, and the circuitry to one point in each county. The local agencies provide the circuitry and equipment that link them to their county termination point. A number of agencies have message switching computer (MSC) systems and computer aided dispatch (CAD) systems, which directly connect to CLETS. Many of these systems have mobile data terminals (MDTs) which allow an officer in the field to inquire directly into various systems.

EAS - Emergency Alert System
Each state has been divided into a number of EAS operational areas, consisting of one or more counties within radio reception range of EAS stations serving the area. California has thirty EAS Operational Areas (OA). Almost all AM-FM and TV broadcast stations have national defense emergency authorizations and several of these are protected from fallout. The purpose of EAS in California is to provide warning,

emergency information, guidance, instructions and news of a manmade or natural threat to the public safety, health and welfare.

One primary station in each OA assumes the function of the Common Program Control Broadcast Station for the OA. It is called the CPCS-1 station. If for any reason a CPCS-1 is unable to carry out this responsibility, either primary or alternate broadcast stations assigned as CPCS locations, will be activated in descending order. CPCS assignments are made by the FCC, not the State or local governments. OAs are urged to develop EAS systems that employ a system whereby the local CAL EMA feeds all the radio stations simultaneously and not just the CPCS-1 station. See the Federal EAS description for Program Priorities.
Message priorities are as follows:

Priority One Immediate and positive action without delay is required to save lives.

Priority Two Actions required for the protection of property and instructions to the public requiring expedient dissemination.

Priority Three Information to the public and all others.

(Reference: State of California Emergency Alert System Federal Communication Commission State EAS Plan and Operations Orders November 1998).

EDIS - Emergency Digital Information System
The EDIS provides local, state and federal agencies with a direct computer link to the news media and other agencies during emergencies. EDIS supplements existing emergency public information systems such as the Emergency Alert System. By combining existing data Input Networks with a digital radio Distribution System, EDIS gives authorized agencies a direct data link to the news media and other agencies.

The main purpose of EDIS is to distribute official information to the public during emergencies. However, a system that is not used day-to-day will not be used with confidence during an emergency. Therefore, certain non-emergency uses of EDIS are permitted so long as they do not interfere with more urgent transmissions.

EDIS may be used to transmit information in the following categories, listed in priority order:

1. FLASH: Alerts and warning of immediate life-safety value to members of the public.
2. NEWS: Information of immediate benefit to the public. Releases in this category may include reports of unusual natural, social or technological events; notices of government activities requiring specific action by members of the public; road and traffic information and instructions for those affected by an emergency.
3. INFO: Advisory messages for coordination between government and the news media. Topics might include: times and locations of news briefings, schedules

for media tours of emergency scenes, "pool coverage" arrangements, and airspace restrictions.

4. TEST: Transmissions to verify operation of equipment and for training of originating personnel.

Senders of EDIS messages should bear in mind that almost anyone could obtain the equipment to receive EDIS messages. Confidential or sensitive information should never be transmitted over EDIS.

(Reference: Emergency Digital Information System Plan [EDIS], July 1991, written by the CAL EMA Telecommunications Division.)

OASIS - Operational Area Satellite Information System

The OASIS project, funded under the Earthquake Hazards Reduction Act of 1986, was established to create the most robust communications system possible using leased transponder space from commercial satellite operators. The result is the establishment of a system that allows virtually uninterruptible communication between state, regional and operational area level EOCs.

OASIS is a system that consists of a communications satellite, multiple remote sites and a hub. The satellite is in a stationary or geo-synchronous orbit above the earth's equator. A high frequency (HF) radio system and a satellite communications network were constructed to link all 58 counties with State CAL EMA and other state agencies for disaster communications as well as day-to-day traffic. The system, which uses technology similar to cellular telephones, has 60 channels. When a user picks up the line, the system automatically searches for the best available channel.

The equipment necessary for the remote sites includes a six-foot diameter dish antenna using Very Small Aperture Terminal or VSAT technology. These sites were originally set up by CAL EMA and are capable of conducting six simultaneous voice conversations and one data channel at a rate of 9600 baud.

The final component is the hub. The hub is a large external dish antenna and a network control station that is managed by CAL EMA personnel. The hub provides access control for the system and can control up to 800 remote stations. CAL EMA personnel will use the hub to define the network, detect trouble and serve as an emergency alert network for other CAL EMA personnel.

Operational Area Alerting, Notification and Warning Systems

Homeland Security Advisory System (HSAS) and County Emergency Operations Center Activation Levels

On March 13, 2003, The County of Los Angeles issued its Operational Area Terrorism Plan. That Plan delineates the policies and procedures that County Office of Emergency Management and Sheriff's Department Emergency Operations Bureau's

(EOB) will follow in planning for and responding to an emergency caused by an actual or suspected act of terrorism.

CUBE Caltech/U.S. Geological Survey Broadcast of Earthquakes
The CUBE system is the product of a cooperative effort between the California Institute of Technology and the United States Geological Survey. Earthquake data is collected at Caltech Seismological Laboratory in Pasadena and is reduced to provide earthquake time, location and magnitude. This information is then transmitted to a commercial paging system where it is broadcast to government and private sector subscribers paging units. These pagers may be carried by personnel or connected to a personal computer that receives the information and displays it on a map.

The CUBE project offers the following capabilities to government:
• Automatically provides near real-time locations and magnitudes of earthquakes.
• Automatically provides estimates of the distribution of ground shaking following significant earthquakes.
• Warns of imminent ground shaking in the seconds following an earthquake, but before waves actually reach sites that may be damaged.

Subscribers within Los Angeles County government include emergency management personnel from the following departments: CAO, Sheriff, Fire and Public Works. Computers are located in each of the following locations: County/Operational Area EOC, Fire and Public Works Departmental Operations Centers.

EAS - Emergency Alert System
Emergency information is broadcast directly through the South Coast Air Quality Management District (SCAQMD) transmitters (primarily used for broadcasting smog alerts) to all broadcasters in Los Angeles County simultaneously and also to others who by law must monitor this frequency (school districts and businesses with more than 100 employees). A decoder is also available to alert that an emergency broadcast is about to be transmitted to eliminate the need for constant monitoring of the frequency.

Examples of emergencies identified by Los Angeles County Operational Area which may warrant either immediate or delayed response under EAS by the broadcast industry are earthquake, serious fires, heavy rains and flooding, widespread power failures, severe industrial accidents and hazardous material accidents. The context of any emergency broadcast transmitted on EAS should be of concern to a significant segment of the population of Los Angeles County.

EAS activation can be authorized by any one of the following parties:

• Sheriff of Los Angeles County of designate.
• Chairman of the Los Angeles County Board of Supervisors or designate.
• Mayor of the City of Los Angeles or designate.
• Chief of Police of the City of Los Angeles or designate.
• Authorized public official of the incorporated cities of Los Angeles County.

• Authorized representative of the National Oceanic and Atmosphere Administration (NOAA).

The Sheriff of Los Angeles County, while not the originator of the EAS material, is responsible for the content and authenticity of the information broadcast over the local EAS. Local broadcast stations have the right to edit or use any or all of an EAS broadcast. Any jurisdiction may make separate programming arrangements with any broadcast station independent of the EAS.

ENN - Emergency News Network

The Los Angeles County ENN is a communications protocol that incorporates voice, data and video transmissions. It has been developed to provide direct access from local government agencies to media and corporate organizations for the immediate dissemination of emergency information.

Printed text information messages may be transmitted through any available Justice Data Interface Controller (JDIC) terminal directly to the commercial broadcast media and other public subscribers. The Statewide Emergency Digital Information Service (EDIS) is used as the pathway for ENN messages and is monitored by local, state and national media. Local EAS voice and video broadcasts are accomplished at the Los Angeles County Operational Area Emergency Operations Center facility.

Local Alerting and Warning

Cable TV

The City's Municipal Cable Channel's will provide the public with alerting and notification of various disaster situations. City TV will provide directions to the citizens via scrolled information. This includes a leader that will scroll across any TV station that is turned on directing viewers to tune to their local cable channel for more information.

Emergency Alert System (EAS)

The Sheriff of Los Angeles County administers the EAS. Activation of the Los Angeles County EAS must be for emergency events and conditions of concern to a significant segment of the population of Los Angeles County. The message must be a voice message, it may be prerecorded and it must originate from the Sheriff's Communications Center.

Electronic News Network (ENN)

The ENN is a subset of the EAS. It is a digital format that allows messages to be sent via the State of California's EDIS system. The media, schools, large business and anyone who monitors the AQMD channels will receive the digital message. It is less restrictive than an EAS broadcast and can be originated by any agency with access to a JDIC terminal. It allows for routine or test messages, in addition to emergency messages.

Other warning systems utilized by the City of Rancho Palos Verdes include mobile emergency vehicle sirens and loudspeakers, low power AM/FM radio systems, local TV and radio and door-to-door notification by Neighborhood Watch Block Captains and law enforcement volunteers, explorers and reserve deputies/officers.

Emergency Conditions and Warning Actions
Methods of warning state and local governments of specific emergency conditions are described below:

Earthquake
Earthquakes occur without warning. CAL EMA could receive notification of an earthquake as well as subsequent information, including damage reports, from various sources, such as:

- University of California Seismological Observatory, Berkeley
- California Institute of Technology, Pasadena
- Water Resources Department
- CAL EMA Regional Offices
- Local Governments
- Federal/State Agencies
- Honolulu Observatory

This information may be received through NAWAS, radio, teletype and/or telephone and would be further disseminated as appropriate using any or all of these means. The State Warning Center has a seismic alarm system that activates during earthquakes, prompting duty personnel to investigate the disturbance.

Earthquake Advisories
(Reference: California Earthquake Advisory Plan, Oct. 1990, Section 3).

Earthquake Advisories are statements by CAL EMA regarding scientific assessment that, within a specified period (usually 3-5 days) there is an enhanced likelihood for damaging earthquakes to occur in areas designated in the Advisory. Advisories are not formal predictions and are issued following earthquakes in which there is concern about subsequent damaging earthquakes. The basis of the advisories is existing knowledge of the seismic history and potential of the area under consideration.

Local Government
Upon notification of an Earthquake Advisory from CAL EMA, local government should: disseminate information to key personnel, ensure the readiness of systems essential to emergency operations; implement protective and mitigative actions; provide guidance to the public on appropriate precautionary actions.

Notification Process
The Office of Emergency Services will notify State agencies, local governments and designated Federal agencies of all Earthquake Advisories through a telecommunications and radio fan-out process.

The method of contact to State agencies, local governments and Federal agencies will vary depending upon the availability of communications. Systems to be used may include: The California Warning System (CAL EMAWAS), the California Law Enforcement Telecommunications System (CLETS), the California Emergency Services Radio System (CESRS), FAX and commercial telephone service.

CAL EMA WILL FOLLOW A FOUR-STEP PROCESS IN ISSUING AND CANCELING ADVISORIES:

1. Information regarding additional seismic activity will be disseminated in the form of an **Earthquake Advisory**. The Advisory will include information on the background of the Advisory, the areas included in the Advisory and the period of time in which the Advisory is in effect. **The Earthquake Advisory will be issued to jurisdictions determined to be located within the area of enhanced risk.** Advisories are usually issued for a 3-5 day period. CAL EMA will keep local governments advised of any updates on the situation as they become available.
2. In most instances, the notification of the issuance of an Earthquake Advisory will be to the affected counties via CLETS, followed by an announcement over CAL EMAWAS. It is the responsibility of county offices that receive the Advisory to forward the information immediately to all cities within the county and county emergency services coordinators. City offices that receive the Advisory should, in turn, forward the information to the city emergency services coordinator.
3. Following the issuance of the Earthquake Advisory to jurisdictions within the area of enhanced risk, CAL EMA will issue a Notice of Earthquake Advisory to State departments, specified Federal agencies and all other counties in the State. The Notice of Earthquake Advisory is issued for informational purposes. No specific actions are recommended to jurisdictions receiving this notice, except at the discretion of local officials. It will be disseminated via the same telecommunications systems as the Earthquake Advisory.
4. CAL EMA will inform the news media and public of an Earthquake Advisory by the issue of an Earthquake Advisory News Release.
5. At the end of the period specified in the initial Advisory, CAL EMA will issue an **End of Earthquake Advisory Period** message. This cancellation message will be issued over the same telecommunications systems as were used to initially issue the Advisory and Notice of Advisory to State agencies, local government, specified Federal agencies, the news media and the public. An Advisory may be extended if scientific assessments continue to indicate reasons for such a continuation.

Earthquake Prediction (Short-Term)
The Short-Term Earthquake Prediction Response Plan provides direction and guidance to State agencies for responding to (1) a prediction that an earthquake may occur within a few hours to a few days or (2) issuance of an Advisory regarding an increase likelihood that a damaging earthquake may occur. When implemented, the actions recommended within this Plan will result in increased operational readiness and preparedness of Stage agencies to deal effectively with a short-term earthquake prediction and with the predicted earthquake, should it occur.

Formal predictions include specific identification of expected magnitude, location, time and likelihood of occurrence (i.e., probability), that have been rigorously reviewed and confirmed by the California Earthquake Prediction Evaluation Council (CEPEC). (Reference: California Short-Term Earthquake Prediction Response Plan, October 1990)

Fire
Initial warnings of major conflagrations are normally issued by the affected area through the Operational Area and/or CAL EMA Regional Fire Coordinator, using whatever means of communications are appropriate and available. Requests for mutual aid follow the same channels.

Flood
A flood emergency is normally preceded by a buildup period that permits marshaling of forces as required to combat the emergency. During the buildup period, CAL EMA cooperates with the National Weather Service and the State Department of Water Resources by relaying pertinent weather information and river bulletins to local government officials in the affected areas. CAL EMA receives this information over selected circuits and relays it to CAL EMA Regions through the CAL EMA private line teletype system and to law enforcement agencies via CLETS.

Flood Stages and Bulletins
During periods of potential flooding in Southern California, the National Weather Service, Los Angeles, will issue the appropriate bulletins typically from Oxnard. After receiving these messages, the State Warning Center transmits these messages immediately on CLETS to local governments in areas that are likely to be affected.

Hazardous Materials
The Los Angeles County Fire Department manages potential hazardous materials situations. Area Plans address in detail the specifics for hazardous materials planning for the local area. *(Reference: Los Angeles County Hazardous Material Plan.)*

Initial notifications of an incident requiring mandatory notifications are made by the responsible party or the responding agency to the **California Warning Center in Sacramento at 800/852-7550** as soon as the incident occurs. The Warning Center then makes notifications to various state agencies and the regional duty officer.

Tsunami (Seismic Sea Wave)
NAWAS is an integral part of the Tsunami alerting system. Reports of major earthquakes occurring at any point in the Pacific Basin, which may generate seismic sea waves, are transmitted to the Honolulu Observatory for evaluation.

The Observatory staff determines action to be taken and relays it over the NAWAS circuits to inform the West Coast states. The State NAWAS circuit is used to relay the information to local Warning Points in coastal counties. This information is also transmitted to local jurisdictions over appropriate radio systems, teletype and telephone circuits to ensure maximum dissemination.

A Tsunami **Watch Bulletin** is issued if an earthquake has occurred in the Pacific Basin and could cause a tsunami. A Tsunami **Warning Bulletin** is issued when an earthquake has occurred and a tsunami is spreading across the Pacific Ocean. When a threat no longer exists, a **Cancellation Bulletin** is issued.

In 2003, the NWS and Pacific Warning stations will begin issuing alerts via CLETS to all subscribed law enforcement agencies.

Severe Weather Warning
These include severe weather bulletins and statements relating to special weather conditions. Bulletins are issued by National Weather Service offices in California when severe weather is imminent. By agreement, the National Weather Service office issues the bulletin and transmits the information to the state Warning Center on the National Weather Service Teletype circuit. The Warning Center, in turn, relays the information to the affected areas.

National Weather Service Issuances - Types of Issuances
Outlook- For events possible to develop in the extended period (extended definition depends on the type of event).

Advisory - For events that are occurring or are forecast to develop in the short term (generally within the next 6 hours).

Watch - For the **possibility** of an event happening within the short term (generally refers to the next 6 to 12 hours).

WARNING - The most serious issuance! For life-threatening events occurring or forecast to develop within the short term (generally within the next 6 hours).

Statements (or updates) - Issued as updates to the above products.

SPECIFIC TYPES OF ISSUANCES

Urban and Small Stream Flood Advisory: Flooding is occurring or imminent, but is not life threatening. (Nuisance flooding.) This may be upgraded to a Flash Flood Warning if conditions worsen.

Flash Flood Watch: There is a good possibility of Flash Flooding, but it is neither occurring nor imminent (generally means the possibility exists within the next 24 hours).

Flash Flood Warning: Flash Flooding is occurring or imminent.

Flash Flood Statement: Updates any of the above three issuances.

Tornado and Severe Thunderstorm Watches: Issued (by the National Severe Storms Forecast Center in Kansas City, MO) when there is a likelihood of development of either tornado or severe thunderstorms.

Tornado and Severe Thunderstorm Warnings: Issued on the observation of a tornado, funnel cloud, or severe thunderstorm (a thunderstorm is defined as severe when it is accompanied by 58 mph winds or 3/4" hail), or the indication of any of the above based on radar data.

Other Types of Issuances

Dense Fog Advisory: Issued when dense fog (visibility below one mile) is expected to last for three hours or longer).

Dense Fog Warning: Issued when widespread zero or near-zero visibilities are forecast to last three hours or longer.

Example: National Weather Service Issuance

Example:

Today is Monday, February 13. Weather models indicate a strong Pacific storm will affect the Southern California forecast area on Wednesday. The forecast models have been very consistent, and the likelihood of this storm is certain.

The NWS (National Weather Service) would issue a Special Weather Statement discussing a developing storm expected. Other Statements would generally be issued every six to eight hours between Monday and Wednesday. In the meantime, the NWS would continue watching the date to better pinpoint the storm track, severity, timing and rainfall totals.

For this example, by early Tuesday morning we have determined the storm will begin Wednesday morning, then intensify Wednesday afternoon.

Tuesday evening, or early Wednesday morning, the NWS will issue a Flash Flood Watch.

The event begins, and based on satellite and radar pictures, more is on the way. It looks as though the heavy rains may cause flash flooding in certain areas, but most areas will only have street flooding and other nuisance problems. The NWS issues a Flash Flood Warning for the first area, and Urban and Small Stream Flood Advisories for the others. Follow-up statements are then issued as frequently as new information is available.

Note: This is one of the most critical times when feedback information from cities, counties and agencies is most helpful.

The NWS may contact your jurisdiction for more information on potentially hazardous weather situations. It is encouraged to report any unusual (funnel cloud, etc.) or other potentially hazardous weather situation to the NWS as quickly as possible. These numbers are made available to Police and Fire dispatchers.

OPERATIONAL AREA RESOURCE AND RECOVERY SYSTEM (OARRS): Internet Address: https://oarrs.lacounty.gov/oarrs/home/login.jsp

Los Angeles County uses OARRS, a computerized information system, to collect and disseminate emergency information from the cities within the County of Los Angeles. The City of Rancho Palos Verdes has access to OARRS and a designated OARRS Operator assigned to the City's Emergency Operations Center (EOC).

RESPONSE INFORMATION MANAGEMENT SYSTEM (RIMS) (LEPG 27)

Cal EMA developed a software program for electronically sharing disaster information such as situation reports, flash reports, damage assessments, resource allocations and requests, and other information developed at the state, regional and OA during disaster response. This has become known as the Response Information Management System or RIMS. The RIMS program is used for resource requests, resource tracking, and other information exchanged between local governments, operational areas, and the REOC. RIMS can be used between cities, special districts, and Operational Areas. The Operational Area of Los Angeles County has not adopted the use of RIMS at the local level. Cities in Los Angeles County are required to use EMIS as the recognized reporting standard whenever the local EOC is activated, therefore RIMS is not utilized at the local level at the present time.

NATIONAL WEATHER SERVICE ISSUANCES

TYPES OF ISSUANCES

OUTLOOK—For events possible to develop in the extended period (extended definition depends on the type of event)

ADVISORY—For events that are occurring or are forecast to develop in the short term (generally within the next 6 hours)

WATCH—For the **possibility** of an event happening within the short term (generally refers to the next 6 to 12 hours)

WARNING—The most serious issuance! For life-threatening events occurring or forecast to develop within the short term (generally within the next 6 hours)

STATEMENTS (OR UPDATES)—Issued as updates to the above products

SPECIFIC TYPES OF ISSUANCES

FLASH FLOODING:

Flash Flood Warning: Flash Flooding is occurring or imminent.

Urban and Small Stream Flood Advisory: Flooding is occurring or imminent, but is not life threatening. (Nuisance flooding.) This may be upgraded to a Flash Flood Warning if conditions worsen.

Flash Flood Watch: There is a good possibility of Flash Flooding, but it is neither occurring nor imminent (generally means the possibility exists within the next 24 hours).

Flash Flood Statement: Updates any of the above three issuances.

Tornado and Severe Thunderstorm Warnings: Issued on the observation of a tornado, funnel cloud, or severe thunderstorm (a thunderstorm is defined as severe when it is accompanied by 58 mph winds or 3/4" hail), or the indication of any of the above based on radar data.

Tornado and Severe Thunderstorm Watches: Issued (by the National Severe Storms Forecast Center in Kansas City, MO) when there is a likelihood of development of either tornado or severe thunderstorms.

OTHER TYPES OF ISSUANCES

Dense Fog Advisory: Issued when dense fog (visibility below ½ mile) is expected to last for three hours or longer)

Dense Fog Warning: Issued when widespread zero or near-zero visibilities are forecast to last three hours or longer

Example:
Today is Monday, February 13. Weather models indicate a strong Pacific storm will affect the Southern California forecast area on Wednesday. The forecast models have been very consistent, and the likelihood of this storm is fairly certain.

The NWS (National Weather Service) would issue a Special Weather Statement discussing a developing storm expected. Other Statements would generally be issued every six to eight hours between Monday and Wednesday. In the meantime, the NWS would continue watching the date to better pinpoint the storm track, severity, timing and rainfall totals.

For this example, by early Tuesday morning we have determined the storm will begin Wednesday morning, then intensify Wednesday afternoon.

Tuesday evening, or early Wednesday morning, the NWS will issue a Flash Flood Watch.

The event begins, and based on satellite and radar pictures, more is on the way. It looks as though the heavy rains may cause flash flooding in certain areas, but most areas will only have street flooding and other “nuisance” problems. The NWS issues a Flash Flood Warning for the first area, and Urban and Small Stream Flood Advisories for the others. Follow-up statements are then issued as frequently as new information is available.

Note: This is one of the most critical times when feedback information from cities, counties and agencies is most helpful.

The NWS may contact your jurisdiction for more information on potentially hazardous weather situations. You are encouraged to report any unusual (funnel cloud, etc.) Or other potentially hazardous weather situation to the NWS as quickly as possible. These numbers should be made available to your Police and Fire dispatchers.

NOTIFICATION AND MOBILIZATION - RESOURCES

Warning is the process of alerting governmental forces and the public to the threat of imminent extraordinary danger. Dependent upon the nature of the threat and the population group at risk, warning can originate at any level of government.

Success in saving lives and property is dependent upon timely dissemination of warning and emergency information to persons in threatened areas. Local government is responsible for warning the populace of the jurisdiction. Government officials accomplish this using warning devices located within the community or mounted on official vehicles. The warning devices are normally activated from a point staffed 24 hours a day.

There are various mechanical systems in place that are described in the Operations Section supporting documents section of this plan.

In the event of a major disaster, or at the direction of an Incident Commander, this Emergency Scheduling Plan will be put into effect. In the event of an earthquake, or other sudden disaster, scheduling will be put into effect automatically. In the case of a pre-planned event that involves a Law Enforcement Tactical Plan and Alert Phases, the Emergency Scheduling Plan will be put into effect at Phase 2, (Mobilization of Resources). This will be done by the acting Incident Commander, or highest ranking on-duty official.

The following is covered in this document:

- How notification is carried out.
- What shifts and assignments are automatic.
- How shifts are changed.
- How release notification is given.

It is important that all employees and supervisors are aware of their position in the scheduling plan, especially in the case of assignment changes. Emergency Scheduling is based upon regular position assignment, not individuals. These assignments may be changed as an incident develops, or as needs are assessed. Emergency assignments allow employees to know when to respond during disaster operations and minimize the amount of phone calls necessary. This policy does not affect the handling of smaller, local emergencies. These will be handled by on-duty units, mutual aid, and/or limited call-out of off-duty officers.

If employees are unable to report to their regular facility or alternate staging area, they are encouraged to report to the closest local jurisdiction to register as a Disaster Services Worker. All employees are declared to be Disaster Services Workers by Section 3100 of Chapter 8 of Division 4 of Title 1 of the Government Code.

Notification:

The Sherriff's Department Watch Commander is the 24 hour point of contact for warnings and emergency notification of city staff. The on-duty Watch Commander is responsible for communicating the need to activate this plan with the Sherriff and City Manager. In their absence, the Watch Commander is authorized to activate this plan. Notification of necessary staff is shown in the attached chart.

Shift Assignments/Changes:
Shifts are changed at the listed 12 hour intervals until the Emergency Scheduling Plan is deactivated. The shift change allows for ½ hour overlap to brief incoming personnel.

Deactivation:
Deactivation is called for by the EOC Director.

CITY OF ???? EMERGENCY PLAN (SAMPLE) EMERGENCY SCHEDULING AND NOTIFICATION PROCEDURE Shift A 0530-1800 Shift B 1730-0600			
COMMAND PERSONNEL TEAM-NOTIFIED BY ON DUTY WATCH COMMANDER			
Name	Assignment	Responsible for Notifying:	Emergency Shift
City Manager	INCIDENT COMMANDER Director of Emergency Services	City Council	SHIFT A
Chief Of Police	Ops Section Coord.		SHIFT B
Patrol Division Commander	Law Branch Coord		SHIFT A
Services Division Commander	Law Branch Coord		SHIFT B
Emergency Services Coordinator	EOC Coordinator	EOC TEAM	SHIFT A
Det. Bureau Lt/Alt ESC	EOC Coordinator	DB, SPEC. UNITS	SHIFT B
Patrol Lt. Shift 1A	Field Inc. Command		SHIFT A
Patrol Lt. Shift 2A	Station Command		SHIFT A
Patrol Lt. Shift 1B	Field Inc. Command	JAIL STAFF	SHIFT B
Patrol Lt. Shift 2B	Station Command	DISPATCHERS/CSO'S	SHIFT B
Records Manager	Station Support	RECORDS STAFF	SEE ATTACHED
EOC PERSONNEL TEAM - NOTIFIED BY ESC			
CITY MANAGER/ASSIST CITY MANAGER	The EOC Director	Administration Staff	VARIES
***CITY DEPARTMENT HEADS See Additional Lists	EOC Positions	Departmental Staff	VARIES

BATTALION 13 HDQTRS/STA. 54 and57	EOC LIAISON	Appropriate Staff	VARIES
DISASTER COMMUNICATIONS TEAM	ON STANDBY	County DCS	VARIES
CENTURY STATION/COUNTY EOC	NOTIF. ONLY	County EOC	VARIES

POLICE PATROL TEAMS - NOTIFIED BY WATCH COMMANDER			
TEAM “A” SERGEANTS	FIELD	TEAM MEMBERS	SHIFT A
TEAM “B” SERGEANTS	FIELD	TEAM MEMBERS	SHIFT B
TRAFFIC SERGEANT	FIELD	TEAM MEMBERS Traffic CSO’S	SHIFT A
CIT SERGEANT	FIELD	TEAM MEMBERS	SHIFT B

SUPPORT PERSONNEL TEAMS
Shift A 0530-1800 Shift B 1730-0600

Name	Assignment	Reports to:	Emergency Shift
POLICE DEPT.			
DAY SHIFT RECORD CLERKS	RECORDS/STATION SUPPORT	STATION COMM	SHIFT A
DAY SHIFT SECTY’S	RECORDS/STATION SUPPORT	STATION COMM	SHIFT A
ADMINISTRATION STAFF	RECORDS/STATION SUPPORT	STATION COMM	SHIFT A
EVE SHIFT RECORD CLERKS	RECORDS/STATION SUPPORT	STATION COMM	SHIFT B
GRAVE SHIFT RECORD CLERKS	RECORDS/STATION SUPPORT	STATION COMM	SHIFT B
ADMINISTRATION CSO’S	JAIL/RECORDS/STATION	STATION COMM	SHIFT B
POLICE RECORDS MANAGER	SUPERVISION	STATION COM	AS NEEDED

TECH. SERVICES MANAGER	TECH SUPPORT	STATION COMM	AS NEEDED
RESERVE OFFICERS - LEVEL 1	FIELD DUTIES AS ASSIGNED	ADMIN SGT	AS ASSIGNED
RESERVE OFFICERS - LEVEL 2, 3	STATION SUPPORT	ADMIN SGT	AS ASSIGNED
EXPLORER SCOUTS	STATION SUPPORT ONLY	ADMIN SGT	AS ASSIGNED
VOLUNTEERS	STATION SUPPORT ONLY	ADMIN SGT	AS ASSIGNED
Add Additional City Departments			
Building and Safety			
Community Development			
City Clerks Office			
Finance			
Parks and Recreation			
Public Works			

REPORTING TO WORK FOLLOWING A DISASTER

PERSONAL AND FAMILY SAFETY

If an emergency or natural disaster occurs outside of normal business hours, the **First and HIGHEST PRIORITY** of all City employees is to make sure that your family and home is safe and secure.

Once your family and home is secure, the **Second Priority** is to check on your neighbors and assist them as needed during the crisis. Special attention should be paid to the frail and elderly.

The **Third Priority** is to help the City get through the crisis, if called on to do so.

WHEN TO REPORT

During business hours:

If an emergency or natural disaster occurs during normal business hours, the City Manager and management staff will determine if the employees need to remain at City Hall or if certain employees can be released to go home, if it is safe to do so. Under no circumstances should an employee leave their workplace without proper authorization. Failure to do so will be cause for discipline or termination.

After business hours:

If an emergency or natural disaster occurs outside of normal business hours, employees should immediately begin to monitor the radio and/or television for reports of damage near or within the City.

If the telephones are working:

- The City management staff will initiate the emergency telephone recall procedure. If contacted and instructed to do so, report to City Hall (or other designated work site).

If the telephones are NOT working:

- Regardless of the magnitude of the emergency or disaster, if there are reports of significant damage near the City or within the City, the City's EOC will be activated. If you are physically able, and after you have completed critical personal and family emergency responsibilities, you are expected to return to work immediately following a major disaster, or when it is safe to do so (i.e. first light).

GETTING TO WORK

- Before leaving home and on your way to work, listen to the radio for any emergency updates and routing instructions. Take note of any damage you see en route that may impact the City. This information may be valuable in assessing the total damage in the City and surrounding communities.
- Be sure to bring your City identification with you, as the area may be under emergency traffic control, and access restricted to City staff and other emergency workers. Also be sure to bring a change of clothes, personal hygiene supplies and any materials needed to perform your emergency responsibilities (maps, phone lists, etc.). Try to be prepared for at least three days.
- If your home has sustained damage, or if you do not have childcare available, bring your family to work with you, along with any necessary food, medications, hygiene supplies, toys, etc. Childcare and shelter will be provided for the families of City employees as needed.
- If you live outside the Palos Verdes Peninsula and there is no available or safe route to your work site, you will be expected to notify the City of Rancho Palos Verdes of your whereabouts as soon as communication will allow. You are expected to report to your assigned work site once access to the City is opened.

WHERE TO REPORT

Personnel with emergency responsibilities will report to their pre-designated work sites or to the City Emergency Operations Center (EOC), which is located as follows:

Primary EOC:	Community Room, City Hall
1st Alternate EOC:	Multipurpose Room, Hesse Park
2nd Alternate EOC:	Point Verde Interpretive Center, 31501 Palos Verdes Drive West

Personnel who do not have emergency assignments or who are not sure of their emergency assignment should report to their normal work location. If your work site has been determined to be unsafe, a placard will be posted at the site to direct you to an alternate work site. **Do NOT enter a building that appears to have been damaged until it has been inspected by an authorized Building Inspector and determined to be safe.**

SETTING UP THE RANCHO PALOS VERDES EOC

The City's primary Emergency Operations Center is located in the Community Room on the first floor of the Administration Building adjacent to the main parking lot. This room, as well as the kitchen and bathrooms upstairs, are not part of the alarm system and can be accessed through the double doors facing the main parking lot on the east side of the building by using the locking keypad on the door. All of the equipment for EOC set-up is stored in the three closets inside the Community Room. The first person that arrives at the EOC is to begin setting up the EOC.

- Remove the computer/telephone carts and white-topped tables from the closets.
- Arrange the carts, tables and chairs according to the EOC diagram (EOC Form #120/A) in the Management Section of this EOP. Each computer monitor and telephone is labeled by function.
- Activate the computer and telephone system by plugging them into the electrical outlets using the extension cords. Both the computer and telephone system will automatically connect to the Internet by a wireless system.
- Cover any cords with the floor mats to prevent tripping hazards.
- Check that each telephone is connected to the Internet and there is dial tone for all phones (this can take several minutes).
- Check that each computer is connected to the Internet. Each is programmed to automatically connect to the County EOC/OARRS web site.
- Set up status boards, charts, maps, etc., according to the EOC diagram (EOC Form #120/A) in the Management Section of this EOP.
- Remove EOC handbooks and signs from the supply closet and place them according to the diagram (EOC Form #120/A) in the Management Section of this EOP.
- Remove office supplies from the supply closet (pens, pencils, dry erasers, forms, etc.) and place them on the tables.
- Set up the EOC check-in near the east side entrance of the EOC and place the sign-in log on the table with several writing instruments.
- Account for any available forms of communication: cell phones, radios, pagers, and indicate the numbers/frequencies of each on the display board.
- Turn on the television suspended on a bracket in the corner of the room.

Make a large pot of coffee for EOC personnel and prepare the kitchen upstairs for incoming staff.

SEMS COORDINATION LEVELS

The Standardized Emergency Management System is the system required by California Government Code Section 8607(a) for managing response to multi-agency and multi-jurisdictional emergencies in California.

As a result of events during the 1991 East Bay Hills Fire, State Senator Petris introduced SB 1841 (chaptered as Government Code Section 8607, effective January 1, 1993). This statute directed the California Emergency Management Agency (previously known as Governor's Office of Emergency Services); in coordination with all interested state agencies with designated response roles in the state emergency plan and interested local emergency management agencies, to establish by regulation the Standardized Emergency Management System.

The framework of SEMS includes the Incident Command System, multi-agency or inter-agency coordination, Master Mutual Aid Agreement and System, and operational area concept. The final regulations became effective September 2, 1994 as Title 19, Division 2, Chapter 1 of the California Code of Regulations.

The purpose of SEMS was to standardize key elements of the emergency management system in order to:

- Facilitate the flow of information within and between levels of the system, and Facilitate coordination among all responding agencies.
- Use of SEMS will improve the mobilization, deployment, utilization, tracking, and demobilization of needed mutual aid resources. Use of SEMS will also reduce the incidence of poor coordination and communications, and reduce resource ordering duplication on multi-agency and multi-jurisdictional responses.

SEMS was designed to be flexible and adaptable to the varied disasters that occur in California and to the needs of all emergency responders.

Organizational Levels

SEMS consists of five organizational levels that are activated as necessary:

- Field Response
- Local Government
- Operational Areas (countywide)
- Regional (Cal EMA Mutual Aid)
- State

FIELD RESPONSE LEVEL
SEMS regulations require local government emergency response agencies to use Incident Command System (ICS) at the field response level in order to be eligible for state reimbursement of response related personnel costs. Volunteer and private agencies that may be assisting or cooperating with local government agencies at an incident should also use ICS.

It's important that local government determine which agencies and departments have field level response personnel. Some agencies respond to emergencies on a day-to-day basis. Other agencies will become involved in emergency response to major incidents, or emergencies occurring on or affecting people on the agency's property or facilities. All such agencies should use ICS in their field response.

SEMS regulations define an emergency response agency as any organization responding to an emergency, or providing mutual aid support to such an organization, whether in the field, at the scene of an incident, or to an operations center. Local government agencies and departments that typically have personnel who may respond to emergencies in the field include, but are not limited to:

- Fire Services
- Law Enforcement
- Emergency Medical Services
- Public Works

The field response level is required to use SEMS and ICS when two or more emergency response agencies are involved in the incident or threat. The ICS field functions to be used for emergency management are: Command, Operations, Planning and Intelligence, Logistics, and Finance and Administration. Department SOPs contain position checklists for the field response level. This EOP addresses coordination and communication between field and EOC, as well as EOC roles and responsibilities.

LOCAL GOVERNMENT LEVEL
Local governments include cities, counties, and special districts. Local governments manage and coordinate the overall emergency response and recovery activities within their jurisdiction. In order to be eligible for state funding of response-related personnel costs, local governments are required to use SEMS when the Emergency Operations Center is activated or a Local Emergency is proclaimed. In SEMS, the local government emergency management organization and its relationship to the field response level may vary depending upon factors related to geographical size, population, function and complexity.

SEMS activation is required at the Local Government Level under the following conditions:

1. Local Emergency declared or proclaimed.
2. Local government EOC is activated.

3. Local government activates EOC and requests operational area EOC activation.

All elements of local government with an emergency role have responsibilities for developing and using SEMS. The development of SEMS within the local government should be a cooperative effort of all departments and agencies with an emergency response role.
The Emergency Response Planning Team is responsible for SEMS planning in the City of Rancho Palos Verdes including:

- Communicating information within the City on SEMS requirements and guidelines;
- Coordinating SEMS development among departments and agencies;
- Coordinating with other local governments, the operational area, and volunteer and private agencies on development of SEMS; and
- Incorporating SEMS into the City's Emergency Operations Plan.

Local governmental levels shall provide the following emergency management functions: Management, Operations, Planning and Intelligence, Logistics, and Finance and Administration. Local jurisdictions are responsible for overall direction of personnel and equipment provided for emergency operations through mutual aid (Government Code Section 8618). Additional details relative to the organization and responsibilities of the SEMS elements at each of the levels are provided in the Management, Operations, Planning & Intelligence, Logistics, and Finance and Administration Sections.

The City of Rancho Palos Verdes City Council adopted the Standardized Emergency Management System by Resolution # 97-30. The Council adopted SEMS for managing response to multi-agency and multi-jurisdiction emergencies and to facilitate communications and coordination between all levels of the system and among all responding agencies.

OPERATIONAL AREA (COUNTY OF LOS ANGELES)
Under SEMS, the Operational Area creates an intermediate level of the state's emergency services organization consisting of a county and all political subdivisions within the county area. Political subdivisions include cities, a city and county, counties, district or other local governmental agency, or public agency as authorized by law.

The Operational Area is responsible for managing and/or coordinating information, resources and priorities among local governments within the operational area; and coordinating and communicating between the local government level and the regional level.

Activation of the Operational Area is required under the following conditions:

- A local government activates its EOC and requests operational area EOC activation.
- Two or more cities within the operational area declare or proclaim a local emergency.
- County and one or more cities declare or proclaim a local emergency.
- City, city and county, or county requests governor's State of Emergency proclamation.
- Governor proclaims a State of Emergency for county or two or more cities within the operational area.
- Operational area requests resources from outside its boundaries. This does not include resources used in normal day-to-day operations that are obtained through existing mutual aid agreements.
- Operational area receives resource requests from outside its boundaries. This does not include resources used in normal day-to-day operations that are obtained through existing mutual aid agreements.

SEMS regulations specify that all local governments within a county geographic area be organized into a single operational area and that the county board of supervisors is responsible for its establishment. The City of Rancho Palos Verdes is a jurisdiction within Los Angeles County and therefore, a part of the Los Angeles County Operational Area.

According to the Los Angeles County Operational Area Emergency Response Plan, once the Operational Area is activated, the County's Sheriff will serve as the Director of Emergency Operations (Operational Area Coordinator) with responsibility for coordinating emergency operations following whole, or partial, activation of the County Operational Area Organization.

The County Operational Area Emergency Operations Center (OAEOC) will be activated whenever there is a need to coordinate the emergency response of County departments, agencies, and local jurisdictions in response to emergencies, disasters, or other significant events. The Chair of the Board of Supervisors, the Chief Administrative Officer (CAO), the Sheriff, or their authorized representatives may activate the OAEOC.

The Los Angeles County Office of Emergency Management is the lead agency in the Operational Area's response effort and serves as staff to the Director of Emergency Operations.

REGIONAL

Because of its size and geography, the state has been divided into six mutual aid regions. The purpose of a mutual aid region is to provide for the most effective application and coordination of mutual aid and other emergency related activities. Los Angeles County is in Mutual Aid Region I. California Emergency Management Agency (Cal EMA) has also established three Administrative Regions (Coastal, Inland and Southern). These Administrative Regions are the means by which Cal EMA maintains day-to-day contact with emergency services organizations at local, county and private

sector organizations. Los Angeles County is in the Southern Administrative Region. (See Mutual Aid section of Emergency Operations Plan for map and further information).

In SEMS, the regional level manages and coordinates information and resources among operational areas within the mutual aid region and also between the operational areas and the state level. The regional level also coordinates overall state agency support for emergency response activities within the region.

STATE
The state level of SEMS manages state resources in response to the emergency needs of the other levels and coordinates mutual aid among the mutual aid regions and between the regional level and state level. The state level also serves as the coordination and communication link between the state and the federal disaster response system.

Features Common to all Organizational/Response Levels
SEMS has several features based on the Incident Command System. The field response level uses functions, principles, and components of ICS as required by SEMS regulations. Many of these field response level features are also applicable at local government, operational area, regional and state levels. In addition, there are other ICS features that have application to all SEMS levels. Described below are the features of ICS that are applicable to all SEMS levels.

ESSENTIAL MANAGEMENT FUNCTIONS
SEMS has five essential functions adapted from ICS. The field response level uses the five primary ICS functions: command, operations, planning/intelligence, logistics and finance/administration. At the local government, operational area, regional and state levels, the term management is used instead of command. The titles of the other functions remain the same at all levels.

MANAGEMENT BY OBJECTIVES
The “Management by Objectives” feature of ICS as applied to SEMS, means that each SEMS level establishes for a given operational period, measurable and attainable objectives to be achieved. An objective is an aim or end of an action to be performed. Each objective may have one or more strategies and performance actions needed to achieve the objective. The operational period is the length of time set by command at the field level, and by management at other levels to achieve a given set of objectives. The operational period may vary in length from a few hours to days, and will be determined by the situation.

ACTION PLANNING
Action planning should be used at all SEMS levels. There are two types of action plans in SEMS:

Incident Action Plans: At the field response level, written or verbal incident action plans contain objectives reflecting the overall incident strategy and specific tactical action and supporting information for the next operational period. Incident action plans are an essential and required element in achieving objectives under ICS.

EOC Action Plans: At local, operational area, regional and state levels, the use of EOC action plans provide designated personnel with knowledge of the objectives to be achieved and the steps required for achievement. Action plans not only provide direction, but they also serve to provide a basis for measuring achievement of objectives and overall system performance. Action plans can be extremely effective tools during all phases of a disaster.

ORGANIZATIONAL FLEXIBILITY - MODULAR ORGANIZATION
The intent of this SEMS feature is that at each SEMS level: 1) only those functional elements that are required to meet current objectives need to be activated, and 2) that all elements of the organization can be arranged in various ways within or under the five SEMS essential functions.

The functions of any non-activated element will be the responsibility of the next highest element in the organization. Each activated element must have a person in charge of it; however one supervisor may be in charge of more than one functional element.

ORGANIZATIONAL UNITY AND HIERARCHY OF COMMAND OR MANAGEMENT
Organizational Unity means that every individual within an organization has a designated supervisor. Hierarchy of command/management means that all functional elements within each activated SEMS level are linked together to form a single overall organization within appropriate span-of-control limits.

SPAN OF CONTROL
Maintaining a reasonable span of control is the responsibility of every supervisor at all SEMS levels. The optimum span of control is one to five, meaning that one supervisor has direct supervisory authority over five positions or resources. The recommended span of control for supervisory personnel at the field response level and all EOC levels should be in the one-to-three to one-to-seven range. A larger span of control may be acceptable when the supervised positions or resources are all performing a similar activity.

PERSONNEL ACCOUNTABILITY
An important feature of ICS applicable to all SEMS levels is personnel accountability. This is accomplished through the Organizational Unity and Hierarchy of Command or Management feature along with the use of check-in forms, position logs and various status keeping systems. The intent in bringing this ICS feature into SEMS is to ensure that there are proper safeguards in place so all personnel at any SEMS level can be accounted for at any time.

COMMON TERMINOLOGY
In ICS, common terminology is applied to functional elements, position titles, facility designations and resources. The purpose of having common terminology is to rapidly enable multi-agency, multi-jurisdiction organizations and resources to work together effectively. This feature, as applied to all SEMS levels, would ensure that there is consistency and standardization in the use of terminology within and between all five SEMS levels.

RESOURCES MANAGEMENT
In ICS, resources management describes the ways in which field level resources are managed and how status is maintained. At all SEMS levels, there will be some functional activity related to managing resources. This will vary from level to level in terms of directing and controlling, to coordination, to resource inventorying. Procedures for effective resources management must be geared to the function and the level at which the function is performed.

INTEGRATED COMMUNICATIONS
This feature of ICS relates to: hardware systems; planning for system selection and linking; and the procedures and processes for transferring information. At the field response level, integrated communications is used during any emergency. At all EOC levels, and between all SEMS levels, there must be a dedicated effort to ensure that communications systems, planning and information flow are being accomplished in an effective manner. The specifics of how this is accomplished at EOC levels will be different than at the field response level.

INCIDENT COMMAND SYSTEM (ICS)

GENERAL

The Incident Command System (ICS) is a nationally recognized system for managing incidents as well as pre-planned events. It consists of a modular and flexible organizational structure as well as features such as management by objectives, action planning, span of control, organizational hierarchy, accountability and resource management. Detailed information on the Incident Command System (ICS) can be found at www.fema.gov.

USE OF ICS AT THE FIELD LEVEL

The concepts, principles, and organizational structure of the Incident Command system (ICS) will be used in managing field operations. The size, complexity, hazard environment and objectives of the situation will determine the ICS size and the support that will be required to support field activities. The incident will be managed by objectives to be achieved and those objectives are communicated to field and EOC personnel using the action planning process.

Typically, an Incident Commander (IC) will communicate with the EOC Director as to situation and resource status through established communications channels. Members of the ICS Command and General Staff will communicate with their counterparts in the EOC using the same communications methods. Some members of the EOC Command or General Staff may be asked to attend briefings or planning meetings at the Command Post.

When multiple agencies respond to the incident, the IC will establish a Unified Command/Multi-Agency Coordination System and agency representatives will be asked to report to the Liaison Officer. Outside agencies including those from County, State and Federal agencies will participate in the Unified Command/Multi-Agency Coordination System by assisting in identifying objectives, setting priorities, and allocating critical resources to the incident.

FIELD/EOC COMMUNICATIONS AND COORDINATION

The City's communication plan outlines the communications channels and protocols to be used during an incident. Typically, field to EOC communications will occur at the Command and General Staff levels.

The City EOC will communicate situation and resource status information to the Los Angeles County Operational Area and other outside agencies via designated countywide emergency reporting systems and other systems referenced in the Los Angeles County Operational Area Disaster Information Reporting Procedures.

FIELD/EOC DIRECTION AND CONTROL INTERFACE

The EOC Director will establish jurisdictional objectives and priorities and communicate those to everyone in the organization through the EOC Action Plan. The EOC Action Plan does not direct or control field units but supports their activities. Incident Commander(s) will ensure incident objectives and priorities are consistent with those policies and guidelines established at the city level by the EOC Director.

It is the responsibility of the Incident Commander to communicate critical information to the EOC Director in a timely manner.

FIELD/EOC COMMUNICATIONS AND COORDINATION

COORDINATION WITH THE FIELD RESPONSE LEVEL

Coordination among SEMS levels is clearly necessary for effective emergency response. In a major emergency, the City of Rancho Palos Verdes EOC may be activated to coordinate the overall response while the Incident Command System is used by field responders. In some jurisdictions Incident Commanders may report directly to the EOC, usually to their counterpart in the Operations Section. When the EOC is directly overseeing Incident Command teams, the EOC is operating in a centralized coordination and direction mode.

It is also possible for Area Commands to be established between the Incident Command teams and the EOC. During a major citywide disaster, the city may be divided into areas, with an Area Command overseeing the Incident Command teams within each area. The Area Commands would receive policy direction from the EOC.

Another scenario for EOC-Area Command interaction would be the occurrence of several similar type incidents located in close proximity but in different jurisdictions. A Unified Area Command may be established to oversee Incident Commands operating in general proximity to each other. The Unified Area Command would coordinate with activated local government EOCs.

COORDINATION & COMMUNICATION WITH LOS ANGELES COUNTY OPERATIONAL AREA LEVEL
(Reference: Los Angeles County Operational Area Plan.)

Coordination and communications should be established between activated local government EOCs and the Los Angeles County Operational Area. The Los Angeles County Office of Emergency Management is the day-to-day Operational Area Coordinator.

The Los Angeles County Operational Area Plan is divided into the following functional sections:

- Alerting and Warning
- Information Technology
- Safety Assessment
- Management/Situation Analysis
- Emergency Public Information
- Radiological Protection
- Fire and Rescue
- Law Enforcement

- Medical
- Public Health
- Coroner
- Care & Shelter/Human Services
- Evacuation (Movement)
- Urban Search and Rescue
- Construction, Engineering & Recovery
- Supply Procurement
- Personnel
- Transportation Resources
- Utilities
- Finance/Administration
- Hazardous Materials
- Status of County Government
- Initial Recovery

Multi-agency or inter-agency coordination is important for:

- Establishing priorities for response.
- Allocating critical resources.
- Developing strategies for handling multi-agency response problems.
- Sharing information.
- Facilitating communications.

Multi-agency or Inter-agency Coordination in the EOC

- Emergency response is coordinated at the EOC through:
    - Representatives from the City of Rancho Palos Verdes departments and agencies
    - Representatives from outside agencies including special districts, volunteer agencies and private organizations
- Coordination with agencies not represented in the EOC may be accomplished through various methods of communications.
- Involvement in the EOC action planning process is essential for effective emergency management.

Multi-agency or Inter-agency Coordination Group

- May be established formally.
- Should develop consensus on priorities, resource allocation and response strategies.
- May function within the EOC, at another location or through conference call but should remain in contact with the EOC.
- EOC Action Plan should incorporate group priorities and objectives.
- Group objectives should be implemented through the EOC.

FIELD/EOC DIRECTION AND CONTROL INTERFACE

EMERGENCY OPERATIONS FIELD RESPONSE LEVEL

Field Response Level Management will be implemented as required for the on-scene management of field operations. The overall Field Incident Commander will be determined by the type of emergency as follows:

TYPE OF EMERGENCY	FIELD INCIDENT COMMANDER
Earthquake *(including Tsunami)*	Los Angeles County Fire Department
Transportation Accident *(Air, Rail and Shipping)*	Los Angeles County Sheriff's Department
Hazardous Materials Incident	Los Angeles County Fire Department
Flood *(Coastal and Inland)*	Public Works Department
Severe Weather *(Hurricane, Tropical Storm, Tornado)*	Public Works Department
Fire *(Urban and Wildlife)*	Los Angeles County Fire Department
Drought	Public Works Department
Energy Shortage	Public Works Department
Terrorism	Los Angeles County Sheriff's Department
National Security	Los Angeles County Sheriff's Department

Local Government Level

The City of Rancho Palos Verdes Emergency Management Staff will be directed by the Director of Emergency Services (City Manager) who will be responsible to the City Council and Disaster Council (organized pursuant to Emergency Services Ordinance Number 55). The Emergency Management Staff with responsibilities as indicated below will support the Director. During a national security emergency, an Emergency Resources Management Group will be organized as specified in the California Emergency Resources Management Plan (published and issued separately).

The City of Rancho Palos Verdes Emergency Management Staff will have overall responsibility for:

- Organizing, staffing and operating the EOC.
- Operating communications and warning systems.
- Providing information and guidance to the public.
- Maintaining information on the status of resources, services and operations.
- Directing and supporting field operations.
- Obtaining support for the City of Rancho Palos Verdes and providing support to other jurisdictions.
- Collecting, evaluating and disseminating damage assessment and other essential information.
- Providing status and other reports to the Operational Area Emergency Management Staff (if activated), or the Cal EMA Mutual Aid Regional Office.

MUTUAL AID

INTRODUCTION

The foundation of California's emergency planning and response is a statewide mutual aid system which is designed to ensure that adequate resources, facilities, and other support is provided to jurisdictions whenever their own resources prove to be inadequate to cope with a given situation(s). The basis for the system is the California Disaster and Civil Defense Master Mutual Aid Agreement located in the Management Section and Legal Supporting Documents section of this plan, as provided for in the California Emergency Services Act. This Agreement was developed in 1950 and has been adopted by the state, all 58 counties and most incorporated cities in the State of California. The Master Mutual Aid Agreement creates a formal structure wherein each jurisdiction retains control of its own facilities, personnel and resources, but may also receive or render assistance to other jurisdictions within the state. State government is obligated to provide available resources to assist local jurisdictions in emergencies. It is the responsibility of the local jurisdiction to negotiate, coordinate and prepare mutual aid agreements. Mutual aid agreements exist in law enforcement, fire services, medical and public works and for emergency managers (Emergency Managers Mutual Aid - EMMA).

MUTUAL AID SYSTEM

A statewide mutual aid system, operating within the framework of the Master Mutual Aid Agreement, allows for the progressive mobilization of resources to and from emergency response agencies, local governments, operational areas, regions and state with the intent to provide requesting agencies with adequate resources. The general flow of mutual aid resource requests and resources within mutual aid systems are depicted in the diagram **Chart 8.**

The statewide mutual aid system includes several discipline-specific mutual aid systems, such as fire and rescue, law, medical and public works. The adoption of SEMS does not alter existing mutual aid systems. These systems work through local government, operational area, regional and state levels consistent with SEMS.

Mutual aid may also be obtained from other states. Interstate mutual aid may be obtained through direct state-to-state contacts, pursuant to interstate agreements and compacts, or may be coordinated through federal agencies.

MUTUAL AID REGIONS

Mutual Aid Regions are established under the Emergency Services Act by the Governor. Six Mutual Aid Regions numbered I-VI have been established within California. The City of Rancho Palos Verdes is within Region I. Each Region is also designated into a particular Administrative Region. Region I is in the Cal EMA Southern Administrative Region as depicted in the diagram **Chart 9**.

CHART 8: GENERAL FLOW OF REQUESTS AND RESOURCES

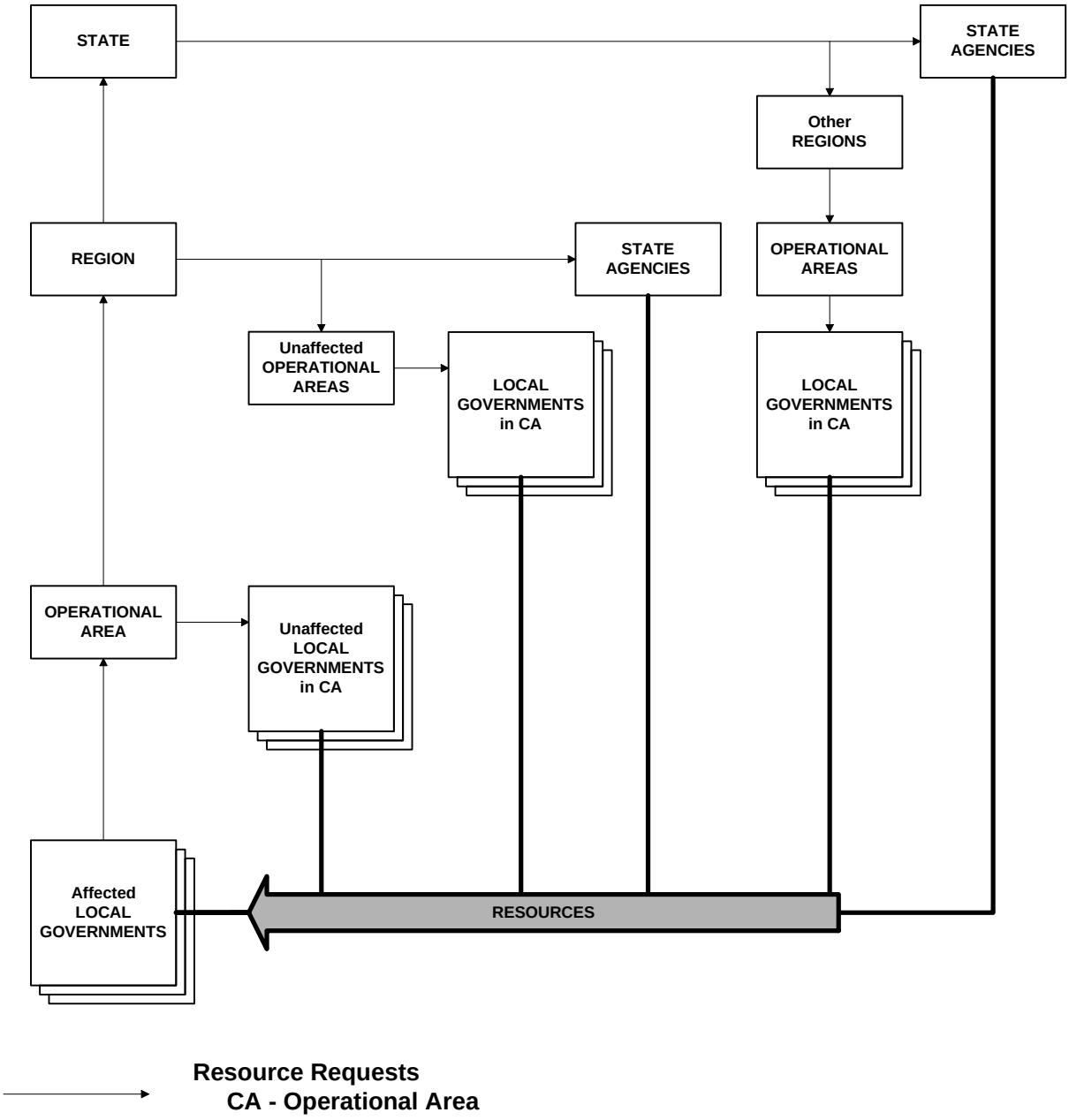
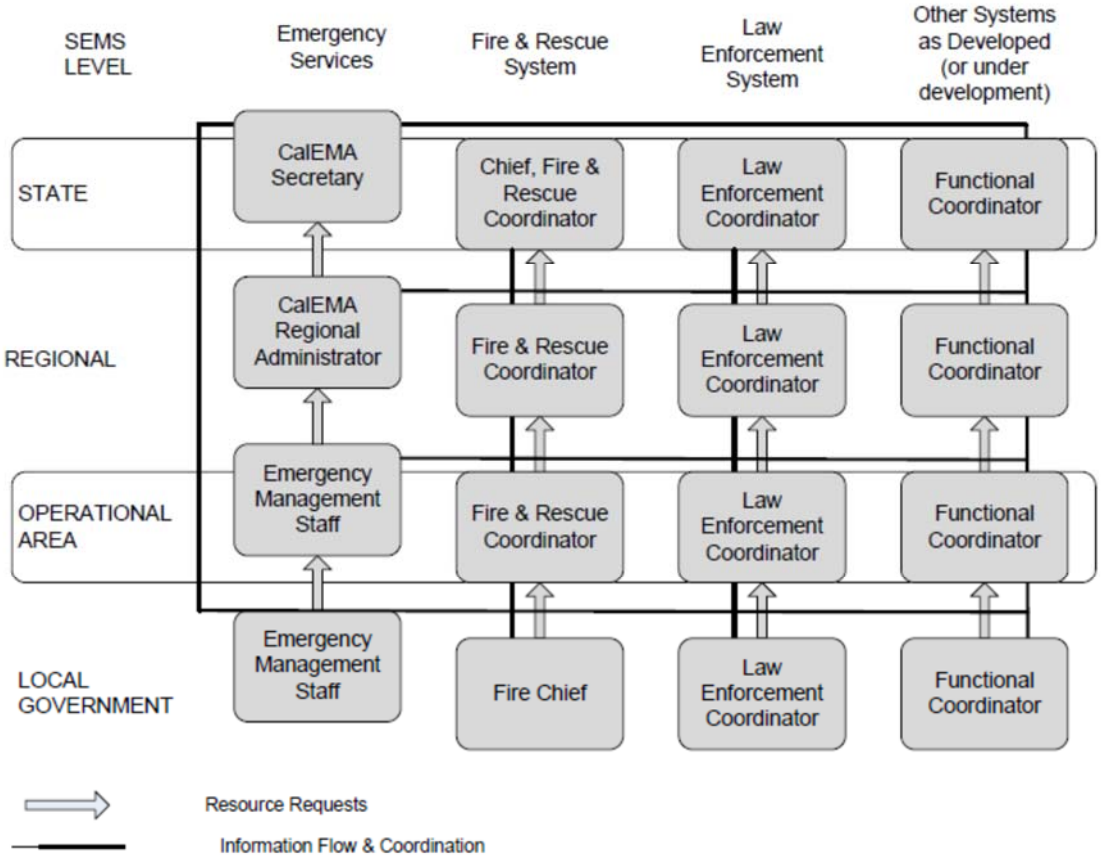


CHART 9: STATE MUTUAL AID REGION MAP

To facilitate mutual aid, discipline-specific mutual aid systems work through designated mutual aid coordinators at the operational area, regional and state levels. The basic role of a Mutual Aid Coordinator is to receive mutual aid requests, coordinate the provision of resources from within the coordinator's geographic area of responsibility and pass on unfilled requests to the next level.

Mutual aid requests that do not fall into one of the discipline-specific mutual aid systems are handled through the emergency services mutual aid system by emergency management staff at the local government, operational area, regional and state levels. The flow of resource requests and information among mutual aid coordinators is illustrated in **Chart 10**.

CHART 10: DISCIPLINE SPECIFIC MUTUAL AID COORDINATORS FLOW CHART



Mutual aid coordinators may function from an EOC, their normal departmental location or other locations depending on the circumstances. Some incidents require mutual aid but do not necessitate activation of the affected local government or operational area EOCs because of the incident's limited impacts. In such cases, mutual aid coordinators typically handle requests from their normal work location. When EOCs are activated, all activated discipline-specific mutual aid systems should establish coordination and communications with the EOCs:

- When an operational area EOC is activated, operational area mutual aid system representatives should be at the operational area EOC to facilitate coordination and information flow.
- When a Cal EMA regional EOC (REOC) is activated, regional mutual aid coordinators should have representatives in the REOC unless it is mutually

agreed that effective coordination can be accomplished through telecommunications. State agencies may be requested to send representatives to the REOC to assist Cal EMA regional staff in handling mutual aid requests for disciplines or functions that do not have designated mutual aid coordinators.

- When the State Operations Center (SOC) is activated, state agencies with mutual aid coordination responsibilities will be requested to send representatives to the SOC.

Mutual aid system representatives at an EOC may be located in various functional elements (sections, branches, groups or units) or serve as an agency representative, depending on how the EOC is organized and the extent to which it is activated.

PARTICIPATION OF VOLUNTEER AND PRIVATE AGENCIES

Volunteer agencies and private agencies may participate in the mutual aid system along with governmental agencies. For example, the disaster medical mutual aid system relies heavily on private sector involvement for medical/health resources. Some volunteer agencies such as the American Red Cross, Salvation Army and others are an essential element of the statewide emergency response to meet the needs of disaster victims. Volunteer agencies mobilize volunteers and other resources through their own systems. They also may identify resource needs that are not met within their own systems that would be requested through the mutual aid system. Volunteer agencies with extensive involvement in the emergency response should be represented in EOCs.

Some private agencies have established mutual aid arrangements to assist other private agencies within their functional area. For example, electric and gas utilities have mutual aid agreements within their industry and established procedures for coordinating with governmental EOCs. In some functional areas, services are provided by a mix of special district, municipal and private agencies. Mutual aid arrangements may include both governmental and private agencies.

Liaisons should be established between activated EOCs and private agencies involved in a response. Where there is a need for extensive coordination and information exchange, private agencies should be represented in activated EOCs at the appropriate SEMS level.

EMERGENCY FACILITIES USED FOR MUTUAL AID

Incoming mutual aid resources may be received and processed at several types of facilities including: marshaling areas, mobilization centers and incident facilities. Each type of facility is described briefly below.

Marshaling Area: Defined in the Federal Response Plan as an area used for the complete assemblage of personnel and other resources prior to their being sent directly to the disaster affected area. Marshaling areas may be established in other states for a catastrophic California earthquake.

Mobilization Center: Off-incident location at which emergency service personnel and equipment are temporarily located pending assignment, release or reassignment. For major area-wide disasters, mobilization centers may be located in or on the periphery of the disaster area.

Incident Facilities/Staging Areas: Incoming resources may be sent to staging areas, other incident facilities or directly to an incident, depending on the circumstances. Staging areas are temporary locations at an incident where personnel and equipment are kept while awaiting tactical assignments.

POLICIES AND PROCEDURES

- Mutual aid resources will be provided and utilized in accordance with the California Master Mutual Aid Agreement.
- During a proclaimed emergency, inter-jurisdictional mutual aid will be coordinated at the county, operational area or mutual aid regional level.
- Because different radio frequencies are in use among most agencies, local agencies should provide incoming mutual aid forces with portable radios having local frequencies.
- The City of Rancho Palos Verdes will make mutual aid requests through the Los Angeles County Operational Area.

Requests should specify, at a minimum:

- Number and type of personnel needed
- Type and amount of equipment needed
- Reporting time and location
- Authority to whom forces should report
- Access routes
- Estimated duration of operations
- Risks and hazards

AUTHORITIES AND REFERENCES

Mutual aid assistance may be provided under one or more of the following authorities:

- California Master Mutual Aid Agreement
- California Fire and Rescue Emergency Plan
- California Law Enforcement Mutual Aid Plan
- Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288, as amended) - provides federal support to state and local disaster activities

CITY OF RANCHO PALOS VERDES MUTUAL AID AGREEMENTS

State of California	Master Mutual Aid
Operational Area	Inter-Agency Cooperation
Southern California Cities and Counties Statewide	Public Works Mutual Aid Agreement
Area “G”	JPA

EMERGENCY DECLARATIONS/RESOLUTIONS

Resolutions (Exhibits A, B, C, D, E, F & G)

When there is a condition of extreme peril or potential peril to the safety of persons and property, and the condition is beyond the capability of the local forces to control effectively, the local governing body (city council, board of supervisors or a person authorized by ordinance) may proclaim that a local emergency exists. A local emergency may be proclaimed to exist due to a specific situation, such as flood, fire, storm, earthquake, epidemic, drought, sudden and severe energy shortage, or other condition. The type of disaster, date of occurrence and area affected are to be identified.

- **A copy of the resolution must be provided as soon as possible to the Los Angeles County Operational Area for transmission to State Cal EMA.**
- To qualify for assistance under the state Natural Disaster Assistance Act (NDAA), such proclamations must be made within 10 days of the event.
- A Local Emergency proclaimed by the EOC Director (designated by ordinance) must be ratified by the City Council within seven days.
- The governing body shall review, at its regularly scheduled meetings until the Local Emergency is terminated, the need for continuing the Local Emergency. However, in no event shall a review take place more than 21 days after the previous review. However, if the governing body meets weekly, it shall review the need for continuing the Local Emergency at least every 14 days, until the Local Emergency is terminated.
- The governing body shall proclaim the termination of the local emergency at the earliest possible date that conditions warrant.

The proclamation of a local emergency:

- Gives public employees and governing bodies certain legal immunities for emergency actions taken.
- If the conditions described in the California Emergency Services Act warrant a local emergency, it enables local agencies to request state assistance under the State NDAA.
- Allows the chief executive or other authorized official designated by local ordinance to:
    - Establish curfews.
    - Take any measures necessary to protect and preserve public health and safety.
    - Exercise all authority granted by local ordinance.

Cities Covered Under a County Proclamation

When a county proclaims a local emergency pursuant to Section 8630 of the Government Code, based upon conditions, which include both incorporated and

unincorporated territory of the county, it is not necessary for the cities to also proclaim the existence of a local emergency independently. Further, cities within a county are bound by county rules and regulations adopted by the county pursuant to Section 8634 of the Government Code during a county proclaimed local emergency when the local emergency includes both incorporated and unincorporated territory of the county even if the cities do not independently proclaim the existence of a local emergency.

Local Resolution Requesting State Director, Office of Emergency Services, Concurrence in Local Emergencies (Exhibit F)

Following the proclamation of a local emergency and in the event public property has been damaged or destroyed and assistance is needed in the repair and restoration, the governing body may request the State Cal EMA Director to concur in their proclamation of a local emergency and to provide assistance under the California Natural Disaster Assistance Act (NDAA). The resolution must indicate the nature and date of the emergency, and the person designated to receive, process and coordinate all aid. The resolution will be sent to State Cal EMA through the Los Angeles County Operational Area **(Exhibit F)**. To assist the State Cal EMA Director in evaluating the situation, and in making a decision on whether or not to concur in the local emergency, the following is required to accompany the resolution:

- Certified copy of local emergency proclamation **(Exhibits A, B or C).**
- Damage Assessment Summary

Note: The Local Emergency proclamation must be made within 10 days of the occurrence to qualify for assistance under the State Natural Disaster Assistance Act. Financial assistance available under the NDAA is administered by State Cal EMA.

State of Emergency/Governor Declaration (Exhibit D)

After a proclamation of a local emergency, the governing body of the city or county, having determined that local forces are unable to mitigate the situation, may request by letter or resolution that the Governor proclaim a state of emergency in the area to fully commit state and mutual aid assistance and provide resources to assist local government **(Exhibit D).**

To support its request for a gubernatorial proclamation, it is essential that the local jurisdiction forward an estimate of damage and financial loss to State Cal EMA through the Operational Area as rapidly as possible. Estimates of loss are an important part of the criteria that State Cal EMA considers when making a determination to proclaim a state of emergency and request a Presidential Declaration of Emergency or Disaster. A copy of the request for a Governor's proclamation, with the following supporting data, must be forwarded, and may be faxed, to the Los Angeles County Operational Area Office of Emergency Management for transmission to the State Cal EMA Director:

- Copy of the local emergency proclamation **(Exhibits A, B and C).**

- Damage assessment summary and estimate of financial loss (while this information may not be readily available at the point the proclamation is sent, it must be provided as rapidly as possible following the local proclamation).

The Office of Emergency Services prepares a recommendation as to the action that should be taken by the Governor. If the action recommends a Governor's proclamation, Cal EMA prepares the proclamation.

Presidential Declaration

Following the proclamation of a state of emergency, the State Cal EMA Director may recommend that the Governor request a Presidential declaration of a major disaster under the authority of Public Law 93-288. The Governor's request to the president is submitted through the Federal Emergency Management Agency (FEMA). Supplementary justification data may be required to accompany the state and local proclamations and Initial Damage Estimate.

Renewal of Local Emergency Proclamations
Background

There has been some discussion if cities or counties need to renew their local emergency proclamations following a state of emergency to receive state or federal assistance.

Emergency Services Act

The Emergency Services Act, Article 14, Section 8630 (Proclamation by local governing body; Duration; Review) states:

(a) A local emergency may be proclaimed only by the governing body of a city, county, or city and county, or by an official designated by ordinance adopted by that governing body.

(b) Whenever a local emergency is proclaimed by an official designated by ordinance, the local emergency shall not remain in effect for a period in excess of seven days unless it has been ratified by the governing body.

(c) (1) The governing body shall review, at its regularly scheduled meetings until the local emergency is terminated, the need for continuing the local emergency. However, in no event shall a review take place more than 21 days after the previous review.

(2) Notwithstanding paragraph (1), if the governing body meets weekly, it shall review the need for continuing the local emergency at least every 14 days, until the Local Emergency is terminated.

(d) The governing body shall proclaim the termination of the local emergency at the earliest possible date that conditions warrant.

Natural Disaster Assistance Act (NDAA)

In order to receive NDAA funds, the **local emergency has to be proclaimed within 10 days of the incident period.** NDAA does not make reference to reviewing the proclamation every 14 days; although, local agencies are required to do this under the Emergency Services Act. In addition, local agencies have to certify that they are in compliance with the Standardized Emergency Management System (SEMS) as a condition of receiving cost reimbursement for their emergency work labor costs under NDAA. (Disaster Assistance Funding Guidance)

Federal Emergency Management Agency (FEMA)

FEMA does not require local governing bodies to renew their local emergency proclamations every 14 days in order to receive federal funding.

Conclusion

Based on review of the Emergency Services Act, Natural Disaster Assistance Act and the Federal Emergency Management Agency's local emergency renewal policy, **it is not necessary for local governing bodies to continue to renew their local EMA emergency proclamations in order to be eligible for state and federal disaster assistance.**

Emergency Proclamation Forms (Resolutions)

The following suggested resolutions were developed by State Cal EMA to carry out the authority granted in Title 1, Section 2.24 of the City of Rancho Palos Verdes Ordinance No. 55 Relating to Emergency Organization and Functions. As the provisions of the emergency ordinance in effect in any particular city or county may differ, it is suggested that these resolutions be reviewed prior to the occurrence of any emergency by the city attorney concerned, and such changes made as may be necessary to bring them into conformance with the emergency ordinance of the particular city.

- **Exhibit A (EOC Form 015A) -**Resolution Proclaiming Existence of a Local Emergency (by City Council).
- **Exhibit B (EOC Form 015B) -** Resolution Proclaiming Existence of a Local Emergency (by The EOC Director or other person designated in ordinance). **Must be ratified by governing body within 7 days.**
- **Exhibit C (EOC Form 015C) -** Resolution Confirming Existence of a Local Emergency (used by a City Council within 7 days to ratify the proclamation of local emergency issued by the EOC Director).
- **Exhibit D (EOC Form 015D) -** Resolution Requesting Governor to Proclaim a State of Emergency.
- **Exhibit E (EOC Form 015E)** -Form is not applicable to a city.
- **Exhibit F (EOC Form 015F) -** Local Resolution Requesting State Director, Office of Emergency Services' Concurrence in Local Emergencies.
- **Exhibit G (EOC Form 015G) -** Resolution Proclaiming Termination of a Local Emergency.

Note: From State Cal EMA Plan/Emergency Services Act **Extracted from the California Emergency Plan**

CITY OF RANCHO PALOS VERDES EMERGENCY DECLARATIONS RESOLUTIONS EXHIBITS A THROUGH G

EXHIBIT "A"

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RANCHO PALOS VERDES RATIFYING THE DIRECTOR OF EMERGENCY SERVICES' PROCLAMATION OF EXISTENCE OF A LOCAL EMERGENCY

WHEREAS, Section 2.24.060 of the Rancho Palos Verdes Municipal Code empowers the Director of Emergency Services to proclaim the existence of a local emergency when the City is affected by a public calamity and the City Council of the City of Rancho Palos Verdes is not in session, subject to ratification by the City Council within seven days; and

WHEREAS, conditions of disaster or of extreme peril to the safety of persons and property have arisen within this City, caused by _____[air pollution, fire, flood, storm, epidemic, riot, earthquake, drought, sudden or severe energy shortage, or other causes] commencing on or about _____ ___.m. on the _____ day of _____, 20____, at which time the City Council was not in session; and

WHEREAS, the City Council hereby finds that the above described conditions of disaster or of extreme peril did warrant and necessitate the proclamation of the existence of a local emergency; and

WHEREAS, the Director of Emergency Services of the City of Rancho Palos Verdes did proclaim the existence of a local emergency within this City on the _____ day of _____, 20___;

NOW, THEREFORE, BE IT RESOLVED, PROCLAIMED, AND ORDERED by the City Council of the City of Rancho Palos Verdes as follows:

Section 1. The Proclamation of Existence of a Local Emergency, as issued by the Director of Emergency Services, is hereby ratified and confirmed.

Section 2. The local emergency shall be deemed to continue to exist until its termination is proclaimed by the City Council.

Section 3: This Resolution shall take effect immediately.

PASSED, APPROVED and ADOPTED this ___ day of _____, 20__.

_____
Mayor

Attest:

_____
City Clerk

State of California)
County of Los Angeles) ss
City of Rancho Palos Verdes)

I, Carla Morreale, City Clerk of the City of Rancho Palos Verdes, hereby certify that the above Resolution No. 20XX-XX was duly and regularly passed and adopted by the said City Council at a regular meeting thereof held on _____ ___, 20__.

_____
City Clerk

APPROVED AS TO FORM:

_____
City Attorney

_____

NOTE Section 8630(b), (c) and (d) of the Government Code provides:

> (b) "Whenever a local emergency is proclaimed by an official designated by ordinance, the local emergency shall not remain in effect for a period in excess of seven days unless it has been ratified by the governing body."
> (c)(1) "The governing body shall review, at its regularly scheduled meetings until the local emergency is terminated, the need for continuing the local emergency. However, in no event shall a review take place more than 21 days after the previous review."
> (c)(2) "Notwithstanding paragraph (1), if the governing body meets weekly, it shall review the need for continuing the local emergency at least every 14 days, until the local emergency is terminated."
> (d) "The governing body shall proclaim the termination of the local emergency at the earliest possible date that conditions warrant."

EXHIBIT "B"

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RANCHO PALOS VERDES PROCLAIMING THE EXISTENCE OF A LOCAL EMERGENCY

WHEREAS, Section 8630 of the California Government Code empowers the City Council of the City of Rancho Palos Verdes to proclaim the existence of a local emergency when the City is affected by a public calamity; and

WHEREAS, the City Council has been requested by the Director of Emergency Services of the City of Rancho Palos Verdes to proclaim the existence of a local emergency therein; and

WHEREAS, the City Council hereby finds:

1. That conditions of disaster or of extreme peril to the safety of persons and property have arisen within said city, caused by _____ [air pollution, fire, flood, storm, epidemic, riot, earthquake, drought, sudden and severe energy shortage, or other causes] commencing on or about _____ ____.m. on the _____ day of _____, 20___; and

2. That the aforesaid conditions of extreme peril warrant and necessitate the proclamation of the existence of a local emergency;

NOW, THEREFORE, BE IT RESOLVED, PROCLAIMED, AND ORDERED by the City Council of the City of Rancho Palos Verdes as follows:

Section 1. A local emergency now exists throughout the City of Rancho Palos Verdes.

Section 2. During the existence of said local emergency the powers, functions, and duties of the Director of Emergency Services and the emergency organization of this City shall be those prescribed by state law, by ordinances, and resolutions of this City, and by the City of Rancho Palos Verdes _____ [insert title of Emergency Plan].

Section 3. The local emergency shall be deemed to continue to exist until its termination is proclaimed by the City Council of the City of Rancho Palos Verdes, State of California.

Section 4. This Resolution shall take effect immediately.

PASSED, APPROVED and ADOPTED this ___ day of _____, 20__.

_____
Mayor

Attest:

_____
City Clerk

State of California)
County of Los Angeles) ss
City of Rancho Palos Verdes)

I, Carla Morreale, City Clerk of the City of Rancho Palos Verdes, hereby certify that the above Resolution No. 20XX-XX was duly and regularly passed and adopted by the said City Council at a regular meeting thereof held on _____ ___, 20__.

_____
City Clerk

APPROVED AS TO FORM:

_____
City Attorney

_____

NOTE Section 8630(c) and (d) of the Government Code provides:

(c)(1) "The governing body shall review, at its regularly scheduled meetings until the local emergency is terminated, the need for continuing the local emergency. However, in no event shall a review take place more than 21 days after the previous review."
(c)(2) "Notwithstanding paragraph (1), if the governing body meets weekly, it shall review the need for continuing the local emergency at least every 14 days, until the local emergency is terminated."
(d) "The governing body shall proclaim the termination of the local emergency at the earliest possible date that conditions warrant."

EXHIBIT "C"

PROCLAMATION OF A LOCAL EMERGENCY BY THE DIRECTOR OF EMERGENCY SERVICES OF THE CITY OF RANCHO PALOS VERDES

WHEREAS, Section 2.24.050 of the Rancho Palos Verdes Municipal Code designates the City Manager as the Director of Emergency Services; and

WHEREAS, Section 2.24.060 of the Rancho Palos Verdes Municipal Code empowers the Director of Emergency Services to proclaim the existence of a local emergency when the City is affected by a public calamity and the City Council is not in session; and

WHEREAS, the Director of Emergency Services of the City of Rancho Palos Verdes hereby finds:

1. That conditions of extreme peril to the safety of persons and property have arisen within the City, caused by _____ [air pollution, fire, flood, storm, epidemic, riot, earthquake, drought, sudden or severe energy shortage, or other causes] commencing on or about _____ __.m. on the day of _____, 20__, at which time the City Council of the City of Rancho Palos Verdes was not in session; and

2. That the City Council of the City of Rancho Palos Verdes is not in session (and cannot immediately be called into session);

NOW, THEREFORE, BE IT PROCLAIMED by the Director of Emergency Services of the City of Rancho Palos Verdes as follows:

Section 1. A local emergency now exists throughout the City of Rancho Palos Verdes.

Section 2. During the existence of said local emergency the powers, functions, and duties of the emergency organization of this City shall be those prescribed by state law, by ordinances, and resolutions of this City, and by the City of Rancho Palos Verdes _____ [insert title of Emergency Plan].

Section 3. The City Council shall take action to ratify this Proclamation within seven days, or the local emergency shall not remain in effect.

Section 4. This Proclamation shall take effect immediately.

Dated: _____ By:_____

Director of Emergency Services
City of Rancho Palos Verdes

NOTE Section 8630(b) of the Government Code provides:

(b) "Whenever a local emergency is proclaimed by an official designated by ordinance, the local emergency shall not remain in effect for a period in excess of seven days unless it has been ratified by the governing body."
(c)(1) "The governing body shall review, at its regularly scheduled meetings until the local emergency is terminated, the need for continuing the local emergency. However, in no event shall a review take place more than 21 days after the previous review."
(c)(2) "Notwithstanding paragraph (1), if the governing body meets weekly, it shall review the need for continuing the local emergency at least every 14 days, until the local emergency is terminated."
(d) "The governing body shall proclaim the termination of the local emergency at the earliest possible date that conditions warrant."

EXHIBIT "D"

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RANCHO PALOS VERDES REQUESTING THE STATE DIRECTOR, OFFICE OF EMERGENCY SERVICES' CONCURRENCE IN LOCAL EMERGENCY

WHEREAS, on _____, 20____, the City Council of the City of Rancho Palos Verdes found that due to _____ [air pollution, fire, flood, storm, epidemic, riot, earthquake, drought, sudden and severe energy shortage, or other causes], a condition of disaster or of extreme peril to life and property did exist within the City of Rancho Palos Verdes commencing on or about _____ ___.m. on the _____ day of _____, 20____; and

WHEREAS, in accordance with state law, the City Council proclaimed the existence of a local emergency on _____, 20_____.

NOW, THEREFORE, BE IT RESOLVED, PROCLAIMED, AND ORDERED by the City Council of the City of Rancho Palos Verdes as follows:

Section 1. A copy of this Resolution shall be forwarded to the State Director of the Office of Emergency Services with a request that it be found acceptable in accordance with provisions of the California Disaster Assistance Act and that the Director concur in the proclamation of local emergency.

Section 2. _____[Name], _____[Title], is hereby designated as the authorized representative of the City of Rancho Palos Verdes for the purpose of receipt, processing, and coordination of all inquiries and requirements necessary to obtain available state assistance.

Section 3. This Resolution shall take effect immediately.

PASSED, APPROVED and ADOPTED this ___ day of _____, 20__.

_____
Mayor

Attest:

_____
City Clerk

State of California)
County of Los Angeles) ss
City of Rancho Palos Verdes)

I, Carla Morreale, City Clerk of the City of Rancho Palos Verdes, hereby certify that the above Resolution No. 20XX-XX was duly and regularly passed and adopted by the said City Council at a regular meeting thereof held on _____ ___, 20__.

_____
City Clerk

APPROVED AS TO FORM:

_____
City Attorney

_____

Note: The proclamation of local emergency must be made within 10 days of the actual occurrence of disaster and be acceptable to the State Director of the Office of Emergency Services ("OES") in order to qualify for assistance under the California Disaster Assistance Act. (Section 8685.2.)

According to the OES website, a list of damaged Public Facilities showing location and estimated cost of repairs should be sent with the application. We recommend sending the Resolution immediately to the State Director in the event the Resolution is not "acceptable" to the State Director (so it can be fixed within 10 days). The City must apply to the State Director for state financial assistance within 60 days after date of the local emergency proclamation. (Section 8685.4.) If FEMA funds are at issue, the application must be filed within 30 days. See 44 CFR § 206.35; see also http://www.oes.ca.gov/Operational/OESHome.nsf/Content/6B69AADCC313C92188256D090076837C?OpenDocument (last visited November 11, 2010).

EXHIBIT "E"

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RANCHO PALOS VERDES REQUESTING THE GOVERNOR TO PROCLAIM A STATE OF EMERGENCY

WHEREAS, on _____, 20____, the City Council of the City of Rancho Palos Verdes found that due to _____ [air pollution, fire, flood, storm, epidemic, riot, earthquake, drought, sudden and severe energy shortage, or other causes], a condition of disaster or of extreme peril to life and property did exist within the City; and

WHEREAS, in accordance with state law, the City Council proclaimed an emergency did exist throughout the City of Rancho Palos Verdes; and

WHEREAS, the City Council hereby finds that these conditions are or are likely to be beyond the control of the services, personnel, equipment, and facilities of the City and require the combined forces of a mutual aid region or regions to combat;

NOW, THEREFORE, BE IT RESOLVED, PROCLAIMED, AND ORDERED by the City Council of the City of Rancho Palos Verdes as follows:

Section 1. A copy of this Resolution shall be forwarded to the Governor of California by _____ [Name], _____[Title - Mayor or City Manager] with the request for a proclamation that the City of Rancho Palos Verdes is in a state of emergency,

Section 2. A copy of this Resolution shall be forwarded to the State Director of the Office of Emergency Services.

Section 3. _____[Name], _____ [Title], is hereby designated as the authorized representative for public assistance and _____[Name], _____[Title], is hereby designated as the authorized representative for individual assistance of the City of Rancho Palos Verdes for the purpose of receipt, processing, and coordination of all inquiries and requirements necessary to obtain available state and federal assistance.

Section 4: This Resolution shall take effect immediately.

PASSED, APPROVED and ADOPTED this ___ day of _____, 20__.

_____
Mayor

Attest:

_____
City Clerk

State of California)
County of Los Angeles) ss
City of Rancho Palos Verdes)

I, Carla Morreale, City Clerk of the City of Rancho Palos Verdes, hereby certify that the above Resolution No. 20XX-XX was duly and regularly passed and adopted by the said City Council at a regular meeting thereof held on _____ ___, 20__.

_____
City Clerk

APPROVED AS TO FORM:

_____
City Attorney

_____

Note: Pursuant to Section 8625, the Governor proclaims a state of emergency if requested to do so by the Mayor or Chief Executive.

EXHIBIT "F"

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RANCHO PALOS VERDES REQUESTING THE GOVERNOR TO (1) PROCLAIM A STATE OF EMERGENCY; AND (2) REQUEST A PRESIDENTIAL DECLARATION

WHEREAS, on _____, 20___, the City Council of the City of Rancho Palos Verdes found that due to _____ [air pollution, fire, flood, storm, epidemic, riot, earthquake, drought, sudden and severe energy shortage, or other causes], a condition of disaster or of extreme peril to life and property did exist within the City; and

WHEREAS, in accordance with state law, the City Council proclaimed an emergency did exist throughout the City, and

WHEREAS, the City Council hereby finds that these conditions are or are likely to be beyond the control of the services, personnel, equipment, and facilities of the City and require the combined forces of a mutual aid region or regions to combat; and

NOW, THEREFORE, BE IT RESOLVED, PROCLAIMED, AND ORDERED by the City Council of the City of Rancho Palos Verdes as follows

Section 1. A copy of this resolution shall be forwarded to the Governor of California by _____ [Name], _____[Title - Mayor or City Manager] with the request for a proclamation that the City of Rancho Palos Verdes is in a state of emergency; and further that the Governor request a Presidential Declaration of a Major Disaster or Emergency.

Section 2. A copy of this resolution shall be forwarded to the State Director of the Office of Emergency Services.

Section 3. _____ [Name], _____ [Title], is designated as the local Hazard Mitigation Coordinator of the City of Rancho Palos Verdes for the purpose of assessing damage within the City and consulting with Federal and State survey teams concerning hazard mitigation actions.

Section 4. _____ [Name] _____ [Title], is hereby designated as the authorized representative for public assistance and _____[Name], _____[Title], is hereby designated

as the authorized representative for individual assistance of the City of Rancho Palos Verdes for the purpose of receipt, processing, and coordination of all inquiries and requirements necessary to obtain available state and federal assistance.

Section 5: This Resolution shall take effect immediately.

PASSED, APPROVED and ADOPTED this ___ day of _____, 20__.

_____
Mayor

Attest:

_____
City Clerk

State of California)
County of Los Angeles) ss
City of Rancho Palos Verdes)

I, Carla Morreale, City Clerk of the City of Rancho Palos Verdes, hereby certify that the above Resolution No. 20XX-XX was duly and regularly passed and adopted by the said City Council at a regular meeting thereof held on _____ ___, 20__.

_____
City Clerk

APPROVED AS TO FORM:

_____
City Attorney

EXHIBIT "G"

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RANCHO PALOS VERDES PROCLAIMING TERMINATION OF A LOCAL EMERGENCY

WHEREAS, a local emergency existed in the City of Rancho Palos Verdes in accordance with _____ [insert as appropriate: Resolution No. 20XX-XX of the City Council proclaiming a local emergency on the on the _____ day of _____, 20___,] or [the Proclamation of Local Emergency by the Director of Emergency Services on the _____ day of _____, 20_____, and its ratification by the City Council on the _____ day of _____, 20____, by Resolution No. 20XX-XX] as a result of conditions of disaster or of extreme peril to the safety of persons and property caused by _____[air pollution, fire, flood, storm, epidemic, riot, earthquake, drought, sudden and severe energy shortage, or other causes]; and

WHEREAS, the situation resulting from the conditions of disaster or of extreme peril is now deemed to be within the control of the normal protective services, personnel, equipment, and facilities of and within the City of Rancho Palos Verdes;

NOW, THEREFORE, BE IT RESOLVED, PROCLAIMED, AND ORDERED by the City Council of the City of Rancho Palos Verdes as follows

Section 1. The City Council of the City of Rancho Palos Verdes, State of California, does proclaim the termination of this local emergency.

Section 2: This Resolution shall take effect immediately.

PASSED, APPROVED and ADOPTED this ___ day of _____, 20__.

_____
Mayor

Attest:

_____
City Clerk

State of California)
County of Los Angeles) ss
City of Rancho Palos Verdes)

I, Carla Morreale, City Clerk of the City of Rancho Palos Verdes, hereby certify that the above Resolution No. 20XX-XX was duly and regularly passed and adopted by the said City Council at a regular meeting thereof held on _____ ___, 20__.

_____
City Clerk

APPROVED AS TO FORM:

_____
City Attorney

PUBLIC INFORMATION

PUBLIC AWARENESS AND EDUCATION

The public's response to any emergency is based on an understanding of the nature of the emergency, the potential hazards, the likely response of emergency services, and knowledge of what individuals and groups should do to increase their chances of survival and recovery.

Public awareness and education prior to any emergency are crucial to successful public information efforts during and after the emergency. The pre-disaster awareness and education programs must be viewed as equal in importance to all other preparations for emergencies and receive an adequate level of planning. These programs must be coordinated among local, state and federal officials to ensure their contribution to emergency preparedness and response operations. Emergency Public Information procedures are addressed in the Management Section of the Emergency Operations Plan.

RECOVERY
OVERVIEW, ORGANIZATION, DAMAGE ASSESSMENT, DOCUMENTATION, AFTER ACTION REPORTS AND DISASTER ASSISTANCE

RANCHO PALOS VERDES RECOVERY OPERATIONS PLAN

INTRODUCTION
Recovery refers to those measures undertaken by an entity following a disaster that will return all systems (utilities, phones, government offices, etc.) to normal levels of service. Effective recovery consists of a complex array of interdependent and coordinated actions. Some jurisdictions may have recovery operations as a separate manual, referenced in the EOP.

CONCEPT OF OPERATIONS
Recovery operations should begin as soon as possible after a disaster. Many think recovery operations generally are initiated after the disaster response has been ongoing and appears to show some promise of diminishing. A successful recovery starts at the moment of impact. There is no clearly defined separation between response and recovery. The tasks are different from response, but they should be carried out simultaneously. Establishing a recovery organization prior to a disaster has proven effective in enabling a smooth and speedier recovery.

Although SEMS is required for emergency response, it is not specifically required for recovery operations. However, emergency planners may find it useful to continue using SEMS principles and procedures for recovery when personnel are already in a SEMS environment.

Short Term
Recovery operations are divided into two phases. The first phase is short term. This involves restoring the infrastructure that includes:

- electric power;
- communications;
- water and sewer;
- high impact areas and special populations, schools, hospitals, etc.; and
- economic and social systems of the community.

Continued coordination from the response phase into the recovery phase is necessary to identify high priority areas for resumption of utilities, liability concerns, financing, and recovery ordinances. Jurisdictional emergency managers should develop checklists for short-term recovery to ensure governing boards are kept up-to-date, to identify potential areas of mitigation, and to improve preparedness and response planning.

Long Term
Long-term recovery consists of actions that will return the jurisdiction back to normal pre-disaster levels of service. Long-term considerations include:

- development of a recovery team;
- economic and resource stabilization;
- hazard mitigation;
- updating plans based on lessons learned; and
- post-event assessments.

It is critical that the documentation functions during response continue and expand into recovery. Checklists should be developed for recovery operations to ensure accountability. Failure to strictly account for damage documentation and personnel costs can result in loss of possible reimbursement.

SEMS RECOVERY ORGANIZATION
Recovery operations differ significantly from emergency response.

SEMS is not required for recovery operations, although it is used by State OES in recovery operations and may provide for greater efficiency at all levels.

Response activity is greater in the SEMS Operations and Logistics functions. Recovery activities see much more activity in the Finance and Administration function and less in the other SEMS functions.

The Operational Area plays a different role in recovery than in response. The Operational Area may act as an information and coordination point for its constituent jurisdiction. However, each local jurisdiction rather than the Operational Area, works directly with state and federal recovery programs.

Recovery plans utilizing SEMS functions may have the following tasking:

Management Section
This section is responsible for the jurisdiction's overall recovery.

Tasks include:

- informing and briefing elected officials;
- providing lead for policy decisions;
- issuing public information releases; and
- ensuring safety of response activities.

Operations Section
This section is responsible for operations that restore the jurisdiction back to normal day-to-day operations.

Tasks include:

- restoring medical facilities and service;
- restoring government facility functions;
- removing debris;
- demolishing buildings;
- restoring utilities;
- providing emergency housing;
- providing application process for disaster assistance; and
- providing building and public safety inspections.

Planning and Intelligence Section
This section documents and provides management with direction for recovery activities.

Tasks include:
- providing documentation of SEMS compliance for disaster assistance;
- providing after-action reports consistent with SEMS requirements
- *(The most current After Action Report is located on RIMS)*;
- providing direction in land use and zoning issues;
- issuing building permits;
- developing alternative building regulations and code enforcement;
- reviewing the general plan;
- providing an action plan for recovery operations;
- developing redevelopment plans;
- developing recovery situation reports;
- documenting recovery operations; and
- creating mitigation plans.

Logistics Section
Logistics section is responsible for obtaining resources necessary to carry out recovery operations.

Tasks include:
- providing government operations;
- allocating office space;
- providing recovery supplies and equipment; and
- providing vehicles and personnel.

Finance and Administration Section
Finance/Administration handles the jurisdiction's recovery financial transactions.

Tasks include:
- managing public finance;
- preparing and maintaining the budget;
- developing and maintaining contracts;

- processing accounting and claims;
- collecting taxes; and
- managing insurance settlements.

Organizations should be assigned appropriate SEMS functions to address the tasks listed above.

DAMAGE ASSESSMENT

During the early phase of a disaster, the initial damage is only estimated. Plans should include procedures for conducting more detailed surveys to be used in disaster project applications. The procedures should include the following:

Safety Concerns
Safety precautions that will contribute to recovery operations include:

- ensuring gas, water, sewer leaks are identified;
- ensuring utilities are turned off in unsafe or damaged structures;
- securing hazardous materials sites and preparing clean-up plan;
- ensuring unsafe buildings are vacated, clearly marked and access is restricted; and
- identifying safety precautions to be undertaken by emergency workers.

Structural Damage
Checklists and procedures for survey teams should include the following terms when describing damages:

- Destroyed - Cost of repair is more than 75% of value.
- Major Damage - Cost of repair is greater than 10% of value.
- Minor Damage - Cost of repair is less than 10% of value.

Note: Damages are limited to the structure and not contents.

Structural Categories
The following are categories used for private structures applying for disaster assistance:

1 - 3 - Homes, includes Town Homes and Condominiums
4 - Mobile Homes
5 - Rental Units
6 - Farm Dwellings
7 - Businesses

Recovery Activities

Common terms for recovery activities are listed below:

- **Category A: Debris Clearance**

- Clearance of debris, wreckage, demolition, and removal of buildings damaged beyond repair.

- **Category B: Protective Measures**
- Measures to eliminate or lessen immediate threats to life, and public health, and safety.

- **Category C: Roads & Bridges**
- All non-emergency work and any that may require more time for decision-making, preparation of detailed design, construction plans, cost estimates, and schedules.

- **Category D: Water Control Facilities**
- Includes flood control, drainage, levees, dams, dikes, irrigation works, seawalls, and bulkheads.

- **Category E: Public Buildings and Equipment**
- Buildings, vehicles or other equipment, transportation systems, fire stations, supplies or inventory, higher education facilities, libraries, and schools.

- **Category F: Utilities**
- Water supply systems, sanitary sewerage treatment plants, storm drainage, light/power.

- **Category G: Other**
- Park facilities, piers, boat ramps, public and private non-profit facilities, recreational facilities, playground equipment.

List of Damages
Once a Presidential Disaster Declaration has been made, a "List of Damage" needs to be completed by each jurisdiction and transmitted to the Operational Area. The Operational Area will transmit damages to the Cal EMA Region, who will in turn send them to the State and FEMA.

It should include:

- Location of Action/Damage
- Geographical location of damaged facility or emergency work.

- Description of Action/Damages
- Narrative description explaining the nature of the disaster-related problem (engineering details are not needed).

- Estimates of Cost
- A separate estimate for each facility or system affected.

DISASTER ASSISTANCE

Disaster assistance is divided into two forms: Individual and Public Assistance. Recovery plans should address both types of assistance, methods of acquiring help, restrictions, and other pertinent information.

Individual Assistance

Government Assistance to Individuals
Individual assistance consists of services provided to individuals and businesses - the private sector.

Effective recovery plans should have the following federal programs for individual assistance included:

- **Disaster Housing Assistance Program**
  This is a federal program administered by FEMA that provides temporary housing to disaster victims during presidentially declared disasters.

- **Disaster Mortgage and Rental Assistance Program**
  This program provides grants for home-related mortgage or rent payments to disaster victims, who as a result of a disaster, have lost their job or business and face foreclosure or eviction from their homes. It is a federal program available under a presidentially declared disaster.

- **Housing and Urban Development (HUD) Program**
  This program is offered to families with an income below $20,000. It provides up to 70% of the rental cost for a maximum of 18 months to disaster victims. It is also available under a presidentially declared disaster.

- **Small Business Administration (SBA)**
  This program is automatically implemented following a presidential disaster declaration for Individual Assistance, or may be implemented at the request of the governor. It provides low interest loans to businesses and individuals who have suffered disaster losses.

- **Individual and Family Grant Program (IFGP)**
  This is authorized only by a federal disaster declaration. It provides grants to disaster victims who are not eligible for SBA loans.

- **Cora Brown Fund**
  This is authorized only by a federal disaster declaration. The fund provides disaster victims with assistance provided they are not eligible for any other disaster assistance award from the government or other organizations.

These are only a few federal programs that could be activated under a presidentially declared disaster. Disaster assistance may be altered by legislation passed at the time of the event. Other types of assistance may also be available. EOPs should have all programs addressed either in the plan or in a supplement.

Non-profit Volunteer Charitable Organizations
Recovery plans should include all forms of assistance available, including volunteer charitable organizations such as the American Red Cross, Salvation Army, and others. Plans should identify what is available, conditions, and client focus.

In developing a recovery plan that includes volunteer charitable organizations, local networks of volunteer agencies should not be overlooked. Some communities have a "community council" of local organizations that may be able to provide some level of relief or fund-raising experience. This can be helpful in developing a local disaster victims fund or outreach.

Public Assistance
Public assistance consists of various programs of disaster relief to the public sector. Public sector includes state and local government (city, county, special district). Recovery plans should include the following forms of assistance and the application process:

State-Natural Disaster Assistance Act (NDAA)
NDAA is available to counties, cities, and special districts to repair disaster-related damages to public buildings, levees, flood control works, channels, irrigation works, city streets, county roads, bridges, and other public works except those facilities used solely for recreational purposes. This program offers up to 75% of the eligible cost to: repair, restore, reconstruct or replace

public property or facilities; to cover direct and indirect costs of grant administration with the Cal EMA Director's concurrence; and, to cover the cost of overtime and supplies used for response.

Conditions for Implementation of NDAA:

- Cal EMA Director must concur with local emergency declaration for permanent restoration assistance;
- Governor must proclaim a state of emergency (for disaster response and permanent restoration assistance); or
- President must declare a major disaster or emergency (for matching fund assistance for cost sharing required under federal public assistance programs).

Federal-Robert T. Stafford Disaster Relief Act of 1974
The following is a brief overview of this program. This information would be useful in a recovery plan because it is the primary source of public assistance. Recovery planners may choose to go into more detail about this program. A Presidential Declaration of Major Disaster or Emergency is required to activate the provisions of this law.

Eligible applicants include the following:

- state agencies;
- counties;
- cities;
- special districts;
- schools K-12;
- colleges and institutions of higher education;
- private non-profit organizations organized under § 501(c) 3 of the Internal Revenue Code;
- utilities;
- emergency agencies;
- medical agencies;
- custodial care organizations; and
- government services such as: community centers, libraries, homeless shelters, senior citizen centers, and similar facilities open to the general public.

To provide efficiency in the recovery process the particulars of work and cost eligibility, wage information, and other pertinent information should be included in the recovery plan. This could be in the form of information sheets on each program, checklists, or written procedures.

DISASTER FIELD OFFICE (DFO)
Following a Presidential Declaration of a Major Disaster or Emergency, a Disaster Field Office will be established in the proximity of the disaster area. The DFO provides the direction and coordination point for federal assistance.

Typical functions of the DFO include:

- Management - Coordination of the overall federal assistance programs for Individual and Public Assistance, as well as any existing emergency work.
- Public Information - Overall direction of public news releases on the progress of the emergency recovery actions, public notices on obtaining assistance, problems, and other pertinent information.
- Liaison - Provides coordination and cooperation with other federal and state agencies.
- Operations - Responsible for damage survey teams, outreach activities, and program implementation (i.e., Public Assistance, Individual Assistance, Hazard Mitigation, etc.)
- Logistics - Provides materials and resources to perform the tasks associated with recovery.
- Finance/Administration - Tracks and monitors costs, approves purchases, audits activities as needed.
- Plans/Intelligence - Develops action plans, identifies priorities, potential problems, documents the overall recovery actions.

MITIGATION
This aspect of recovery operations is critical in reducing or eliminating disaster related property damage and loss of lives from reoccurring. The immediate post-disaster period presents a rare opportunity for mitigation. During this time, officials and citizens are more responsive to mitigation recommendations, and unique opportunities to rebuild or redirect development may be available. Recovery plans would benefit from addressing mitigation planning as part of the recovery process.

The following represents some information that would be useful in recovery sections of emergency plans.

Forms of Mitigation:

- changes in building codes;
- variances or set-backs in construction;
- zoning, to reduce types of construction in high hazard areas; and
- relocation or removal of structures from high hazard zones.

This could also be described in more detail in recovery plans as checklists, SOPs, or information sheets.

ADMINISTRATION AND LOGISTICS OF THE EMERGENCY OPERATIONS PLAN

The Deputy City Manager and Emergency Services Coordinator (ESC) is responsible for coordination and scheduling of training and exercising of the plan. The City of Rancho Palos Verdes Management Team will conduct/coordinate regular exercises of the plan to train all necessary city staff in the proper response to disaster situations.

EMERGENCY PLAN MAINTENANCE AND DISTRIBUTION

The EOP will be reviewed regularly to ensure that plan elements are valid and current. Each responsible department, organization, or agency will review and upgrade its portion of the EOP. Changes in government structure and emergency response organization will also be considered in the EOP revisions. The City ESC is responsible for revising the EOP to enhance the conduct of response and recovery operations. Additionally, the City ESC will also prepare, coordinate, publish, and distribute any necessary changes to the plan to all City departments and other agencies as shown on the distribution list.

The City ESC will also review documents that provide the legal basis for emergency planning to ensure conformance to SEMS/NIMS requirements and modify the EOP as necessary.

STANDARD OPERATION PROCEDURES (SOP) DEVELOPMENT

Each responsible department, organization, or agency will review and upgrade its portion of the EOP and/or modify its Standardized Operating Procedures as required based on identified deficiencies experienced in drills, exercises, or actual occurrences and as required by SEMS and NIMS regulations.

TRAINING AND EXERCISE STANDARDS

SEMS regulations contain mandatory training and exercise requirements and recommendations for the field response level and local government level. The Rancho Palos Verdes Training and Exercise Program identified below meets and/or exceeds SEMS and NIMS training regulations. The City Manager's Office will be responsible for implementing the Training and Exercise Program – **Chart 11**.

Training

In addition to the required SEMS training identified below, the Planning Team members are committed to maintaining their professional development skills in the area of emergency management. An example of emergency management courses would be the Professional Development Series sponsored by the Federal Emergency Management Agency. The course series includes: Principles of Emergency Management, Emergency Planning, Leadership and Influence, Decision-Making and Problem-Solving, Effective Communication, Developing and Managing Volunteers, and Exercise Design. Each Planning Team member is assigned liaison responsibilities to the on-going emergency management program. Depending on their individual assignment, each member may select applicable training courses. The FEMA Professional Development Courses are available as "independent study" or materials are available for a classroom-type delivery. The City Manager's Office will develop and maintain the Rancho Palos Verdes Training and Exercise Program.

All staff that may be assigned to participate in emergencies in the Emergency Operations Center (EOC) or at the field response level must maintain minimum training competencies pursuant to SEMS regulations. The Human Resources Division will document all related emergency management training provided to emergency response personnel.

SEMS FIELD RESPONSE LEVEL TRAINING STANDARDS

At the field (incident) response level, the use of SEMS is intended to standardize the response to emergencies involving multiple jurisdictions or multiple agencies. SEMS requires emergency response agencies to use the Incident Command System as the basic emergency management system. Compliance with this requirement can be incorporating ICS into the daily functions of the emergency response departments, or to maintain expertise in the system through training.

SEMS Field Courses are required for all personnel that may be associated with a field response:

- **Introductory Standardized Emergency Management System (SEMS) Course (all field staff)**
- **ICS 100 - Introduction to Incident Command System (ICS) (all field staff)**
- **ICS 200 - ICS for Single Resources and Initial Action Incidents (all field staff)**

- **ICS 300 - Intermediate ICS (only ICS supervisors)**
- **ICS 400 Advanced ICS (only ICS commander or command staff)**
- **NIMS 700 - Introduction to National Incident Management System (NIMS) (all field staff)**
- **NIMS 800 – Introduction to National Incident Response Framework (NRF) (all field staff)**

SEMS LOCAL GOVERNMENT LEVEL TRAINING STANDARDS

Emergency Operations Center Staff
All local government staff that may participate in emergencies in the Emergency Operations Center are required to maintain minimum training competencies pursuant to the SEMS approved course of instruction.

Local government SEMS Courses are required for all personnel that will perform a SEMS function in the EOC.

- **Introductory Standardized Emergency Management System (SEMS) Course (all EOC staff)**
- **SEMS Emergency Operations Center (EOC) Course (all EOC staff)**
- **ICS 100 - Introduction to Incident Command System (ICS) (all EOC staff)**
- **ICS 200 - ICS for Single Resources and Initial Action Incidents (all EOC staff)**
- **ICS 300 - Intermediate ICS (only EOC Section Chiefs)**
- **NIMS 700 - Introduction to National Incident Management System (NIMS) (all EOC staff)**
- **NIMS 800 – Introduction to National Incident Response Framework (NRF) (all EOC staff)**

Executive Staff
The term executive describes an individual that works in executive management or elected positions but does not regularly fill command or management roles at incidents or in the organization's EOC.

- **SEMS Executive Level Course**

Exercises
Definition - An exercise is a single practice activity. Simply defined, it is a rehearsal of a simulated emergency, in which members of various agencies perform the tasks that would be expected of them in a real emergency. Its purpose is to promote emergency preparedness by testing policies and plans and training personnel.

There are two main benefits of an exercise program. The first is individual training: people practice their roles and get better at them. Second, the emergency management system is improved. These benefits arise not just from exercising, but

also from evaluating the exercise and acting upon the recommendations. An exercise has value only when it leads to improvement.

There are a number of reasons to perform exercises:

- Test and evaluate plans, policies and procedures
- Reveal planning weaknesses
- Reveal gaps in resources
- Improve inter-agency coordination and communications
- Clarify roles and responsibilities
- Train personnel in roles and responsibilities
- Improve individual performance
- Gain public recognition and support of officials
- Satisfy government requirements

The focus of an exercise should always be on locating and eliminating problems before an actual emergency occurs. Corrective actions are an important part of exercise design, evaluation, and follow-up.

Exercise Types

Following is an overview of five main types of emergency exercises: orientation seminar, drill, tabletop, functional, and full-scale. As a general rule the exercises gradually increase in complexity, realism, and stress.

Orientation Seminar - As the name suggests, the orientation is an overview or introduction. Usually presented as an informal discussion in a group setting, it is very low-stress. Its purpose is to familiarize participants with roles, plans, procedures, or equipment.

Drill - A drill is a coordinated, supervised activity normally used to test a single specific operation or function in a single agency. Drills are also utilized to provide training with new equipment, to develop new policies or procedures, or to practice and maintain current skills. A drill focuses on one small part of the overall jurisdictional plan.

Examples:

- EOC: Call down procedures.
- Public Works: Locating and placing road barriers under time constraints.
- Red Cross: Locating specific types of blood within a time constraint.
- Military: Activation and mobilization drill.
- Fire Department: Response to furthest part of the City within a certain time constraint.

The key phrase is “single emergency function.” There is no attempt to coordinate agencies or fully activate the EOC.

Tabletop Exercise - A tabletop exercise simulates an emergency situation in an informal, stress-free environment. It is designed to elicit constructive discussion as participants examine and resolve problems based on the Emergency Operations Plan and Standard Operating Procedures. There is minimal attempt at simulation, no utilization of equipment or deployment of resources, and no time pressures. Participants are encouraged to take their time in arriving at in-depth decisions. The success of the exercise is largely determined by group participation in the identification of problem areas.

Functional Exercise - A functional exercise is a fully simulated interactive exercise. It tests the capability of a jurisdiction to respond to a simulated emergency testing one or more functions of the jurisdiction's Emergency Operations Plan. It is a coordinated response to an emergency in a time-pressured, realistic simulation. It focuses on policies, procedures, roles and responsibilities of single or multiple emergency functions before, during, or after any emergency period.

Full-Scale Exercise - A full-scale exercise is as close to a real disaster as possible. It is a field exercise designed to evaluate the operational capability of emergency management systems in a highly stressful environment, which simulates actual response conditions. To accomplish this realism it requires the mobilization and actual movement of emergency personnel, equipment and resources. It differs from a drill in that it coordinates actions of several agencies, tests several emergency functions, and activates the EOC. Realism is achieved through on-scene actions and decisions, simulated "victims," search and rescue requirements, communication devices, equipment deployment, and actual resource and manpower allocation. Ideally, the full-scale exercise should test and evaluate most functions of the Emergency Operations Plan.

FIELD RESPONSE LEVEL EXERCISE STANDARDS

SEMS regulations recommend that ICS be used during all exercises involving the field response level. It is particularly valuable to conduct multi-agency and multi-jurisdictional exercises. Exercises may be isolated to field level or may be full-scale exercises involving coordination with the EOC.

SEMS recommends that all field response departments participate in at least one exercise each year. The exercise type, to be selected by the department, should be an orientation, drill, or tabletop exercise. Every four years, the field response departments should participate in a full-scale exercise with the EOC.

LOCAL GOVERNMENT LEVEL EXERCISE STANDARDS

SEMS recommends that the EOC personnel participate in a tabletop exercise every year. Additionally, EOC personnel should participate in a functional or full-scale exercise. During the four-year cycle, one full-scale exercise with field response departments should be held, with one functional exercise during each of the remaining three years.

NATIONAL INCIDENT MANAGEMENT SYSTEM TRAINING STANDARDS

The appropriate SEMS/NIMS ICS training, e.g. Independent Study IS-100 Basic Incident Command System, IS-700 National Incident Management System, and ICS 402 NIMS Executive Training or the equivalent, will be provided to all responders. Exercises will be conducted utilizing the concepts and principles of the SEMS/NIMS requirements.

CHART 11: FOUR YEAR EXERCISE SCHEDULE

Chart 11 – Four-Year Exercise Cycle

Exercise Type	**Year 1 2011**	**Year 2 2012**	**Year 3 2013**	**Year 4 2014**
EOC Tabletop Exercise	**X**	**X**	**X**	**X**
EOC Functional Exercise	**X**	**X**	**X**	
EOC Full-Scale Exercise with the Field Response Departments				**X**

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PART II

FUNCTIONAL ANNEXES

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MANAGEMENT SECTION

INTRODUCTION

GENERAL

PURPOSE

This Section establishes policies and procedures and assigns responsibilities to ensure the effective management of emergency operations under the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS). It provides information on the City of Rancho Palos Verdes emergency management structure and how the emergency management team is activated. Each Section is followed by supporting documents.

OVERVIEW

Management is responsible for overall emergency policy and coordination through the joint efforts of governmental agencies and private organizations.

OBJECTIVES

The overall objective of emergency management is to ensure the effective management of response forces and resources in preparing for and responding to situations associated with natural disasters, technological incidents and national security emergencies. To carry out its responsibilities, the Management Section of the Emergency Management Organization will accomplish the following objectives during a disaster/emergency:

- Overall management and coordination of emergency response and recovery operations.
- Coordinate and liaison with appropriate federal, state and other local government agencies, as well as applicable segments of private sector entities and volunteer agencies.
- Establish priorities and resolve any conflicting demands for support.
- Prepare and disseminate emergency public information to inform, alert and warn the public.
- Disseminate damage information and other essential data.

CONCEPT OF OPERATIONS

The Management Section will operate under the following policies during a disaster/emergency as the situation dictates:

- The Standardized Emergency Management System (SEMS) will be followed.
- All existing city and departmental operating procedures will be adhered to unless modified by the City Council or EOC Director.
- All on-duty personnel are expected to remain on duty until properly relieved of duty. Off-duty personnel will be expected to return to work in accordance with Section 3100, California Government Code which states that all municipal employees are Disaster Service Workers.
- While in a disaster mode, operational periods will be 12 hours for the duration of the event. Operational periods will normally change at 6:00 a.m. and 6:00 p.m. Operational periods should be event driven.

City emergency response and recovery operations will be managed in one of three levels, depending on the magnitude of the emergency.

Level I — Normal Operations
A minor to moderate incident wherein local resources are adequate and available. A LOCAL EMERGENCY may or may not be proclaimed. The City EOC may or may not be activated.

Level II —Partial EOC Activation
A moderate to severe emergency wherein local resources are not adequate and mutual aid may be required on a regional or even statewide basis. Key management level personnel from the principal involved agencies will co-locate in a central location to provide jurisdictional or multi-jurisdictional coordination for the emergency. The EOC is activated, but only some of the positions are filled. A Local Emergency will be proclaimed and a State of Emergency may be proclaimed.

Level III —Full EOC Activation
A major local or regional disaster wherein resources in or near the impacted area are overwhelmed and extensive State and/or Federal resources are required. A LOCAL EMERGENCY will be proclaimed and a STATE OF EMERGENCY would be proclaimed and a Presidential Declaration of an EMERGENCY or MAJOR DISASTER would be requested. All coordination and direction activities will be accomplished from the EOC. The Field Response Level will report to and receive direction from the EOC.

SECTION ACTIVATION PROCEDURES

The EOC Director is authorized to activate the Management Section.

When to Activate
The Management Section may be activated when the City's Emergency Operations Center (EOC) is activated or upon the order of the EOC Director.

Where to Report
The EOC is located at City Hall (Community Room) at 30940 Hawthorne Boulevard. The Alternate EOC is located at Hesse Park (Multi-Purpose Room), 29301 Hawthorne Boulevard.

When to Report
Off-duty personnel are expected to return to work in accordance with the City of Rancho Palos Verdes' Employee Emergency Manual.

CHART 1: LOCAL GOVERNMENT EOC STAFFING GUIDE

Event/Situation	Activation Level	Minimum Staffing
Unusual occurrences with severe potential impacts on the health and safety of the public and/or environment	One	EOC Director EOC Coordinator Other Designees
Severe Weather Issuance's (see Operations Section Supporting Documents - NWS)		
Significant incidents involving 2 or more Departments		
Earthquake Advisory/Prediction Level One		
Earthquake with damage reported	Two	EOC Director Section Chiefs, Units as appropriate to situation Liaison/Agency representatives as appropriate
Earthquake Advisory/Prediction Level Two or Three		
Major wind or rainstorm		
Two or more large incidents involving 2 or more departments		
Wildfire affecting developed area		
Major scheduled event		
Severe hazardous materials incident involving large-scale or possible large-scale evacuations		
Unusual occurrences with severe potential impacts on the health and safety of the public and/or environment		
Major city or regional emergency—multiple departments with heavy resource involvement	Three	All EOC positions
Earthquake with damage		
Unusual occurrences with severe potential impacts on the health and safety of the public and/or environment		

CHART 2: RANCHO PALOS VERDES EOC STAFFING CHART

CITY COUNCIL ADVISORY POSITION TO EOC DIRECTOR

2010 City of Rancho Palos Verdes EOC Staff Assignments

EOC Section	Position	Shift A	Shift B
Management	EOC Director	City Manager	Deputy Director of Public Works
	EOC Director Assistant	Executive Staff Assistant	TBD
	EOC Coordinator	Deputy City Manager	Administrative Analyst
	Safety Officer	Human Resources Manager	Associate Planner
	Security Officer In EOC	Permit Technician	Senior Administrative Analyst
	Security Officer In Field	Administrative Assistant I	Recreation Leader II
	Public Information Officer	Director of Finance and Information Technology	Deputy Director of Community Development
	Public Information Officer Assistant	Senior Management Analyst	Senior Management Analyst
	Liaison Officer	Recreation Program Supervisor II	Recreation Program Supervisor II
	Agency Representatives	Assigned as Needed	Assigned as Needed

EOC Section	Position	Shift A	Shift B
Operations	Section Chief	Senior Engineer	Senior Engineer
	Assistant Operations Chief – In Field	Maintenance Superintendant	Associate Engineer
	Fire & Rescue	Los Angeles County Fire Department – Community Services Representative/Liaison	Los Angeles County Fire Department – Battalion Chief
	Law Enforcement	Los Angeles County Sheriff's Department	Los Angeles County Sheriff's Department
	Construction & Engineering – Public Works	Senior Engineer	TBD
	Health & Welfare – Recreation & Parks	Recreation Services Manager	Administrative Assistant I
	Building Official	Building Official	Building Inspector II

EOC Section	Position	Shift A	Shift B
Planning & Intelligence	Section Chief	Director of Community Development	Deputy Director of Community Development
	Situation Analysis – Planning & Building	Senior Planner	Planning Technician
	Advance Planning – Planning & Building	Senior Planner	Assistant Planner
	Documentation & Demobilization – City Clerks Office	City Clerk	Deputy City Clerk
	Documentation & Demobilization Assistant – City Clerks Office	Associate Planner	Assistant Planner
	OARRS Operator	Associate Planner	Code Enforcement Officer
EOC Section	**Position**	**Shift A**	**Shift B**
Logistics	Section Chief	Associate Engineer	Administrative Analyst II
	Resource Tracking – Public Works	Permit Clerk	Administrative Staff Assistant
	Communications & Information Technology	Executive Director of PVNET	Manager of Computer Services at PVNET
	Transportation – Public Works	Associate Engineer	TBD
	Supply & Procurement – Public Works	Senior Administrative Analyst	Administrative Analyst
	Facilities Recreation & Parks	Administrative Analyst II	Recreation Leader II
Volunteer Amateur Radio Staff In Emergency Com. Center (ECC)	**Position**	**Shift A**	**Shift B**
	Amateur Radio Operator	PVAN	PVAN
	Amateur Radio Operator	DCS	DCS
	Amateur Radio Operator	PVAN	PVAN

EOC Section	Position	Shift A	Shift B
Finance & Administration	Section Chief	Deputy Director of Finance and Information Technology	Senior Administrative Analyst
	Compensation & Claims	Permit Technician	Administrative Staff Assistant
	Recovery - Finance & IT	Senior Accountant	Senior Accountant
	Purchasing – Finance & IT	Account Clerk	Staff Assistant I
	Time Keeping	Accounting Technician	Staff Assistant II
	Cost Accounting – Finance & IT	Accountant	Accountant

CHART 3: MANAGEMENT SECTION STAFFING CHART

EOC Section	Position	Shift A	Shift B
Management	EOC Director	City Manager	Deputy Director of Public Works
	EOC Director Assistant	Executive Staff Assistant	TBD
	EOC Coordinator	Deputy City Manager	Administrative Analyst
	Safety Officer	Human Resources Manager	Associate Planner
	Security Officer In EOC	Permit Technician	Senior Administrative Analyst
	Security Officer In Field	Administrative Assistant I	Recreation Leader II
	Public Information Officer	Director of Finance and Information Technology	Deputy Director of Community Development
	Public Information Officer Assistant	Senior Management Analyst	Senior Management Analyst
	Liaison Officer	Recreation Program Supervisor II	Recreation Program Supervisor II
	Agency Representatives	Assigned as Needed	Assigned as Needed

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MANAGEMENT SECTION

POSITION DESCRIPTIONS AND CHECKLISTS

MANAGEMENT SECTION: STAFF

The management role is filled by the EOC Director and is the position that is established at every EOC activation to coordinate EOC operations. The City Manager will fill this position while serving as the Director of Emergency Services during an Emergency/disaster. The Deputy Director of Public Works shall serve as first alternate and the Deputy City Manager shall serve as second to the Director of Emergency Services. The EOC Director, the General Staff (Section Chiefs), the EOC Coordinator and others as designated make up the EOC Management Team. The Team is responsible for advising the EOC Director on policy matters. They also assist the EOC Director in the development of overall strategy and tactics to mitigate the incident and rules, regulations, proclamations and orders. The Management Section also includes certain staff required to support the Management function.

- Mayor
- City Council
- EOC Director
- EOC Director Assistant
- EOC Coordinator
- Safety Officer
- Security Officer In EOC
- Security Officer In Field
- Public Information Officer
- Assistant Public Information Officer
- Liaison Officer
- Agency Representatives (assigned as needed)

Mayor
Proclaim and/or ratify a local emergency, approve emergency orders and serve as City Official.

City Council
Proclaim and/or ratify a local emergency, approve emergency orders and serve as City Official.

EOC Director Assistant
The EOC Director Assistant is available to assist the EOC Director with whatever duties necessary.

EOC Coordinator
The EOC Coordinator facilitates the overall functioning of the EOC, coordinates with other agencies and SEMS levels, and serves as a resource to the EOC Director. This position is filled by the Deputy City Manager.

Safety Officer
The Safety Officer identifies and mitigates safety hazards and situations of potential City liability during EOC operations and ensures a safe working environment in the EOC. This position is filled by the City Manager's Office Human Resources Manager.

Security Officer in EOC
The Security Officer is responsible for the security of all EOC facilities and personnel access. This position is filled by the Community Development Permit Technician.

Security Officer in Field
The Security Officer is responsible for the security of all EOC facilities and personnel access. This position is filled by the Recreation and Parks Recreation Leader II.

Public Information Officer
The Public Information Officer (PIO) ensures that information support is provided on request; that information released is consistent, accurate and timely and appropriate information is provided to all required agencies and the media.

The PIO will provide news releases, answer questions the media may have and arrange for tours or photo opportunities of the incident. The PIO will coordinate **all** information releases and media contacts with the EOC Director (including field response PIOs). This position is filled by the Finance and Information Technology Director.

Public Information Officer Assistant
The Public Information Officer Assistant is available to assist the Public Information Officer with whatever duties necessary.

Liaison Officer
The Liaison Officer serves as the point of contact for Agency Representatives from assisting organizations and agencies outside our city government structure. The Liaison Officer aids in coordinating the efforts of these outside agencies to reduce the risk of their operating independently. Any state and/or federal emergency official should make contact with the Liaison Officer to ensure continuity of operations. The Liaison Officer also serves as the multi-agency or inter-agency representative for the City of Rancho Palos Verdes to coordinate the response efforts. Multi-agency or inter-agency coordination is defined as the participation of agencies and disciplines involved at any level of the SEMS organization working together in a coordinated effort to facilitate decisions for overall emergency response activities, including the sharing of critical resources and the prioritization of incidents. This position is filled by the Recreation Program Supervisor.

Agency Representatives (assigned as needed)
Individuals assigned to the EOC from another agency, Agency Representatives should be able to speak for their respective agencies within established limits. Agency Representatives sign-in the same as other EOC staff however they report and interact with the Liaison Officer.

ROLES AND RESPONSIBILITIES OF THE MAYOR

PRIMARY: **Mayor**

ALTERNATE: **Mayor Pro Tem**

SUPERVISOR: **Electorate**

GENERAL DUTIES:

- Proclaim and/or ratify a local emergency.
- Establish executive level polices for management of emergency.
- Ensure that the EOC Director has clear policy direction.
- Obtain briefings from the EOC Director.
- Serve as the official spokesperson for the City.
- In conjunction with the PIO, interact with the news media.
- Fulfill support roles and assignments necessary to assist the City emergency management organization as requested by EOC Director.
- In collaboration with the City Attorney, review status of existing emergency ordinances and determine if any additional policy development is needed.
- Support a multi-agency disaster response.
- Host and accompany VIPs and government officials on tours of the emergency/disaster.

YOUR RESPONSIBILITY:

Proclaim and/or ratify a local emergency, approve emergency orders and serve as City Official.

NOTE: *Council members should refrain from direct involvement with City or joint City/County/State Emergency Operations Center (EOC) activities. Council members will be provided information updates through the EOC Director or PIO.*

START-UP ACTION	√
Evaluate level of emergency. • Level 1 – Remain on call. The City Manager/EOC Director will provide periodic situation reports. • Level 2/3 – Report to City Hall.	
Check in at the Administrative Conference Room at City Hall.	
Receive incident briefing from the EOC Director.	
Call emergency meetings of the City Council to proclaim and/or ratify a local emergency and approve emergency orders as needed. • Four (4) members of the City Council are needed for an official quorum. • Emergency proclamations must be ratified within seven (7) days. • Approve extraordinary expenditure requirements as necessary.	
Review, at least once every 30 days, the need for continuing the local emergency and proclaim the termination of the local emergency as conditions warrant.	
In consultation with the EOC Director and Management Staff, develop temporary emergency policies for managing the strategic aspects of the emergency.	
Oversee the release of official statements.	
Upon request of PIO, host and accompany VIPs and government officials on tours of the emergency/disaster area. Coordinate all tours with the PIO.	
Provide interviews to the media as arranged by the PIO.	
Refer all requests for emergency information to the EOC Director or PIO.	
Serve on and coordinate the activities of the Disaster Council.	
Using activity log (EOC 134), maintain all required records and documentation to support EOC After-Action/Corrective Action Report and the history of the emergency/disaster: • Messages received. • Action taken. • Decision justification and documentation. • Requests filled. • EOC personnel, time on duty and assignments. ***Precise information is essential to meet requirements for possible reimbursement by Cal EMA and FEMA.***	
GENERAL OPERATIONAL DUTIES	√
Develop or utilize existing citizen advisory group to address concerns.	
Consider developing an emergency planning task force within the local business community to discuss concerns and disseminate pre-event planning information and post-event recovery information.	
Consider developing a plan to provide a “citizen and business aid” location that can be utilized for information and assistance to citizens and businesses impacted by an emergency.	
Solicit post-event discussion in the community to identify perceived areas of improvement.	
DEACTIVATION DUTIES	√
Ensure that any required forms or reports are complete prior to departure.	
Be prepared to provide input to the After Action/Corrective Action Report.	
Leave forwarding phone number and other contact information.	

ROLES AND RESPONSIBILITIES OF THE CITY COUNCIL

PRIMARY: **City Council Member**

ALTERNATE: **Appointed Standby Officer**

SUPERVISOR: **Electorate**

GENERAL DUTIES:

- Proclaim and/or ratify a local emergency.
- Establish executive level polices for management of emergency.
- Ensure that the EOC Director has clear policy direction.
- Obtain briefings from the EOC Director and provide information to the public and media.
- Support a multi-agency disaster response.
- Host and accompany VIPs and government officials on tours of the emergency/disaster.

YOUR RESPONSIBILITY:

Proclaim and/or ratify a local emergency, approve emergency orders and serve as City Official.

NOTE: *Council members should refrain from direct involvement with City or joint City/County/State Emergency Operations Center (EOC) activities. Council members will be provided information updates through the EOC Director or PIO.*

START-UP ACTION	√
Evaluate level of emergency. • Level 1 – Remain on call. The City Manager/EOC Director will provide periodic situation reports. • Level 2/3 – Report to City Hall.	
Check in at the Administrative Conference Room at City Hall.	
Receive incident briefing from the EOC Director.	
Call emergency meetings of the City Council to proclaim and/or ratify a local emergency and approve emergency orders as needed. • Four (4) members of the City Council are needed for an official quorum. • Emergency proclamations must be ratified within seven (7) days. • Approve extraordinary expenditure requirements as necessary.	
Review, at least once every 30 days, the need for continuing the local emergency and proclaim the termination of the local emergency as conditions warrant.	
In consultation with the EOC Director and Management Staff, develop temporary emergency policies for managing the strategic aspects of the emergency.	
Oversee the release of official statements.	
Upon request of PIO, host and accompany VIPs and government officials on tours of the emergency/disaster area. Coordinate all tours with the PIO.	
Provide interviews to the media as arranged by the PIO.	
Refer all requests for emergency information to the EOC Director or PIO.	
Serve on and coordinate the activities of the Disaster Council.	
Using activity log (EOC 134), maintain all required records and documentation to support EOC After-Action/Corrective Action Report and the history of the emergency/disaster: • Messages received. • Action taken. • Decision justification and documentation. • Requests filled. • EOC personnel, time on duty and assignments. ***Precise information is essential to meet requirements for possible reimbursement by Cal EMA and FEMA.***	
GENERAL OPERATIONAL DUTIES	√
Develop or utilize existing citizen advisory group to address concerns.	
Consider developing an emergency planning task force within the local business community to discuss concerns and disseminate pre-event planning information and post-event recovery information.	
Consider developing a plan to provide a “citizen and business aid” location that can be utilized for information and assistance to citizens and businesses impacted by an emergency.	
Solicit post-event discussion in the community to identify perceived areas of improvement.	
DEACTIVATION DUTIES	√
Ensure that any required forms or reports are complete prior to departure.	
Be prepared to provide input to the After Action/Corrective Action Report.	
Leave forwarding phone number and other contact information.	

MANAGEMENT: EOC DIRECTOR

PRIMARY: **City Manager (or anyone with legal authority to act in that position)**

ALTERNATE: **Deputy Director of Public Works**

SUPERVISOR: **City Council**

GENERAL DUTIES:

- Serve as the Director of Emergency Services for the City of Rancho Palos Verdes.
- Make executive decisions based on policies of the City Council.
- Develop and issue rules, regulations, proclamations and orders.
- Establish the appropriate level of organization, and continuously monitor the effectiveness of that organization. Make changes as required.
- Be prepared to form additional branches/groups/units as dictated by the situation.
- Exercise overall management responsibility for the coordination of the response efforts within the affected area. In conjunction with the General Staff, set priorities for response efforts, and ensure that all agency actions are accomplished within the priorities established.
- Ensure that multi-agency or inter-agency coordination is accomplished effectively within the EOC.

YOUR RESPONSIBILITY:

Overall management of the City of Rancho Palos Verdes emergency response and recovery effort.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT	
ACTIVATION	√
Determine the operational status and appropriate level of EOC activation based on situation as known. Direct the LASD Dispatch Center to initiate EOC Activation. Contact (or designate a staff member to assist) City Councilmember's to alert them of the situation and EOC activation.	
As appropriate, respond to the EOC.	
Mobilize appropriate personnel for initial activation of the EOC. The EOC Logistics Section Supply and Procurement position is responsible for contacting EOC employees, city staff, and volunteers (if necessary).	
Activate an alternate EOC as required. When there is damage to the primary EOC sufficient to render it unusable, the alternate facility is the first alternate EOC location.	
Obtain briefing from whatever sources are available.	
START-UP ACTION	√
Review your position responsibilities.	
Identify yourself as the EOC Director *by putting on the vest with your title.* Print your name on the EOC organizational chart next to your assignment	
Direct the implementation of the Emergency Operations Plan.	
Confirm level of EOC activation and ensure that EOC positions and ICS field positions are filled as needed.	
Notify the Los Angeles County Operational Area that the City EOC is activated.	
Assign staff to initiate check-in procedures.	
Ensure that the EOC Organization and staffing chart is posted and that arriving team members are assigned by name.	
Ensure that EOC is properly set up and ready for operations.	
Appoint and ensure that Section Chiefs (General Staff) are in place as soon as possible and are staffing their respective sections: • Operations • Planning & Intelligence • Logistics • Finance & Administration	
Ensure that the Management Section is staffed as soon as possible at the level needed. • EOC Coordinator • Public Information Officer • Liaison Officer • Agency Representatives (as needed)	
Request additional personnel through the EOC Logistics Section Supply and Procurement Position to maintain a 24-hour operation as required.	
Brief incoming Section personnel prior to their assuming their duties. Briefings should include: Current situation assessment. • Identification of specific job responsibilities • Identification of co-workers within the job function and/or geographical assignment.	

• Availability of communications. • Location of work area. • Identification of eating and sleeping arrangements as appropriate. • Procedural instructions for obtaining additional supplies, services and personnel. • Identification of operational period work shifts.	
Prepare work objectives for Section staff, brief staff and make staff assignments.	
Using activity log (EOC 134), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document: • Messages received • Action taken • Decision justification and documentation • Requests filled • EOC personnel, time on duty and assignments ***Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA***	
Ensure that a scribe (EOC Director Assistant position) documents all Management Section meetings, General Staff meeting, and policy decisions.	
Ensure that telephone, radio and data communications with other facilities are established and tested.	
Ensure that all departments account for personnel and work assignments.	
Confirm the delegation of authority. Obtain any guidance or direction as necessary.	
Determine appropriate delegation of purchasing authority to the Purchasing Unit of the Finance & Administration Section.	
Schedule the first Action Planning meeting.	
Confer with Operations Section Chief and other General Staff to determine what representation is needed at the EOC from other agencies.	
Ensure that the field agency representatives have been assigned to other facilities as necessary.	
Determine need and establish, if necessary, a Deputy Director position for the Operations Section.	
Establish the frequency of briefing sessions.	
Based on the situation as known or forecast, determine likely future Management Section needs.	
Think ahead and anticipate situations and problems before they occur.	
Request additional resources through the appropriate EOC Logistics Section Supply & Procurement position.	
GENERAL OPERATIONAL DUTIES	√
Carry out responsibilities of your Section not currently staffed.	
Make a list of key issues currently facing your Section to be accomplished within the next operational period.	
Ensure that all your Section logs and files are maintained.	
Monitor your Section activities and adjust Section organization as appropriate.	
Resolve problems that arise in conducting your Section and EOC responsibilities.	
Anticipate potential situation changes, such as severe aftershocks, in all Section and EOC planning. Develop a backup plan for all plans and procedures requiring off-site	

communications.	
Conduct periodic briefings for your Section. Ensure that all organizational elements are aware of priorities.	
Use face-to-face communication in the EOC whenever possible and document decisions and policy.	
Brief your relief at shift change time. Ensure that in-progress activities are identified and follow-up requirements are known.	
Ensure that all your Section personnel and equipment time records and a record of expendable materials used are provided to the Time Unit and Cost Analysis Unit of the Finance & Administration Section at the end of each operational period.	
POSITION OPERATIONAL DUTIES	√
Carry out responsibilities of all other Sections not currently staffed.	
Assess situation, work in progress, resources and estimate incident duration.	
Set up EOC planning meeting schedule with all Section Chiefs.	
Develop overall strategy with the Section Chiefs.	
Ensure that Sections are carrying out their principle duties: • Implementing operational objectives per the EOC Action Plan • Preparing Action Plans and Status Reports • Providing adequate facility and operational support • Providing administrative and fiscal record keeping and support.	
Develop and issue appropriate rules, regulations, proclamations and orders.	
Initiate Emergency Proclamations as needed.	
Establish City Hall hours of operation.	
Conduct periodic briefing sessions with the entire EOC General Staff to update the overall situation.	
Conduct periodic briefing sessions with the City Council to update the overall situation.	
Set priorities for restoration of city services.	
Hold Action Planning Meeting of Section Chiefs, agency representatives (as required), and key staff. The activities to be covered in an Action Planning Meeting are: • Provide briefings on current and forecasted situation and major reportable incidents within affected Operational Area. • Obtain any additional information from other sources on the current situation assessment. • Review availability and status of ordered, en route or staged resources. • Establish with staff the next Operational Period for which the EOC Action Plan should be developed. • Define priority actions to be accomplished or undertaken within the next Operational Period in light of the known and forecasted situation and status of available resources. • Establish assignments for available and incoming resources based on current and forecast situation and established priorities. • Determine need for additional resources. Establish specific responsibilities for ordering. • Discuss and resolve any internal coordination issues. • Ensure that staff is clear on the EOC Action Plan. Have pertinent elements documented for distribution as necessary. • Establish time for next action planning meeting.	

Approve and authorize the implementation of the EOC Action Plan developed and prepared by the Planning & Intelligence Section and EOC Management Team.	
In conjunction with the Public Information Officer, coordinate and conduct news conferences and review media releases as required. Establish procedure for information releases affecting inter-agency coordination.	
Authorize PIO to release information to the media and to access Emergency Alert System (EAS) as needed through appropriate channels.	
Monitor performance of EOC personnel for signs of stress or under-performance; initiate Critical Incident Stress Debriefing as appropriate in coordination with the Safety Officer in the Management Section.	
In conjunction with the Safety Officer, establish and maintain a safe working environment.	
Ensure that proper security of the EOC is maintained at all times.	
Ensure that the Liaison Officer is providing for and maintaining positive and effective inter-agency coordination.	
Establish and maintain contacts with adjacent jurisdictions/agencies and with other organizational levels as appropriate.	
Monitor section level activities to assure that all appropriate actions are being taken.	
DEACTIVATION	√
Authorize deactivation of Sections, branches or units when they are no longer required.	
Notify Los Angeles County Operational Area, adjacent facilities and other EOCs as necessary of planned time for deactivation.	
Ensure that any open actions not yet completed will be taken care of after deactivation.	
Ensure that all required forms or reports are completed prior to deactivation and submitted to the Planning & Intelligence Section Documentation and Demobilization position.	
Be prepared to provide input to the After-Action Report.	
Deactivate the EOC and close out logs when emergency situation no longer requires activation.	
Proclaim termination of the emergency and proceed with recovery operations.	
Authorize deactivation of Sections, branches or units when they are no longer required.	
Notify Los Angeles County Operational Area, adjacent facilities and other EOCs as necessary of planned time for deactivation.	
Ensure that any open actions not yet completed will be taken care of after deactivation.	

MANAGEMENT: EOC DIRECTOR ASSISTANT

PRIMARY: **Executive Staff Assistant**

ALTERNATE: **TBD**

SUPERVISOR: **EOC Director**

GENERAL DUTIES ARE TO ASSIST THE EOC DIRECTOR WITH:

- Serving as the Director of Emergency Services for the City of Rancho Palos Verdes.
- Making executive decisions based on policies of the City Council.
- Developing and issuing rules, regulations, proclamations and orders.
- Establishing the appropriate level of organization, and continuously monitoring the effectiveness of that organization. Make changes as required.
- Being prepared to form additional branches/groups/units as dictated by the situation.
- Exercising overall management responsibility for the coordination of the response efforts within the affected area. In conjunction with the General Staff, setting priorities for response efforts, and ensuring that all agency actions are accomplished within the priorities established.
- Ensuring that multi-agency or inter-agency coordination is accomplished effectively within the EOC.
- Using the following checklist as a guideline to assist the EOC Director with whatever duties necessary.

YOUR RESPONSIBILITY:

Be available to assist the EOC Director with the City of Rancho Palos Verdes emergency response and recovery effort.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT	
ACTIVATION	√
Determine the operational status and appropriate level of EOC activation based on situation as known. Direct the LASD Dispatch Center to initiate EOC Activation. Contact (or designate a staff member to assist) City Councilmember's to alert them of the situation and EOC activation.	
As appropriate, respond to the EOC.	
Mobilize appropriate personnel for initial activation of the EOC. The EOC Logistics Section Supply and Procurement position is responsible for contacting EOC employees, city staff, and volunteers (if necessary).	
Activate an alternate EOC as required. When there is damage to the primary EOC sufficient to render it unusable, the alternate facility is the first alternate EOC location.	
Obtain briefing from whatever sources are available.	
START-UP ACTION	√
Review your position responsibilities.	
Identify yourself as the EOC Director *by putting on the vest with your title.* Print your name on the EOC organizational chart next to your assignment	
Direct the implementation of the Emergency Operations Plan.	
Confirm level of EOC activation and ensure that EOC positions and ICS field positions are filled as needed.	
Notify the Los Angeles County Operational Area that the City EOC is activated.	
Assign staff to initiate check-in procedures.	
Ensure that the EOC Organization and staffing chart is posted and that arriving team members are assigned by name.	
Ensure that EOC is properly set up and ready for operations.	
Appoint and ensure that Section Chiefs (General Staff) are in place as soon as possible and are staffing their respective sections: • Operations • Planning & Intelligence • Logistics • Finance & Administration	
Ensure that the Management Section is staffed as soon as possible at the level needed. • EOC Coordinator • Public Information Officer • Liaison Officer • Agency Representatives (as needed)	
Request additional personnel through the EOC Logistics Section Supply and Procurement Position to maintain a 24-hour operation as required.	
Brief incoming Section personnel prior to their assuming their duties. Briefings should include: Current situation assessment. • Identification of specific job responsibilities • Identification of co-workers within the job function and/or geographical assignment.	

• Availability of communications. • Location of work area. • Identification of eating and sleeping arrangements as appropriate. • Procedural instructions for obtaining additional supplies, services and personnel. • Identification of operational period work shifts.	
Prepare work objectives for Section staff, brief staff and make staff assignments.	
Using activity log (EOC 134), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document: • Messages received • Action taken • Decision justification and documentation • Requests filled • EOC personnel, time on duty and assignments ***Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA***	
Ensure that a scribe (EOC Director Assistant position) documents all Management Section meetings, General Staff meeting, and policy decisions.	
Ensure that telephone, radio and data communications with other facilities are established and tested.	
Ensure that all departments account for personnel and work assignments.	
Confirm the delegation of authority. Obtain any guidance or direction as necessary.	
Determine appropriate delegation of purchasing authority to the Purchasing Unit of the Finance & Administration Section.	
Schedule the first Action Planning meeting.	
Confer with Operations Section Chief and other General Staff to determine what representation is needed at the EOC from other agencies.	
Ensure that the field agency representatives have been assigned to other facilities as necessary.	
Determine need and establish, if necessary, a Deputy Director position for the Operations Section.	
Establish the frequency of briefing sessions.	
Based on the situation as known or forecast, determine likely future Management Section needs.	
Think ahead and anticipate situations and problems before they occur.	
Request additional resources through the appropriate EOC Logistics Section Supply & Procurement position.	
GENERAL OPERATIONAL DUTIES	√
Carry out responsibilities of your Section not currently staffed.	
Make a list of key issues currently facing your Section to be accomplished within the next operational period.	
Ensure that all your Section logs and files are maintained.	
Monitor your Section activities and adjust Section organization as appropriate.	
Resolve problems that arise in conducting your Section and EOC responsibilities.	
Anticipate potential situation changes, such as severe aftershocks, in all Section and EOC planning. Develop a backup plan for all plans and procedures requiring off-site	

communications.	
Conduct periodic briefings for your Section. Ensure that all organizational elements are aware of priorities.	
Use face-to-face communication in the EOC whenever possible and document decisions and policy.	
Brief your relief at shift change time. Ensure that in-progress activities are identified and follow-up requirements are known.	
Ensure that all your Section personnel and equipment time records and a record of expendable materials used are provided to the Time Unit and Cost Analysis Unit of the Finance & Administration Section at the end of each operational period.	
POSITION OPERATIONAL DUTIES	√
Carry out responsibilities of all other Sections not currently staffed.	
Assess situation, work in progress, resources and estimate incident duration.	
Set up EOC planning meeting schedule with all Section Chiefs.	
Develop overall strategy with the Section Chiefs.	
Ensure that Sections are carrying out their principle duties: • Implementing operational objectives per the EOC Action Plan • Preparing Action Plans and Status Reports • Providing adequate facility and operational support • Providing administrative and fiscal record keeping and support.	
Develop and issue appropriate rules, regulations, proclamations and orders.	
Initiate Emergency Proclamations as needed.	
Establish City Hall hours of operation.	
Conduct periodic briefing sessions with the entire EOC General Staff to update the overall situation.	
Conduct periodic briefing sessions with the City Council to update the overall situation.	
Set priorities for restoration of city services.	
Hold Action Planning Meeting of Section Chiefs, agency representatives (as required), and key staff. The activities to be covered in an Action Planning Meeting are: • Provide briefings on current and forecasted situation and major reportable incidents within affected Operational Area. • Obtain any additional information from other sources on the current situation assessment. • Review availability and status of ordered, en route or staged resources. • Establish with staff the next Operational Period for which the EOC Action Plan should be developed. • Define priority actions to be accomplished or undertaken within the next Operational Period in light of the known and forecasted situation and status of available resources. • Establish assignments for available and incoming resources based on current and forecast situation and established priorities. • Determine need for additional resources. Establish specific responsibilities for ordering. • Discuss and resolve any internal coordination issues. • Ensure that staff is clear on the EOC Action Plan. Have pertinent elements documented for distribution as necessary. • Establish time for next action planning meeting.	

Approve and authorize the implementation of the EOC Action Plan developed and prepared by the Planning & Intelligence Section and EOC Management Team.	
In conjunction with the Public Information Officer, coordinate and conduct news conferences and review media releases as required. Establish procedure for information releases affecting inter-agency coordination.	
Authorize PIO to release information to the media and to access Emergency Alert System (EAS) as needed through appropriate channels.	
Monitor performance of EOC personnel for signs of stress or under-performance; initiate Critical Incident Stress Debriefing as appropriate in coordination with the Safety Officer in the Management Section.	
In conjunction with the Safety Officer, establish and maintain a safe working environment.	
Ensure that proper security of the EOC is maintained at all times.	
Ensure that the Liaison Officer is providing for and maintaining positive and effective inter-agency coordination.	
Establish and maintain contacts with adjacent jurisdictions/agencies and with other organizational levels as appropriate.	
Monitor section level activities to assure that all appropriate actions are being taken.	
DEACTIVATION	√
Authorize deactivation of Sections, branches or units when they are no longer required.	
Notify Los Angeles County Operational Area, adjacent facilities and other EOCs as necessary of planned time for deactivation.	
Ensure that any open actions not yet completed will be taken care of after deactivation.	
Ensure that all required forms or reports are completed prior to deactivation and submitted to the Planning & Intelligence Section Documentation and Demobilization position.	
Be prepared to provide input to the After-Action Report.	
Deactivate the EOC and close out logs when emergency situation no longer requires activation.	
Proclaim termination of the emergency and proceed with recovery operations.	
Authorize deactivation of Sections, branches or units when they are no longer required.	
Notify Los Angeles County Operational Area, adjacent facilities and other EOCs as necessary of planned time for deactivation.	
Ensure that any open actions not yet completed will be taken care of after deactivation.	

MANAGEMENT: EOC COORDINATOR

PRIMARY: **Deputy City Manager**

ALTERNATE: **Administrative Analyst**

SUPERVISOR: **EOC Director**

GENERAL DUTIES:

- Coordinate Emergency Operations Center (EOC) internal management systems.
- Liaison with outside public jurisdictions and internal departments.
- Assist and serve as an advisor to the EOC Director and General Staff as needed.
- Provide information and guidance to the EOC Management Team.
- Maintain contact with the Los Angeles County Operational Area EOC Liaison Officer.
- Serve as a Section Chief (temporary assignment) if assigned by the EOC Director.
- Coordinate all visits to the EOC.
- Work with the Finance & Administration Section to ensure that the City of Rancho Palos Verdes receives all emergency assistance and disaster recovery costs for which it is eligible.

YOUR RESPONSIBILITY:

Facilitate the overall functioning of the EOC, coordinate with other agencies and SEMS levels and serve as a resource to the EOC Director.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT	
START-UP ACTION	√
Check-in upon arrival at the EOC.	
Report to the EOC Director.	
Receive incident briefing from the EOC Director.	
Determine your personal operating location and set up as necessary.	
Review your position responsibilities.	
Identify yourself as the EOC Coordinator *by putting on the vest with your title.* Print your name on the EOC organizational chart next to your assignment.	
Clarify any issues regarding your authority and assignment and what others in the organization do.	
Assess emergency impacts and provide advice to the EOC Director as to the extent of EOC activation.	
Assist the EOC Director in filling needed workstation assignments.	
Provide assistance and information to Section Chiefs as required	
Determine 24-hour staffing requirements and request additional staff support through the Logistics Section Supply & Procurement position as required.	
Request additional resources through the appropriate Logistics Section Supply & Procurement position.	
Based on the situation as known or forecast determine likely future Branch/Unit needs.	
Think ahead and **anticipate** situations and problems before they occur.	
Using activity log (EOC 134), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document: • Messages received • Action taken • Decision justification and documentation • Requests filled • EOC personnel, time on duty and assignments. ***Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA.***	
GENERAL OPERATIONAL DUTIES	√
Keep up to date on the situation and resources associated with your position. Maintain current status reports and displays.	
Keep the EOC Director advised of your status and activity and on any problem areas that now need or will require solutions.	
Establish operating procedure with the Communications/Information Systems Unit of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.	
Review situation reports as they are received. Verify information where questions exist.	
Anticipate potential situation changes, such as severe aftershocks, in all planning. Develop a backup plan for all plans and procedures requiring off-site communications.	
Determine and **anticipate** support requirements and forward to your Section Chief.	
Monitor your position activities and adjust staffing and organization to meet current	

needs.	
Use face-to-face communication in the EOC whenever possible and document decisions and policy.	
Ensure that your personnel time records are provided to your Section Chief at the end of each operational period.	
Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.	
POSITION OPERATIONAL DUTIES	√
Assist the General Staff and the EOC Director in developing an overall strategy, including: • Assess the situation • Define the problem • Establish priorities • Determine the need for evacuation • Estimate the incident duration	
Advise the EOC Director about proclamations, emergency ordinances and other legal documents required by the City Council and the EOC Director	
Assist the Planning & Intelligence Section in the development, continuous updating and execution of the EOC Action Plan.	
Ensure efficient operating procedures within the EOC. Assist any function in addressing any issues that might arise.	
Monitor performance of EOC personnel for signs of stress or under-performance; advise EOC Director of condition	
Ensure that all documentation is being properly maintained by EOC personnel.	
Facilitate and attend periodic briefing sessions conducted by the EOC Director.	
Advise the EOC Director of any issues that need to be addressed and of any responsibilities that need to be assigned.	
Liaison with other agencies (Operational Area, State and FEMA) as assigned. Ensure that all notifications are made to the Los Angeles County Operational Area. As necessary, verify that requests for assistance have been addressed or forwarded to the State Regional EOC.	
Ensure that all necessary communications have been established.	
Coordinate and monitor all EOC visitations.	
Coordinate all EOC functions with neighboring jurisdictions, the Los Angeles County Operational Area and other support and response organizations.	
Assist in shift change issues.	
DEACTIVATION	√
Ensure that all required forms or reports are completed prior to your release and departure.	
Be prepared to provide input to the After-Action Report.	
Determine what follow-up to your assignment might be required before you leave.	
Deactivate the EOC Coordinator position and close out logs when authorized by the EOC Director.	
Leave forwarding phone number where you can be reached.	

MANAGEMENT: PUBLIC INFORMATION OFFICER (PIO)

PRIMARY: **Director of Finance and Information Technology**

ALTERNATE: **Deputy Director of Community Development**

SUPERVISOR: **EOC Director**

GENERAL DUTIES:

- Serve as the dissemination point for all media releases within the affected area. Other agencies wishing to release information to the public should coordinate through the Public Information Officer in the EOC.

- Coordinate as necessary to ensure that the public within the affected area receives complete, accurate, timely, and consistent information about lifesaving procedures, health preservation instructions, emergency status and other information, and relief programs and services.

- Review and coordinate all related information releases.

- Maintain a relationship with the media representatives and hold periodic press conferences as required.

YOUR RESPONSIBILITY:

Ensure that information support is provided on request; that information released is consistent, accurate, and timely and that appropriate information is provided to all required agencies.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT	
START-UP ACTION	√
Check in upon arrival at the EOC.	
Report to EOC Director.	
Obtain a briefing on the situation.	
Determine your personal operating location and set up as necessary.	
Review your position responsibilities.	
Identify yourself as the PIO by putting on the vest with your title. Print your name on the EOC organization chart next to your assignment.	
Clarify any issues regarding your authority and assignment and what others in the organization do.	
Determine 24-hour staffing requirements.	
Determine the need for group or unit establishment. Make required personnel assignments as staff arrives at the EOC.	
Request additional resources through the appropriate Logistics Section Supply and Procurement position.	
Based on the situation as known or forecast determine likely future Unit needs.	
Think ahead and **anticipate** situations and problems before they occur.	
Using activity log (EOC 134), maintain all required records and documentation to support the After Action Report and the history of the emergency/disaster. Document: • Messages received • Action taken • Decision justification and documentation • Requests filled • EOC personnel, time on duty and assignments **Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA.**	
GENERAL OPERATIONAL DUTIES	√
Keep up to date on the situation and resources associated with your Unit. Maintain current status reports and displays.	
Keep the EOC Director advised of your status and activity and on any problem areas that now need or will require solutions.	
Establish operating procedure with the Communications/Information & Systems Unit of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.	
Review situation reports as they are received. Verify information where questions exist.	
Anticipate potential situation changes, such as severe aftershocks, in all planning.	
Develop a backup plan for all plans and procedures requiring off-site communications.	
Determine and anticipate support requirements and forward to your Section Chief.	
Monitor your position activities and adjust staffing and organization to meet current needs.	
Use face-to-face communication in the EOC whenever possible and document decisions and policy.	

Ensure that your personnel and equipment time records and a record of expendable materials used are provided to your Section Chief at the end of each operational period.	
Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.	
POSITION OPERATIONAL DUTIES	√
Secure guidance from the EOC Director regarding the release of available information.	
Keep the EOC Director advised of all unusual requests for information and of all major critical or unfavorable media comments. Provide an estimate of the impact and severity and make recommendations as appropriate.	
Coordinate all media events with the EOC Director.	
Ensure that all departments, agencies and response organizations in the jurisdiction are aware that they must coordinate release of emergency information through the PIO and that all press releases must be cleared with the EOC Director before releasing information to the media.	
Establish a Media Information Center at a site away from the EOC, Command Post and incident for media use and dissemination of information. Provide necessary work space, materials, telephones and staffing. Announce location and safe access routes to any established Media Information Center.	
Schedule and post times and locations of news briefings in the EOC, Media Information Center and other appropriate areas.	
Prepare and provide approved information to the media. Post news releases in the EOC, Media Information Center and other appropriate areas.	
Develop an information release program.	
Interact with other branches/units to provide and obtain information relative to public information operations.	
Coordinate with the Situation Analysis Unit of the Planning & Intelligence Section and define areas of special interest for public information action. Identify means for securing the information as it is developed.	
Maintain an up-to-date picture of the situation for presentation to media.	
Obtain, process, and summarize information in a form usable in presentations.	
As required, periodically prepare briefings for the jurisdiction executives or elected officials.	
Provide periodic briefings and press releases about the disaster situation throughout the affected areas. Refer media representatives to incident level PIOs for specific information.	
Respond to information requests from the EOC Director and EOC Management Team.	
Ensure that a rumor control function is established as necessary, and has the means for identifying false or erroneous information. Develop procedure to be used to squelch such information.	
Consider activating and staffing the EOC public hot line to answer inquiries from the public.	
Prepare, update and distribute to the public a Disaster Assistance Information Directory containing locations to obtain food, shelter, supplies, health services, etc.	
Prepare a briefing sheet to be distributed to all employees at the beginning of each shift so they can answer questions from the public, such as shelter locations, water distribution sites, etc.	

Broadcast emergency information/updates on local Cable TV either through the message board or live taping of Mayor/City Council or EOC Director.	
Arrange for meetings between media and city officials or incident personnel.	
Provide escort service to the media and VIPs; arrange for tours and photo opportunities when available staff and time permit. Coordinate VIP tours with Liaison Officer and City Council and Legislative Liaison.	
Provide sufficient staffing and telephones to efficiently handle incoming media and public calls and to gather status information.	
Assist in making arrangements with adjacent jurisdictions for media visits.	
Determine which radio and TV stations are operational.	
Determine requirements for support to the emergency public information function at other EOC levels.	
Monitor broadcast media, and use information to develop follow-up news releases and rumor control.	
When federal emergency response teams respond, coordinate activities through the Los Angeles County Operational Area to ensure coordination of local, state and federal public information activities.	
Ensure that announcements, information and materials are translated and prepared for special populations (non-English speaking; non-readers; elderly; the hearing, sight and mobility impaired; etc.).	
Prepare materials that describe the health risks associated with each hazard, the appropriate self-help or first aid actions and other appropriate survival measures.	
Prepare instructions for people who must evacuate from a high-risk area, including the following information for each threat: evacuation routes; suggestions on types and quantities of clothing, food, medical items, etc. the evacuees should bring; location of evacuation centers and shelters.	
Issue timely and consistent advisories and instructions for life safety, health and assistance: • What to do and why. • What not to do and why. • Hazardous areas and structures to stay away from. • Evacuation routes, instructions and arrangements for persons without transportation or special needs (non-ambulatory, sight-impaired, etc.). • Location of mass care shelters, first aid stations, food and water distribution points, etc. • Location where volunteers can register and be given assignments. • Street and freeway overpass conditions, congested areas to avoid and alternate routes to take. • Instructions from the coroner and public health officials pertaining to dead bodies, potable water, human waste and spoiled food disposal. • Weather hazards when appropriate. • Public information hotline numbers. • Status of Local Proclamation, Governor's Proclamation or Presidential Declaration. • Local, state and federal assistance available; locations and times to apply. • Disaster Application Center (DAC) locations, opening dates and times.	

• How and where people can obtain information about relatives/friends in the emergency/disaster area. **(Coordinate with American Red Cross on the release of this information)**	
Issue other information pertaining to the emergency/disaster (acts of heroism, historical property damaged or destroyed, and prominence of those injured or killed, other human interest stories).	
Through the Los Angeles County Operational Area, coordinate with state, federal or private sector agencies to get technical information (health risks, weather, etc.) for release to the public and media.	
Ensure file copies are maintained of all information released.	
Provide copies of all releases to the EOC Director.	
Prepare final news releases and advise media representatives of points-of-contact for follow-up stories.	
DEACTIVATION	√
Ensure that all required forms or reports are completed prior to your release and departure.	
Be prepared to provide input to the After-Action Report.	
Determine what follow-up to your assignment might be required before you leave.	
Deactivate the Public Information Officer position and close out logs when authorized by the EOC Director.	
Leave forwarding phone number where you can be reached.	

MANAGEMENT: PUBLIC INFORMATION OFFICER ASSISTANT

PRIMARY: **Senior Administrative Analyst (F & IT)**

ALTERNATE: **Senior Administrative Analyst (F & IT)**

SUPERVISOR: **Director of Finance & Information Technology**

GENERAL DUTIES ARE TO ASSIST THE PUBLIC INFORMATION OFFICER WITH:

- Serving as the dissemination point for all media releases within the affected area. Other agencies wishing to release information to the public should coordinate through the Public Information Officer in the EOC.

- Coordinating as necessary to ensure that the public within the affected area receives complete, accurate, timely, and consistent information about lifesaving procedures, health preservation instructions, emergency status and other information, and relief programs and services.

- Reviewing and coordinating all related information releases.

- Maintaining a relationship with the media representatives and hold periodic press conferences as required.

- Using the following checklist as a guide to assist the Public Information Officer with whatever duties necessary.

YOUR RESPONSIBILITY:

Be available to assist the Public Information Officer with the City of Rancho Palos Verdes emergency response and recovery effort.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT	
START-UP ACTION	√
Check in upon arrival at the EOC.	
Report to EOC Director.	
Obtain a briefing on the situation.	
Determine your personal operating location and set up as necessary.	
Review your position responsibilities.	
Identify yourself as the PIO by putting on the vest with your title. Print your name on the EOC organization chart next to your assignment.	
Clarify any issues regarding your authority and assignment and what others in the organization do.	
Determine 24-hour staffing requirements.	
Determine the need for group or unit establishment. Make required personnel assignments as staff arrives at the EOC.	
Request additional resources through the appropriate Logistics Section Supply and Procurement position.	
Based on the situation as known or forecast determine likely future Unit needs.	
Think ahead and **anticipate** situations and problems before they occur.	
Using activity log (EOC 134), maintain all required records and documentation to support the After Action Report and the history of the emergency/disaster. Document: • Messages received • Action taken • Decision justification and documentation • Requests filled • EOC personnel, time on duty and assignments **Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA.**	
GENERAL OPERATIONAL DUTIES	√
Keep up to date on the situation and resources associated with your Unit. Maintain current status reports and displays.	
Keep the EOC Director advised of your status and activity and on any problem areas that now need or will require solutions.	
Establish operating procedure with the Communications/Information & Systems Unit of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.	
Review situation reports as they are received. Verify information where questions exist.	
Anticipate potential situation changes, such as severe aftershocks, in all planning.	
Develop a backup plan for all plans and procedures requiring off-site communications.	
Determine and anticipate support requirements and forward to your Section Chief.	
Monitor your position activities and adjust staffing and organization to meet current needs.	
Use face-to-face communication in the EOC whenever possible and document decisions and policy.	

Ensure that your personnel and equipment time records and a record of expendable materials used are provided to your Section Chief at the end of each operational period.	
Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.	
POSITION OPERATIONAL DUTIES	√
Secure guidance from the EOC Director regarding the release of available information.	
Keep the EOC Director advised of all unusual requests for information and of all major critical or unfavorable media comments. Provide an estimate of the impact and severity and make recommendations as appropriate.	
Coordinate all media events with the EOC Director.	
Ensure that all departments, agencies and response organizations in the jurisdiction are aware that they must coordinate release of emergency information through the PIO and that all press releases must be cleared with the EOC Director before releasing information to the media.	
Establish a Media Information Center at a site away from the EOC, Command Post and incident for media use and dissemination of information. Provide necessary work space, materials, telephones and staffing. Announce location and safe access routes to any established Media Information Center.	
Schedule and post times and locations of news briefings in the EOC, Media Information Center and other appropriate areas.	
Prepare and provide approved information to the media. Post news releases in the EOC, Media Information Center and other appropriate areas.	
Develop an information release program.	
Interact with other branches/units to provide and obtain information relative to public information operations.	
Coordinate with the Situation Analysis Unit of the Planning & Intelligence Section and define areas of special interest for public information action. Identify means for securing the information as it is developed.	
Maintain an up-to-date picture of the situation for presentation to media.	
Obtain, process, and summarize information in a form usable in presentations.	
As required, periodically prepare briefings for the jurisdiction executives or elected officials.	
Provide periodic briefings and press releases about the disaster situation throughout the affected areas. Refer media representatives to incident level PIOs for specific information.	
Respond to information requests from the EOC Director and EOC Management Team.	
Ensure that a rumor control function is established as necessary, and has the means for identifying false or erroneous information. Develop procedure to be used to squelch such information.	
Consider activating and staffing the EOC public hot line to answer inquiries from the public.	
Prepare, update and distribute to the public a Disaster Assistance Information Directory containing locations to obtain food, shelter, supplies, health services, etc.	
Prepare a briefing sheet to be distributed to all employees at the beginning of each shift so they can answer questions from the public, such as shelter locations, water distribution sites, etc.	

Broadcast emergency information/updates on local Cable TV either through the message board or live taping of Mayor/City Council or EOC Director.	
Arrange for meetings between media and city officials or incident personnel.	
Provide escort service to the media and VIPs; arrange for tours and photo opportunities when available staff and time permit. Coordinate VIP tours with Liaison Officer and City Council and Legislative Liaison.	
Provide sufficient staffing and telephones to efficiently handle incoming media and public calls and to gather status information.	
Assist in making arrangements with adjacent jurisdictions for media visits.	
Determine which radio and TV stations are operational.	
Determine requirements for support to the emergency public information function at other EOC levels.	
Monitor broadcast media, and use information to develop follow-up news releases and rumor control.	
When federal emergency response teams respond, coordinate activities through the Los Angeles County Operational Area to ensure coordination of local, state and federal public information activities.	
Ensure that announcements, information and materials are translated and prepared for special populations (non-English speaking; non-readers; elderly; the hearing, sight and mobility impaired; etc.).	
Prepare materials that describe the health risks associated with each hazard, the appropriate self-help or first aid actions and other appropriate survival measures.	
Prepare instructions for people who must evacuate from a high-risk area, including the following information for each threat: evacuation routes; suggestions on types and quantities of clothing, food, medical items, etc. the evacuees should bring; location of evacuation centers and shelters.	
Issue timely and consistent advisories and instructions for life safety, health and assistance: • What to do and why. • What not to do and why. • Hazardous areas and structures to stay away from. • Evacuation routes, instructions and arrangements for persons without transportation or special needs (non-ambulatory, sight-impaired, etc.). • Location of mass care shelters, first aid stations, food and water distribution points, etc. • Location where volunteers can register and be given assignments. • Street and freeway overpass conditions, congested areas to avoid and alternate routes to take. • Instructions from the coroner and public health officials pertaining to dead bodies, potable water, human waste and spoiled food disposal. • Weather hazards when appropriate. • Public information hotline numbers. • Status of Local Proclamation, Governor's Proclamation or Presidential Declaration. • Local, state and federal assistance available; locations and times to apply. • Disaster Application Center (DAC) locations, opening dates and times.	

• How and where people can obtain information about relatives/friends in the emergency/disaster area. **(Coordinate with American Red Cross on the release of this information)**	
Issue other information pertaining to the emergency/disaster (acts of heroism, historical property damaged or destroyed, and prominence of those injured or killed, other human interest stories).	
Through the Los Angeles County Operational Area, coordinate with state, federal or private sector agencies to get technical information (health risks, weather, etc.) for release to the public and media.	
Ensure file copies are maintained of all information released.	
Provide copies of all releases to the EOC Director.	
Prepare final news releases and advise media representatives of points-of-contact for follow-up stories.	
DEACTIVATION	√
Ensure that all required forms or reports are completed prior to your release and departure.	
Be prepared to provide input to the After-Action Report.	
Determine what follow-up to your assignment might be required before you leave.	
Deactivate the Public Information Officer position and close out logs when authorized by the EOC Director.	
Leave forwarding phone number where you can be reached.	

MANAGEMENT: LIAISON OFFICER

PRIMARY: **Recreation Program Supervisor II**

ALTERNATE: **Recreation Program Supervisor II**

SUPERVISOR: **EOC Director**

GENERAL DUTIES:

- Coordinate with Agency Representatives assigned to the EOC and handle requests from other agencies for sending liaison personnel to other EOCs.
- Function as a central location for incoming Agency Representatives, provide workspace and arrange for support as necessary.
- Interact with other sections and branches/units within the EOC to obtain information, assist in coordination and ensure the proper flow of information.
- Ensure that all developed guidelines, directives, actions plans and appropriate situation information are disseminated to Agency Representatives.

YOUR RESPONSIBILITY:

Serve as the point of contact for Agency Representatives from assisting organizations and agencies outside the city government structure; aid in coordinating the efforts of these outside agencies to reduce the risk of their operating independently. Any state and/or federal emergency official should make contact with the field or EOC Liaison Officer to ensure continuity of operations.

Multi-agency or inter-agency coordination is defined as the participation of agencies and disciplines involved at any level of the SEMS organization working together in a coordinated effort to facilitate decisions for overall emergency response activities, including the sharing of critical resources and the prioritization of incidents.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT	
START-UP ACTION	√
Check-in upon arrival at EOC.	
Report to the EOC Director.	
Obtain a briefing on the situation.	
Determine your personal operating location and set up as necessary.	
Review your position responsibilities.	
Identify yourself as the Liaison Officer by putting on the vest with your title. Print your name on the EOC organizational chart next to your assignment.	
Clarify any issues regarding your authority and assignments and what others in the organization do.	
Determine 24-hour staffing requirements.	
Request additional resources through the Logistics Section Supply and Procurement position.	
Based on the situation as known or forecast determine likely future Unit needs.	
Think ahead and **anticipate** situations and problems before they occur.	
Using activity log (EOC 134), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document: • Messages received • Action taken • Decision justification and documentation • Requests filled • EOC personnel, time on duty and assignments **Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA.**	
GENERAL OPERATIONAL DUTIES	√
Keep up to date on the situation and resources associated with your position. Maintain current status reports and displays.	
Keep the EOC Director advised of your status and activity and on any problem areas that now need or will require solutions.	
Establish operating procedure with the Communications/Information Systems Unit of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.	
Review situation reports as they are received. Verify information where questions exist.	
Anticipate potential situation changes, such as severe aftershocks, in all planning. Develop a backup plan for all plans and procedures requiring off-site communications.	
Determine and anticipate support requirements and forward to your Section Chief.	
Monitor your position activities and adjust staffing and organization to meet current needs.	
Use face-to-face communication in the EOC whenever possible and document decisions and policy.	
Ensure that your personnel, equipment time records, and a record of expendable materials used are provided to your Section Chief at the end of each operational period.	
Brief your relief at shift-change time. Ensure that in-progress activities are identified and	

follow-up requirements are known.	
POSITION OPERATIONAL DUTIES	√
Arrange and coordinate VIP tours with PIO and City Council member.	
Contact all on-site Agency Representatives. Make sure: • They have signed into the EOC. • They understand their assigned function. • They know their work location. • They understand EOC organization and floor plan (provide both).	
Determine if outside liaison is required with other agencies such as: • Local/county/state/federal agencies • Schools • Volunteer organizations • Private sector organizations • Utilities not already represented	
Determine status and resource needs and availability of other agencies.	
Brief Agency Representatives on current situation, priorities and EOC Action Plan.	
Request Agency Representatives contact their agency, determine level of activation of agency facilities, and obtain any intelligence or information that may be useful to the EOC.	
Notify and coordinate with adjacent jurisdictions on facilities and/or dangerous releases that may impose risk across boundaries.	
Respond to requests for liaison personnel from other agencies.	
Act as liaison with state or federal emergency response officials and appropriate city personnel.	
Determine if there are any communication problems in contacting outside agencies. Provide information to the Communications/Information Systems Unit of the Logistics Section.	
Know the working location for any Agency Representative assigned directly to a branch/unit.	
Compile list of Agency Representatives (agency, name, EOC phone) and make available to all Section and Unit managers.	
Respond to requests from sections and units for Agency information. Direct requesters to appropriate Agency Representatives.	
Provide periodic update briefings to Agency Representatives as necessary.	
DEACTIVATION	√
Release Agency Representatives no longer required in the EOC after coordination with the EOC Director and rest of the General Staff.	
Ensure that all required forms or reports are completed prior to your release and departure and provided to the Planning & Intelligence Section Documentation and Demobilization position.	
Be prepared to provide input for After Action Report.	
Determine what follow-up to your assignment might be required before you leave.	
Deactivate the Liaison Officer position and close out logs when authorized by the EOC Director.	
Leave the forwarding phone number where you can be reached.	

MANAGEMENT: SAFETY OFFICER

PRIMARY: **Human Resources Manager**

ALTERNATE: **Associate Planner**

SUPERVISOR: **EOC Director**

GENERAL DUTIES:

- Ensure that all facilities used in support of EOC operations have safe operating conditions.
- Monitor all EOC staff and related facility activities to ensure that they are being conducted in as safe a manner as possible under the circumstances that exist.
- Stop or modify all unsafe operations.

YOUR RESPONSIBILITY:

Identify and mitigate safety hazards and situations of potential City liability during EOC operations and ensure a safe working environment in the EOC.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT	
START-UP ACTION	√
Check-in upon arrival at the EOC.	
Report to the EOC Director.	
Obtain a briefing on the situation.	
Determine your personal operating location and set up as necessary.	
Review your position responsibilities.	
Identify yourself as the Safety Officer by putting on the vest with your title. Print your name on the EOC organization chart next to your assignment.	
Clarify any issues regarding your authority and assignment and what others in the organization do.	
Determine 24-hour staffing requirements and request additional support as required.	
Request additional resources through the appropriate Logistics Section Supply & Procurement position.	
Based on the situation as known or forecast determine likely future Unit needs.	
Think ahead and **anticipate** situations and problems before they occur.	
Using activity log (EOC 134), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document: • Messages received • Action taken • Decision justification and documentation • Requests filled • EOC personnel, time on duty and assignments **Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA.**	
GENERAL OPERATIONAL DUTIES	√
Keep up to date on the situation and resources associated with your position. Maintain current status reports and displays.	
Keep the EOC Director advised of your status and activity and on any problem areas that now need or will require solutions.	
Establish operating procedure with the Communications/Information Systems Unit of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.	
Review situation reports as they are received. Verify information where questions exist.	
Anticipate potential situation changes, such as severe aftershocks, in all planning. Develop a backup plan for all plans and procedures requiring off-site communications.	
Determine and anticipate support requirements and forward to your Section Chief.	
Monitor your position activities and adjust staffing and organization to meet current needs.	
Use face-to-face communication in the EOC whenever possible and document decisions and policy.	
Ensure that your personnel and equipment time records and record of expendable materials used are provided to your Section Chief at the end of each operational period.	

Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.	
POSITION OPERATIONAL DUTIES	√
Advise EOC Security Officer of your function. Secure information regarding emergency conditions.	
Tour the entire facility area and determine the scope of on-going operations.	
Evaluate conditions and advise the EOC Director of any conditions and actions which might result in liability e.g. oversights, improper response actions, etc.	
Coordinate with the Supply & Procurement position of the Logistics Section to ensure that training for personnel includes safety and hazard awareness and is in compliance with OSHA requirements.	
Study the facility to learn the location of all fire extinguishers; fire hoses and emergency pull stations.	
Be familiar with particularly hazardous conditions in the facility.	
Ensure that the EOC location is free from environmental threats (i.e., air purity, water potability, etc.).	
If the event that caused activation is an earthquake, provide guidance regarding actions to be taken in preparation for aftershocks.	
Coordinate with the Security Officer to obtain assistance for any special safety requirements.	
Keep the EOC Director advised of safety conditions.	
Coordinate with Compensation & Claims Unit of the Finance & Administration Section on any personnel injury claims or records preparation as necessary for proper case evaluation and closure.	
DEACTIVATION	√
Ensure that all required forms or reports are completed prior to your release and departure.	
Be prepared to provide input to the After-Action Report.	
Determine what follow-up to your assignment might be required before you leave.	
Deactivate the Safety Officer position and close out logs when authorized by the EOC Director.	
Leave forwarding phone number where you can be reached.	

MANAGEMENT: SECURITY OFFICER IN EOC

PRIMARY: **Permit Technician (CD)**

ALTERNATE: **Senior Administrative Analyst**

SUPERVISOR: **EOC Director**

GENERAL DUTIES:

- Provide twenty-four hour a day security for EOC facilities.
- Control personnel access to facilities in accordance with policies established by the EOC Director.

YOUR RESPONSIBILITY:

Security of all EOC facilities and personnel access.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT	
START-UP ACTION	√
Check-in upon arrival at the EOC.	
Report to EOC Director.	
Obtain a briefing on the situation.	
Determine your personal operating location and set up as necessary.	
Identify yourself as the EOC Security Officer by putting on the vest with your title. Print your name on the EOC organizational chart next to your assignment.	
Clarify any issues regarding your authority and assignment and what others in the EOC organization do.	
Determine 24-hour staffing requirements and request additional support as required.	
Request additional resources through the Logistics Section Supply & Procurement position.	
Based on the situation as known or forecast determine likely future Unit needs.	
Think ahead and **anticipate** situations and problems before they occur.	
Using activity log (EOC 134), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document: • Messages received • Action taken • Decision justification and documentation • Requests filled • EOC personnel, time on duty and assignments ***Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA.***	
GENERAL OPERATIONAL DUTIES	√
Keep up to date on the situation and resources associated with your position. Maintain current status reports and displays.	
Keep the EOC Director advised of your status and activity and on any problem areas that now need or will require solutions.	
Establish operating procedure with the Communications/Information Systems Unit of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.	
Review situation reports as they are received. Verify information where questions exist.	
Anticipate potential situation changes, such as severe aftershocks, in all planning. Develop a backup plan for all plans and procedures requiring off-site communications	
Determine and anticipate support requirements and forward to your Section Chief.	
Monitor your position activities and adjust staffing and organization to meet current needs.	
Use face-to-face communication in the EOC whenever possible and document decisions and policy.	
Ensure that your personnel and equipment time records and a record of expendable materials used are provided to your Section Chief at the end of each operational period.	
Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.	

POSITION OPERATIONAL DUTIES	√
Determine current security requirements and establish staffing as needed.	
Determine needs for special communications. Make needs known to the Communications/Information Systems Unit of the Logistics Section.	
Establish or relocate security positions as dictated by the situation.	
Determine needs for special access facilities. Consider need for vehicle traffic control plan. Develop if required.	
Assist in any EOC evacuation.	
Assist in sealing off any danger areas. Provide access control as required.	
As requested, provide security for any EOC critical facilities, supplies or materials.	
Provide executive security as appropriate or required.	
Provide security input and recommendations as appropriate to conditions to EOC Director.	
Complete a radio or communications check with all on-duty security personnel.	
DEACTIVATION	√
Ensure that all required forms or reports are completed prior to your release and departure.	
Be prepared to provide input to After-Action Report.	
Determine what follow-up to your assignment might be required before you leave.	
Deactivate the Security Officer position and close out logs when authorized by the EOC Director.	
Leave forwarding phone number where you can be reached.	

MANAGEMENT: SECURITY OFFICER IN FIELD

PRIMARY: **Recreation Leader II (R & P)**

ALTERNATE: **Recreation Leader II (R & P)**

SUPERVISOR: **EOC Director**

GENERAL DUTIES:

- Provide twenty-four hour a day security for EOC facilities parking lot entrance/exit.
- Control personnel access to facilities in accordance with policies established by the EOC Director.

YOUR RESPONSIBILITY:

Security of all EOC facilities and personnel access.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT	
START-UP ACTION	√
Check-in upon arrival at the EOC.	
Report to EOC Director.	
Obtain a briefing on the situation.	
Determine your personal operating location and set up as necessary.	
Identify yourself as the EOC Security Officer by putting on the vest with your title. Print your name on the EOC organizational chart next to your assignment.	
Clarify any issues regarding your authority and assignment and what others in the EOC organization do.	
Determine 24-hour staffing requirements and request additional support as required.	
Request additional staff and resources through the Logistics Section Supply & Procurement position.	
Based on the situation as known or forecast determine likely future Unit needs.	
Think ahead and **anticipate** situations and problems before they occur.	
Using activity log (EOC 134), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document: • Messages received • Action taken • Decision justification and documentation • Requests filled • EOC personnel, time on duty and assignments ***Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA.***	
GENERAL OPERATIONAL DUTIES	√
Keep up to date on the situation and resources associated with your position. Maintain current status reports and displays.	
Keep the EOC Director advised of your status and activity and on any problem areas that now need or will require solutions.	
Establish operating procedure with the Communications/Information Systems Unit of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.	
Review situation reports as they are received. Verify information where questions exist.	
Anticipate potential situation changes, such as severe aftershocks, in all planning. Develop a backup plan for all plans and procedures requiring off-site communications	
Determine and anticipate support requirements and forward to your Section Chief.	
Monitor your position activities and adjust staffing and organization to meet current needs.	
Use face-to-face communication in the EOC whenever possible and document decisions and policy.	
Ensure that your personnel and equipment time records and a record of expendable materials used are provided to your Section Chief at the end of each operational period.	
Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.	

POSITION OPERATIONAL DUTIES	√
Determine current security requirements and establish staffing as needed.	
Determine needs for special communications. Make needs known to the Communications/Information Systems Unit of the Logistics Section.	
Establish or relocate security positions as dictated by the situation.	
Determine needs for special access facilities. Consider need for vehicle traffic control plan. Develop if required.	
Assist in any EOC evacuation.	
Assist in sealing off any danger areas. Provide access control as required.	
As requested, provide security for any EOC critical facilities, supplies or materials.	
Provide executive security as appropriate or required.	
Provide security input and recommendations as appropriate to conditions to EOC Director.	
Complete a radio or communications check with all on-duty security personnel.	
DEACTIVATION	√
Ensure that all required forms or reports are completed prior to your release and departure.	
Be prepared to provide input to After-Action Report.	
Determine what follow-up to your assignment might be required before you leave.	
Deactivate the Security Officer position and close out logs when authorized by the EOC Director.	
Leave forwarding phone number where you can be reached.	

MANAGEMENT: AGENCY REPRESENTATIVES

PRIMARY: **To be designated by the EOC Director, as needed**

ALTERNATE: **To be designated by the EOC Director, as needed**

SUPERVISOR: **Liaison Officer**

YOUR RESPONSIBILITY:

As an individual assigned to the EOC from another agency, the Agency Representative should be able to speak for his/her agency within established limits.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT	
START-UP ACTION	√
Check-in upon arrival at the EOC.	
Report to Liaison Officer if that position has been activated. If not activated, report to the EOC Director.	
Obtain a briefing on the situation.	
Unpack any kit materials you may have brought with you and set up your assigned work station.	
Obtain EOC organization chart, floor plan and telephone listing. Review the locations and general duties of all sections and braches/units that have been activated.	
Review your position responsibilities.	
Identify yourself as an Agency Representative by putting on the vest with your title. Print your name on the EOC organizational chart next to your assignment.	
Clarify any issues regarding your authority and assignment and what others in the organization do.	
Establish communications link(s) with home agency. If unable to communicate, notify the Communications and Information Technology Systems Unit in the Logistics Section.	
If necessary, clarify your decision-making authority with your agency.	
Determine 24-hour staffing requirements.	
Request additional staff and resources through the Logistics Section Supply & Procurement position.	
Based on the situation as known or forecast determine likely future Branch/Unit needs.	
Think ahead and **anticipate** situations and problems before they occur.	
Using activity log (EOC 134), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document: • Messages received • Action taken • Decision justification and documentation • Requests filled • EOC personnel, time on duty and assignments ***Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA.***	
GENERAL OPERATIONAL DUTIES	√
Keep up to date on the situation and resources associated with your position. Maintain current status reports and displays.	
Keep the Liaison Officer advised of your status and activity and on any problem areas that now need or will require solutions.	
Establish operating procedure with the Communications and Information Technology Systems Unit of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.	
Review situation reports as they are received. Verify information where questions exist.	
Anticipate potential situation changes, such as severe aftershocks, in all planning. Develop a backup plan for all plans and procedures requiring off-site communications	

Determine and anticipate support requirements and forward to your Section Chief.	
Monitor your position activities and adjust staffing and organization to meet current needs.	
Use face-to-face communication in the EOC whenever possible and document decisions and policy.	
Ensure that your personnel and equipment time records and a record of expendable materials used are provided to your Section Chief at the end of each operational period.	
Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.	
POSITION OPERATIONAL DUTIES	√
Obtain current situation briefing from person you are relieving, or from the Liaison Officer.	
Contact EOC sections or branches/units appropriate to your responsibility, and advise them of your presence and assigned work locations.	
If relocating to work directly with a functional branch/unit, advise Liaison Officer of your location.	
Facilitate requests for support or information that your agency can provide.	
Keep up to date on the general status of resources and activity associated with your agency.	
Provide appropriate situation information to the Situation Analysis Unit of the Planning & Intelligence Section.	
Represent your agency at planning meetings as appropriate. Be prepared to provide update briefings about your agency's activities and priorities at these meetings.	
Inform your agency of EOC priorities/action of interest.	
DEACTIVATION	√
Coordinate deactivation with Liaison Officer. Ensure your agency's representation is no longer needed prior to leaving.	
Be prepared to provide input to After-Action Report.	
Determine what follow-up to your assignment might be required before you leave.	
Leave forwarding phone number where you can be reached.	

MANAGEMENT SECTION

SUPPORTING DOCUMENTS

PROCEDURAL INFORMATION

THE PUBLIC INFORMATION OFFICER (PIO)

All levels of government, business and the news media are responsible for providing the public with accurate, timely, and consistent information in an emergency. Informing the public is a special priority during emergency incidents, and the public expects timely information about the emergency.

The objectives of Emergency Public Information are to:

_ rapidly provide the general public with information about the emergency and instructions about what they should do.

_ provide the media with accurate, timely information about the extent of the emergency and response efforts.

To meet these objectives, public information officers (PIOs) at all levels must work together and with media representatives to disseminate information and instructions to the public when emergencies occur. The PIO team should:

- Provide a PIO planning/work area in or near the EOC.
- Coordinate with the Incident Command Post staff to establish a Media Photo Site for visual access near the scene of the incident.
- Establish a Media Information Center in close proximity to the EOC for briefing the news media.
- Establish a rumor control function to respond to public and media inquires.
- Coordinate with the Liaison Officer to handle VIP tours.

The **primary role** of the PIO is to disseminate emergency instructions and critical information through the media to the public.

A **secondary function** is to provide the public (through the media) with accurate and complete information regarding incident cause, size, status, resources committed and potential short or long-term impacts, if known. For large incidents or incidents involving numerous response agencies, PIOs from all responding agencies should combine to form a public information team under the direction of the designated PIO in the EOC.

EMERGENCY NOTIFICATION

Emergency notification instructions and advisories are primarily a local government responsibility. During the initial emergency phase, the PIO will assist in alerting the public to hazards and for providing emergency instructions regarding protective actions to be taken to avoid injury and protecting property. These public notifications should be made as soon as possible through the broadcast media to provide adequate time for response.

Notifications should include local and national wire services. To notify news media of a breaking story, give the following information:

- Your name
- Name of Agency you are representing
- Type of Incident
- Safety Information
- Location of Incident (Include city and Thomas Brothers map coordinates)
- Any additional information for the news media (Command post location, radio frequency being used, equipment on scene, best access route, etc.)

The PIOs will release emergency public information locally and provide status information to PIOs at higher levels of government. This information should be coordinated with all agencies involved in the incident.

EMERGENCY PHASE
During this phase the public information system is mobilized to provide public information of a pending hazard or to respond to media and public inquiries.

The PIO is an essential part of the field level and EOC Command Staff. The PIO function should be established as soon as possible to ensure prompt access to all current emergency response and health or safety information available. On-scene PIOs should coordinate with the PIO in the EOC.

Rapid dissemination of information is especially critical in a breaking event. The information should advise the public of the potential hazards and the nature of the hazard, area involved, evacuations and traffic control. Communication with the public is accomplished most easily with the assistance and support of the media.

Rumor Control
Government is responsible for providing information and instructions to the public along with establishing an effective rumor control system. It is important to establish Rumor Control to respond to direct public and media inquiry. The jurisdiction should ensure that sufficient telephone lines and operators are available to handle incoming calls. The Rumor Control function can act as an information clearinghouse during emergencies. It must be able to:

- provide sufficient, accurate information
- monitor media reports
- correct erroneous information

MEDIA INFORMATION

Media Information Center

Media accommodation begins with access to the scene through a Media Information Center for PIOs and media representatives located near the Command Post or EOC. It is important to remember that the media is an important element of emergency response as they can provide critical information to the Incident Commander/EOC Director and staff as well as the public.

A Media Information Center should be established to provide warning or precautionary information and to release information:

- On general safety instructions to the public via the media.
- Relating to the response activities on scene, medical, shelter, road/street closures and damage assessment.
- On the status of the incident, deaths (**when confirmed by the Coroner**), injuries, displaced persons, damages, hospital status, school status and major problems.

The Media Information Center should be clearly marked if located within police lines. It should be staffed by qualified PIOs and open to all authorized news media representatives. The Media Information Center should be closed to the general public. Appropriate government officials and incident specialists may be brought into the Media Information Center area for interviews.

When working with the media it is important to provide:

- Location of media center(s)
- Best access routes to media center
- Location of Media Access Photo Sites
- Times of news briefings
- Airspace restrictions
- Street closures/detours
- Shelter and hospital addresses
- Hazardous materials dangers
- Language assistance for non-English speaking journalists
- Scheduled media tours of incident area (coordinate with the Liaison Officer)
- Weather information

Media Identification

Provisions for press passes should be determined before an incident occurs. Generally press passes are issued by law enforcement agencies to representatives from legitimate news gathering agencies. Provisions for a system of temporary press passes should be addressed to cover the occasion when legitimate journalists arrive on the scene of a major incident.

When establishing media access procedures, it is important to remind personnel assigned to road barrier and other access points about laws governing the admittance of news media representatives. As a general guideline, any person employed by a news gathering agency, be it newspaper, wire service, television or radio station, or as a free lance journalist or photojournalist, is authorized access to disaster areas under Penal Code section 409.5 (d) or PC 409.6(d). As a general rule, media representatives should not be admitted to National Defense Areas such as the crash site of a military aircraft.

Other means of identification are Media Vehicle Placards and Press Photographer license plates (California Vehicle Code Section 5008). The Department of Motor Vehicles, Special Plate Section states in part:

> "Any person who is regularly employed or engaged as a bona fide newspaper, newsreel, or television photographer or cameraman may apply for press photographer plates. No more than one set of the special plates will be issued to a press photographer. Photojournalists must derive more than 50% of their personal income as a press photographer from a bona-fide news organization."

These plates can be identified by the letters PP inside a triangle shaped shield, followed by a number. These vehicle identification plates serve only to identify the vehicle as the property of a media representative and all persons inside the vehicle should be properly identified.

News Conferences and Briefings

The Media Information Center should be able to accommodate all media representatives during news conference briefings. State policy allows all media representatives equal access to information developed for release. Physical access to the media center and site should be controlled or restricted. If access is controlled or restricted, public safety personnel at perimeter/barriers must be instructed in these procedures. For access within police and fire lines, media representatives must have valid "authorized" media identification issued by public safety agency or authorization on company letterhead.

Media briefings and press conferences should be conducted on a regular or "as needed" basis. In preparing for briefings and press conferences, PIOs shall:

- Arrange for an official spokesperson.
- Announce briefings times to all media.
- Arrange media tours, if such action will not hinder response efforts. (Coordinate with the Liaison Officer.)
- Conduct tours for media pool representatives as needed.

PIOs should ensure that all information available for release is clear, concise, confirmed and approved by appropriate authority before release to the media or public. PIOs should not release unconfirmed information or speculate. Broadcast-quality charts,

graphs and maps to explain the incident should be prepared for the briefings and made available for reporters to use in filing their stories from the scene.

Information which is not confidential and would not hamper an investigation, or jeopardize the rights and safety of an individual, can and should be released.

Media Pools
The media should be allowed reasonable access. If restrictions or limitations are unavoidable, a "pool" system may be used to avoid congestion. Journalist's on-scene should be permitted to select representatives from each medium (radio, television, newspaper, wire service, magazine, video and still photographers). They should also consider selecting representatives from each level of coverage (local, regional, national and international). These representatives are then escorted into the area. These representatives will then share **all** information, photographs and video/audio tape with other accredited journalists. Only journalists present when the pool is activated should be allowed access to pool material. A sign-up sheet may be used to record participants.

When access by the media must be denied or severely restricted, a valid explanation must be provided. The media pool is seen as a restriction placed on the media and coverage of the news. Media pools should be considered only as a last resort. Media representatives must be reasonably accommodated at disaster scenes. Individual foot tours or media groups tours may be used prior to activation of media pools.

Journalists selected as pool members must be willing and able to meet deadlines and share video, audio or still coverage, in a timely manner to all entitled to material generated by the media pool. Additional pool journalists should be assigned if possible (e.g. foreign publications and photo agencies). Journalists not assigned to the media pool must obey lawful orders of public safety officers. Once the media pool is formed, only authorized pool members may have access to the immediate scene while access is limited.

A knowledgeable representative of the Incident Commander should accompany the media pool and be available to answer relevant questions. When conducting a media pool, visual access must be top priority. As necessary, media pools may be formed and escorted through the scene periodically allowing a variety of journalists the opportunity to report and update the story.

The media pool should be requested by the senior public safety officer present and organized by media representatives.

Media Access Photo Sites (MAPS)
Media Access Photo Sites (MAPS) should be established for photojournalists to provide visual access. MAPS are specific locations designated for use by still and video media to provide visual access to emergency, crime, and hazardous materials scenes. The MAPS should be identified and established as a priority by the PIO or knowledgeable

representative of the Incident Commander. If trained PIOs are not on the scene, the agency working the incident should designate a temporary PIO as soon as possible.

Criteria considered in identifying locations for Media Access Photo Sites:

- The site should be as close as possible to the incident yet not interfere with the operation of public safety officers or compromise the safety of media representative.
- The location should be chosen to give the best visual access to all areas of interest associated with the incident.
- The need to locate video trucks and support equipment as close as possible for technical reasons should be considered.

It may not be possible to meet all criteria to ideally locate the MAPS. The PIO is encouraged to ask for assistance from the media and Incident Commander in selecting the most ideal location. It may be necessary to escort media representatives to and from the site.

Journalists will have access to the media photo site; however all media briefings and interviews should be conducted at the Media Information Center near the Command Post or EOC.

In the event that the incident falls under the jurisdiction of the National Transportation Safety Board (NTSB), the media photo site should be activated immediately by the responding agency. Local officers are acting as the investigator's agent when restricting access. Officers are urged to treat the area as a crime scene, even though the incident may not have been the result of an obvious criminal act. Media photo sites should be placed outside the immediate crime scene area(s).

COMMUNICATIONS

Public information officers may use the telephone to inform the media and to respond to inquiries from the public. Their telephone lines should be separate from operational lines so as not to interfere with the response function. Telecopiers and faxes may be used for coordination among public information officers at all levels.

Alternate Communications Resources

The Radio Amateur Civil Emergency Services (RACES) or Disaster Services Communications (DCS) may be used if telephone service is not available. There are no direct connections in place between news media and amateur radio (ham) organizations. Information obtained through amateur radio may be disseminated if it is in the public interest and no other source is available. The media may not attempt to interview amateur radio operators via amateur radio; to do so could jeopardize the ham operator's license.

Emergency Digital Information System (EDIS) is a direct computer link to media organizations for alerts, bulletins, briefings and other information pertaining to media

and public safety activities. The National Weather Service is a regular contributor to the EDIS including warnings during abnormal conditions. Local jurisdictions can access EDIS with existing equipment. For further information contact the Cal EMA Regional Telecommunications Coordinator.

Traffic reporting services can be used to broadcast news of an emergency, as they are capable of receiving and disseminating information quickly.

POST-EMERGENCY PHASE

Recovery
Information will continue to be released after termination of the emergency. This will include information on clean-up, possible health effects, traffic reports, restoration of essential services, extent of damage and available assistance programs available.

It is the responsibility of the PIO to:

- Advise the public of recovery efforts.
- Provide for public meetings to address public concerns.
- Continue monitoring public attitudes and revise public information strategies accordingly.
- Reduce tension by issuing news releases on a regular basis.
- Record and evaluate actions taken during incident for after action report.
- Consider contacting the media for their input into the after action report.
- Ensure that the PIO has business cards with phone numbers to give to media.

Mitigation
Events and public concern after an emergency make it wise to:

- Provide public education to reduce recurrence of incident.
- Provide public education to minimize consequences of actual event.
- Review and revise emergency public information plans, standard operating procedures and checklists as appropriate.
- Exercise and train the public information team.
- Invite media representatives to post-event debriefings.

EMERGENCY PUBLIC INFORMATION PRIORITIES

Lifesaving/Health Preservation Instructions

- What to do (and why).
- What **not** to do (and why).
- Information (for parents) on status and actions of schools (if in session).
- Hazardous/contaminated/congested areas to avoid.
- Curfews.
- Road, bridge, freeway overpass, and dam conditions, and alternate routes to take.

Evacuation:

- Routes.
- Instructions (including what to do if vehicle breaks down).
- Arrangements for persons without transportation.
- Location of mass care/medical/coroner facilities, food, safe water. Status of hospitals.
- First aid information.
- Firefighting instructions.
- Emergency telephone number (otherwise request people not to use telephone). Stress to out-of-area media that people should NOT telephone into the area. Lines must be kept open for emergency calls.
- Instructions/precautions about utility use, sanitation, how to turn off utilities.
- Essential services available—hospitals, grocery stores, banks, pharmacies, etc.
- Weather hazards/health risks (if appropriate).

EMERGENCY STATUS INFORMATION

Before release, clear all information with the EOC Director.

- Verify all information before release.
- Media hotline number. Public hotline number.
- Description of the emergency situation, including:
  - number of deaths and injuries
  - property damage to city and businesses and dollar value
  - persons displaced
  - magnitude of earthquake, number of fires, etc.
- Description of government and private response efforts (mass care, medical, search and rescue, emergency repair, debris clearance, fire/flood, etc.).
- Any of the priority 1 information in summary form on a “nice to know” rather than “vital to know and act upon” basis.
- Status of Local Proclamation, Governor’s Proclamation and Presidential Declaration.
- Where people should report/call to volunteer.
- How people in other areas can obtain information about relatives/friends in the disaster area (coordinate with Red Cross on release of this information). How disaster victims can locate family members.

OTHER USEFUL INFORMATION

Usually this type of information will be released in the Recovery Period because of lack of time and other priorities during other phases:

- State/Federal assistance available.
- Disaster Application Center opening dates/times.
- Historical events of this nature.

- Charts/photographs/statistics from past events.
- Human interest stories.
- Acts of heroism.
- Historical value of property damaged/destroyed.
- Prominence of those killed/injured.

MEDIA RELATIONS

DO	DON'T
Prepare	Lie
Assume you're being recorded	Fake it
Respect their deadlines	Go "off the record "
Know the law regarding media	Say "no comment"
Speak officially—no opinions	Use industry slang or terminology
Give the whole story	Speculate
Treat them all equally	Make flippant remarks
Highlight your priorities	Tell one news agency what another is doing
Say "I don't know"	Wear sunglasses on camera
Be there for them—return calls	Fill the "pregnant pause"
Prepare a fact sheet of frequently asked questions	Put down your detractors
Suggest interesting story ideas	Argue with the press
Offer tours or support information	Try to say everything at once
Think "sound bite" or quote	Answer hypothetical questions
Listen to the question	Say "Ah"
Practice	Respond to emotional appeals with emotion
Anticipate questions	Send a news release unless it's newsworthy
Correct their mistakes	Break the connection
Remember you are the expert	

Speak only for your agency or level of government.

- Arrange for meetings between the media and incident (field) personnel.
- Make sure telephones, coffee, etc., are available for media representatives if possible.
- Try to stay with your prepared statement.
- Stay cool; don't let questions unnerve you.
- Be direct and **only** comment on what you know - **DO NOT SPECULATE!**
- Have information release policy pre-set with City Manager or EOC Director.
- Try to make the media your friend—they can either help or hinder your operation.

GET-AWAY KIT FOR ON-SCENE PIO TEAM

(PIO's should have the following items in an easily accessible place for rapid transport to and use at the scene of an emergency.)

- ☐ Maps of city and county (the county kit should include maps of all major cities within the county)
- ☐ Regional map (for multi-county emergencies)
- ☐ Acetate map covers
- ☐ Marking pens
- ☐ Easel for display of map
- ☐ ID vest and/or hat (Day-Glo)
- ☐ Battery-powered PA system (lectern and microphone)
- ☐ Ruled pads or steno notebooks
- ☐ Pens and pencils
- ☐ Scotch tape/masking tape
- ☐ Scissors
- ☐ Easel with blank flip pad
- ☐ EPI checklist and telephone contact list
- ☐ Sign (Day-Glo) "All Media— Please Report Here"
- ☐ Lighting for night operations
- ☐ Cassette recorder/blank tapes (battery-operated) to record all briefings to the media as well as data from the Incident Commander/Scene Manager
- ☐ Sign-in sheets for media
- ☐ Blank press passes, if appropriate (coordinate with law authorities)
- ☐ DOT Emergency Response Guidebook, "Guidebook for Hazardous Materials Incidents"

MEDIA ACCREDITATION PROCEDURES - Sample

During a local emergency the_____ will be used as the Media Information Center. All media personnel requesting information should report there.

- ☐ Media personnel should be prepared to present photo I.D. in the form of a valid, signed and dated photo identification card issued to the bearer from the Los Angeles County Sheriff's Department. Additional verification may be required.

- ☐ No provisions will be made to feed or house media personnel.

- ☐ Members of the media **may not** be allowed to enter the Emergency Operations Center (EOC) if their presence may disrupt emergency operations.

MEDIA ACCESS REGULATIONS

The following are extracts from Government Codes and Regulations relating to the granting of access to the media to closed or restricted areas during incidents and disasters:

California Penal Code

Section 409.5 Power of peace officers to close areas during emergencies; Entering or remaining within area as misdemeanor; Exception as to newspaper representatives, etc.

(a) Whenever a menace to the public health or safety is created by a calamity such as flood, storm, fire, earthquake, explosion, accident or other disaster, officers of the California Highway Patrol, California State Police, police departments or sheriff's office, any officer or employee of the Department of Forestry designated a peace officer by subdivision (f) of Section 830.3, and any officer or employee of the Department of Parks and Recreation designated a peace officer by subdivision (I) of Section 830.3, may close the area where the menace exists for the duration thereof by means of ropes, markers or guards to any and all persons not authorized by such officer to enter or remain within the closed area. If such a calamity creates an immediate menace to the public health, the local health officer may close the area where the menace exists pursuant to the conditions which are set forth above in this section.

(b) Officers of the California Highway Patrol, California State Police, police departments, or sheriff's office or officers of the Department of Forestry designated as peace officers by subdivision (f) of Section 830.3 may close the immediate area surrounding any emergency field command post or any other command post activated for the purpose of abating any calamity enumerated in this section or any riot or other civil disturbance to any and all unauthorized persons pursuant to the conditions which are set forth in this section whether or not such field command post or other command post is located near to the actual calamity or riot or other civil disturbance.

(c) Any unauthorized person who willfully and knowingly enters an area closed pursuant to subdivision (a) or (b) and who willfully remains within such area after receiving notice to evacuate or leave shall be guilty of a misdemeanor.

(d) Nothing in this section shall prevent a duly authorized representative of any news service, newspaper, or radio or television station or network from entering the areas closed pursuant to this section.

Federal Aviation Regulations

Subpart B - Flight Rules

Section 91.91 Temporary Flight Restrictions

(a) Whenever the Administrator determines it to be necessary in order to prevent an unsafe congestion of sight-seeing aircraft above an incident or event which may generate a high degree of public interest, or to provide a safe environment for the operation of disaster relief aircraft, a Notice to Airmen will be issued designating an area within which temporary flight restrictions apply.

(b) When a Notice to Airmen has been issued under this section, no person may operate an aircraft within the designated area unless—

(1) That aircraft is participating in disaster relief activities and is being operated under the direction of the agency responsible for relief activities;

(2) That aircraft is being operated to or from an airport within the area and is operated so as not to hamper or endanger relief activities;

(3) That operation is specifically authorized under an IFR ATC clearance;

(4) VFR flight around or above the area is impracticable due to weather, terrain, or other considerations, prior notice is given to the Air Traffic Service facility specified in the Notice to Airmen, and enroute operation through the area is conducted so as not to hamper or endanger relief activities; or,

(5) That aircraft is carrying properly accredited news representatives, or persons on official business concerning the incident or event which generated the issuance of the Notice to Airmen; the operation is conducted in accordance with 91.79 of this chapter; the operation is conducted above the altitudes being used by relief aircraft unless otherwise authorized by the agency responsible for relief activities; and further, in connection with this type of operation, prior to entering the area the operator has filed with the Air Traffic Service facility specified in the Notice to Airmen a flight plan that includes the following information:

(i) Aircraft identification, type and color.
(ii) Radio communications frequencies to be used.
(iii) Proposed types of entry and exit of the designated area.
(iv) Name of news media or purpose of flight.
(v) Any other information deemed necessary by ATC.

DISASTER BULLETIN SAMPLE:

This is a generic format based on several cities' written Disaster Bulletins distributed to the public on a regular basis [to be determined by jurisdiction] following a disaster. This should cover most types of information that could be disseminated. Must be personalized by using jurisdiction. Verify all phone numbers and hours of operation. [Insert incident specific information in brackets. Delete this box before printing.]

CITY OF ????
DISASTER SERVICES BULLETIN

This bulletin is printed for the residents of ????. This bulletin will be updated [schedule]. Please contact [name] at [(xxx) xxx-xxxx] if you have important information that may assist others in the community during this disaster.

HUMAN SERVICES

AMERICAN RED CROSS SERVICES

Red Cross Services in the City of ???? are located at:

[Location 1]

At this location the following services are available:

[meals, shelter, bottled water, clothing, first aid, utilities, family services, damage assessment, health services, mental health, limited meals, phone bank].

[Location 2]

At this location the following services are available:

[meals, shelter, bottled water, clothing, first aid, utilities, family services, damage assessment, health services, mental health, limited meals, phone bank].

The **American Red Cross** may be phoned at: [(xxx) xxx-xxxx].

There are/are no emergency services at [name] Park [or Recreation or Community Center].

ADDITIONAL SHELTERS

Additional shelters are at [location]. This shelter is for [families, seniors, special needs populations, single men, etc.].

SALVATION ARMY

At [location], The Salvation Army is providing the following services:

[meals, shelter, bottled water, clothing, first aid, utilities, family services, damage assessment, health services, mental health, limited meals, phone bank].

The **Salvation Army** may be phoned at [(xxx) xxx-xxxx].

OTHER COMMUNITY SERVICE GROUP SHELTERS/ ASSISTANCE CENTERS

At [location], the [organization, church, etc.] is providing the following services:

[meals, shelter, bottled water, clothing, first aid, utilities, family services, damage assessment, health services, mental health, limited meals, phone bank].

FIRST AID/MEDICAL CARE

Emergency medical care and first aid is available at the following location(s):
[location 1]: From [time AM] until [time PM].
[location 2]: From [time AM] until [time PM].

MENTAL HEALTH SERVICES

L. A. County Dept. of Mental Health operates a 24-hour bilingual hotline offering referrals to County Mental Health Counselors for people experiencing distress relating to the disaster. Call [(xxx) xxx-xxxx].

EMERGENCY FOOD DISTRIBUTION

Emergency food distribution is available at the following location(s):
[location 1: From [time AM] until [time PM] on [list days available].

CLOTHING AND EMERGENCY SUPPLIES

Additional distribution of clothing and emergency supplies is being held at [location] from [time AM] to [time PM] on [days].

CHILD CARE SERVICES

Child care services are available at the following locations during this disaster:
[location l]: From [time AM] to [time PM] on [days].

SENIOR CITIZENS SERVICES

Senior Citizens programs are/are not available at the following locations:
[location 1]: From [time AM] to [time PM] on [days].

Services available: [meals, day care, recreation services, medical care, etc.].

SPECIAL NEEDS

For disabled individuals or others with special needs, contact [agency] at [(xxx) xxx-xxxx] for additional assistance.

GOVERNMENT SERVICES

If you have a life threatening emergency dial 911

CITY HALL SCHEDULE

During the disaster period, the hours at City Hall are as follows:

Police:	Open at [time AM]	Close at [time PM]	Phone [(xxx) xxx-xxxx]
Fire:	Open at [time AM]	Close at [time PM]	Phone [(xxx) xxx-xxxx]
Public Works:	Open at [time AM]	Close at [time PM]	Phone [(xxx) xxx-xxxx]
Utilities:	Open at [time AM]	Close at [time PM]	Phone [(xxx) xxx-xxxx]
City Council offices:	Open at [time AM]	Close at [time PM]	Phone [(xxx) xxx-xxxx]
City Manager:	Open at [time AM]	Close at [time PM]	Phone [(xxx) xxx-xxxx]
Recreation:	Open at [time AM]	Close at [time PM]	Phone [(xxx) xxx-xxxx]
Parks:	Open at [time AM]	Close at [time PM]	Phone [(xxx) xxx-xxxx]
Comm. Development:	Open at [time AM]	Close at [time PM]	Phone [(xxx) xxx-xxxx]
Building and Safety:	Open at [time AM]	Close at [time PM]	Phone [(xxx) xxx-xxxx]
Other Services:	Open at [time AM]	Close at [time PM]	Phone [(xxx) xxx-xxxx]

FEMA/Cal EMA/COUNTY

Disaster Application Centers (DACs), managed by FEMA/Cal EMA, in the City of ???? are located at [location] and at [location]. The following services and/or information resources are provided: [SBA loan applications, medical, child care, mental health, Individual/Family Grants (CDAP Program), Section 8 Housing (L A County), Food Stamps (referral), Unemployment, Disability, So Cal Edison, Water, So Cal Gas, LA County Assessor, State Board of Equalization, IRS, Veteran's Assistance, State Contractor License Board, minority business assistance—verify data as services and programs may vary by disaster.].

County Disaster Hotline (INFO LINE)
[(xxx) xxx-xxxx]

FEMA Teleregistration Number
To apply for Disaster Assistance:
[(xxx) xxx-xxx]
[(xxx) xxx-xxxx]/Hearing Impaired

FEMA Disaster Helpline
For information or questions regarding applications already filed:
[(xxx) xxx-xxxx]
[(xxx) xxx-xxxx]/Hearing Impaired

SCHOOLS

Elementary schools in the [name] District are/are not open. Classes will resume on [date] [or we have no information on when school will reopen]. The [name] District may be contacted at [(xxx) xxx-xxxx].
Intermediate schools in the [name] District are/are not open. Classes will resume on [date] [or we have no information on when school will reopen]. The [name] District may be contacted at [(xxx) xxx-xxxx].

High schools in the [name] District are/are not open. Classes will resume on [date] [or we have no information on when school will reopen]. The [name] District may be contacted at [(xxx) xxx-xxxx].

Adult Education and Continuation schools in the [name] District are/are not open. Classes will resume on [date] [or we have no information on when school will reopen]. The [name] District may be contacted at [(xxx) xxx-xxxx].

BUILDING INSPECTIONS

If you rent or own a building that has been damaged by the [type] disaster, contact the City of ???? Building and Safety Dept. at [(xxx) xxx-xxxx] to request an inspection. You may also visit the offices at [location(s)] to request an inspection.

WARNING SIGNS ON BUILDINGS

If a building has been posted with a yellow or red inspection notice, contact the City of ???? Building and Safety Dept. at [(xxx) xxx-xxxx] regarding entry. If a building has been tagged with a green inspection notice and there have been additional aftershocks [or other damaging activity], the building may no longer be safe. Contact the City of ???? Building and Safety Dept at [(xxx) xxx-xxxx] regarding entry if building damage is apparent.

EARTHQUAKE REPAIRS

Contact the City of ???? Building and Safety Dept. at [(xxx) xxx-xxxx] to obtain information regarding repairs to any damaged building or structure. Repairs may not be made without a building permit.

PUBLIC WORKS DISASTER ASSISTANCE

If your residential [or small business] property has been damaged by the disaster, and you have debris on your property that is hazardous, you may be eligible for assistance from [Public Works, California Conservation Corps, etc.] to take down the hazard and for transportation of debris to the dump. For information on this program, contact [office or agency] at [(xxx) xxx-xxxx].

DAMAGE REPORTING

To report the following disaster problems, call: [(xxx) xxx-xxxx]

- Damaged buildings
- Water trouble
- Street damage
- Storm damage to private property
- Blocked storm drains/catch basins/street flooding
- Road closures
- Refuse collection
- Bridge damage
- Mud slide reports

Note: Referrals to the County agencies will be provided when appropriate.

MOBILE HOME ASSISTANCE

Mobile home inspections in the City of ???? are done by [agency]. The phone number is [(xxx) xxx-xxxx]. Their office is located at [location]. [or The City of ??? does not issue approvals for Mobile Home Parks. For State of California information on damage assessment, State inspectors, or approvals for construction/repair work, call: [(xxx) xxx-xxxx].

SAND BAGS

Sand bags are available at the following locations:

[list fire stations, public works locations, stores etc.]

Sand is available at the following locations:

[list public works locations, building materials dealers, etc.)

MUD SLIDES OR LAND SLIDES

Slide Hotline is available for people to report earth movements that are threatening homes or businesses or slides that have blocked traffic. [(xxx) xxx-xxxx]

LIBRARY SERVICES

Regular [City/County] library services are/are not available at all libraries.
The following [City/County] libraries are open for [regular/limited] service:
[Library 1] at [location] is open from [time AM]. to [time PM] on [days].
The Libraries are expected to open on [date].

RECREATION SERVICES

Normal [or limited] City of ???? recreation services are available at [name] Park [or Recreation or Community Center].

TRANSPORTATION

BUS SERVICE

MTA bus routes [# ___, ___, ___ etc.,] are/are not in regular service [or limited bus service is available on lines [# _____, _____, _____].

Red/Blue/Green Line trains are/are not in regular service [or limited Metro Rail service is available at [name] station(s)].
Parking is/is not available at the Metro Rail Station(s)
Regular City of ???? Transit buses are/are not providing bus service throughout the City [or in limited areas as follows:] [describe].
Special City of ???? [or MTA] shuttle bus service is available as follows: [describe].
Bus passes are/are not available at: [list City facilities where tickets are normally sold].

ROAD CLOSURES

CHP Public Information Line will provide road closures information for Los Angeles County highways. [(xxx) xxx-xxxx]

Cal Trans Highway Information Network also provides road closures information. Information is available by touch tone phones only at [(xxx) xxx-xxxx]

The following road closures are in effect due to [damage, contamination, flooding, etc.]. These closures will remain in effect indefinitely [or until [date]].

The following bridges/overpasses are closed: [list closures].

There are road closures in effect on the following roads: [list freeway #] between [major cross streets 1] and [major cross street 2]. Suggested alternate routes are: [list suggested alternate].

[list major roads] between [major cross streets 1] and [major cross street 2]. Suggested alternate routes are: [list suggested alternate].

The following [areas or streets] are closed to all but local [residents or traffic]. Drivers wishing to enter these areas must provide identification.

UTILITIES

WATER

Piped water is/is not available in all areas of the City of ???? [or list areas where water is available through the pipes]. Water crews are working overtime [or around the clock] to restore water service. Partial restoration of water service is expected by [time/date]. Full restoration of water service is expected by [time/date].
A "BOIL WATER" order is in effect for the entire City of ???? [or in the following areas until further notice.]
Bottled water is available at [location].
Bulk water is available at [location]. Please be sure to bring your own containers for this bulk water.
The [name] Water Co. [or agency] may be phoned at [(xxx) xxx-xxxx].

ELECTRICITY

Electrical power is/is not available in all areas of the City [or list areas where electricity is available]. Utility crews are working overtime [or around the clock] to restore electrical service.

Electricity will be available from [time] to [time]. This rationing of electrical power is expected to continue until [date]. Partial restoration of electricity is expected by [time/date}. Full restoration of electricity is expected by [time/date].

Call **Southern California Edison Co.** at [(xxx) xxx-xxxx] to report downed power lines.

NATURAL GAS

Natural gas is/is not available in all areas of the City of ???? [or list areas where natural gas is available]. Utility crews are working overtime [or around the clock] to restore natural gas service. Partial restoration of natural gas is expected by [time/date]. Full restoration of natural gas is expected by [time/date]. Propane fuel for gas barbecues and grills is available at [name/location].
Call **Southern California Gas Co.** at [(xxx) xxx-xxxx] to report gas leaks/problems.

TELEPHONE SERVICE

Telephone service is/is not available in all areas of the City of ???? [or list areas where telephone service is available]. Utility crews are working overtime [or around the clock] to restore telephone service. Partial restoration of telephone service is expected by [time/date]. Full restoration of telephone service is expected by [time/date]. Pay telephones are available at [locations].
[Phone Co. (GTE)] (xxx) xxx-xxxx] or [(xxx) xxx-xxxx]/Spanish.

SOLID WASTE PICKUP

Trash pick up service is/is not available in all areas of the City of ???? [or list areas where trash pick up service is available]. Partial restoration of trash pick up service is expected by [date]. Full restoration of trash pick up service is expected by [date]. You may dump trash at [location]. This facility is open [days] from [time AM] to [time PM].

MISCELLANEOUS

REMAIN PREPARED

A reminder to stay prepared as we continue to have strong aftershocks. You should keep at least one change of clothing, walking shoes, water, flashlight and other necessities [medication, first aid items, and special needs items] in a place that is readily accessible.

STATISTICS

[Briefly describe the event causing the disaster]

As a result of this disaster, there are:

[#] confirmed dead	[#] residential structures damaged
[#] serious injuries	[#] residential structures destroyed
[#] persons in shelters	[#] businesses damaged
	[#] businesses destroyed

Residential structure damages are estimated at	[$]
Commercial / Industrial losses are estimated at	[$]
The total damage estimate at this time is	[$]

PUBLIC SERVICE ANNOUNCEMENTS

Those persons that have cable television available may turn to channel [#] to receive information about disaster services.

ANIMAL CARE

If you lost an animal during the [type] disaster, contact the [name] Animal Authority at [(xxx) xxx-xxxx] to see if your pet has been rescued.
If you have an animal that you are unable to properly care for, contact the [name] Animal Authority at [(xxx) xxx-xxxx] regarding temporary pet care arrangements.

MONEY DONATIONS

The **American Red Cross** is in desperate need of cash donations to help provide disaster services. Please make your check payable to the ARC. Checks may be sent to**:**
American Red Cross
[Address]
[City/State/Zip Code]

Please do not send cash!

Credit Card Donations: [(xxx) xxx-xxxx] or [(xxx) xxx-xxxx]/Spanish

Salvation Army: [(xxx) xxx-xxxx] (Credit Card Donations)
Salvation Army Divisional Headquarters
900 W. 9th St.
Los Angeles, CA 90015

FOOD DONATIONS

Donations of food and clothing are being accepted at [location(s)] [or Donations of food and clothing are not being accepted at this time due to lack of storage space].

Los Angeles Regional Food Bank: [(xxx) xxx-xxxx]
1734 E. 41st St.
Los Angeles, CA 90058

Operation USA: [(xxx) xxx-xxxx]
8320 Melrose Ave., Suite 200
Los Angeles, Ca 90069
[Verify services before publicizing.] This organization is also accepting **corporate donations in bulk.**

Donations of household goods and furniture are being accepted at location(s) [or Donations of household goods and furniture are not being accepted at this time due to lack of storage space].

VOLUNTEERS

All persons wishing to serve as disaster volunteers with the City should call [name] [(xxx) xxx-xxxx], or come in person to register at [location] from [hours] on [days of the week] or [call the American Red Cross at [(xxx) xxx-xxxx].] and/or [The following organizations are assisting people with [describe].

[List any appropriate agencies not already listed.]

STORES THAT ARE OPEN

Following is a list of local stores that are open. Please contact the store directly for their hours.

Grocery Stores
Pharmacies
Building Materials
Clothing
Housewares
Furniture

ENTERTAINMENT

The [name] theaters are open showing first run movies. The [name] amusement center is open during daylight hours. The [name] bowl is open.

OTHER NOTICES

A benefit for disaster victims will be held at [location] on [date] at [time].

WARNING ! ! !

CON ARTISTS AND SCAMS

While disasters bring out the best in most people, disasters are also opportunities for con artists and other criminals. Be sure that those business people that you deal with are reputable and honest. Carefully review any documents that you sign for work on

your home or business. Fly-by-night contractors prey on people during a disaster. Don't pay for work until the job is done. If you have a question, contact the California State Contractors Board at [(xxx) xxx-xxxx] or your local Better Business Bureau. If you believe that you are the victim of a scam, immediately contact the Police Department/[name] Sheriff's Station at [(xxx) xxx-xxxx].

FINANCIAL ASSISTANCE

SMALL BUSINESS ASSISTANCE

In addition to services provided by FEMA and Cal EMA, special assistance programs for small businesses affected by the disaster are available at:

INSURANCE QUESTIONS ? ? ?

An insurance industry [or specific insurance company] hot line has been set up for questions regarding insurance losses. The phone number is [(xxx) xxx-xxxx]. This line is open [hours] a day.

INSURANCE

State Insurance Commissioners Office: [(xxx) xxx-xxxx]
People who may have questions about what is covered through their homeowners and business insurance policies may call. The line is staffed [list days] from [time AM] to [time PM].

State Insurance Consumer Hotline: [(xxx) xxx-xxxx]
The hotline provides information about insurance policies or instructions on how to make a new insurance claim for disaster damage.

WHO SHOULD APPLY FOR ASSISTANCE

[describe disaster damage, such as:]

√ People who sustained damage from water entering through the floor/ground
√ People who sustained damage from water entering through the roof as a result of earthquake damage that has not yet been corrected

People who have damage from leaks in the roof (not a result of the earthquake) are not eligible for FEMA funds.

CONTRACTORS

California State License Board Disaster Hotline: [(xxx) xxx-xxxx]
The hotline provides information and assistance to homeowners in locating a licensed contractor to repair damages to their property. The line is staffed [list days] from [time AM] to [time PM].

DISASTER RECOVERY TIPS

Provided by the American Red Cross

√ Contact your insurance agent
√ Report to your nearest Red Cross Service Center or call your local Red Cross Chapter
√ Apply for federal assistance (FEMA)
√ Take an inventory of items needed to begin recovery (basic items first)
√ Take an inventory of financial resources
√ Keep an inventory of financial resources
√ Take an inventory of your support systems—family, friends, neighbors, co-workers to help
√ Take care of your mental health

FEMA

FEMA Teleregistration will assist people who sustained damage from the disaster. Apply by telephone for financial assistance. [(xxx) xxx-xxxx] or [(xxx) xxx-xxxx]/Hearing Impaired

DPSS/IMMEDIATE NEEDS

People who are receiving AFDC and sustained damage from the disaster may be eligible for financial assistance through the Immediate Needs program. People should apply through their eligibility worker.

HOMELESS ASSISTANCE

Families that are eligible for AFDC and have not received Homeless Assistance within the last 24 months and are displaced as a result of the disaster may be eligible for this program. People should apply through their eligibility worker.

SALVATION ARMY CLEAN-UP KITS

The agency is also providing free clean-up kits for families whose homes were damaged from the disaster. To request a clean-up kit people must show proof of living in an area that has reported damage. The kits include items such as buckets, gloves, mop, broom, sponges and cleaning products. Call [(xxx) xxx-xxxx] for the nearest office.

SOCIAL SECURITY

People who receive social security and need assistance with their case may call the social security teleservice number at [(xxx) xxx-xxxx].

VETERANS ASSISTANCE

Veterans may receive assistance with insurance settlements and other disaster related services.

INCOME TAX ASSISTANCE

People who sustained damage from the disaster and need assistance with their income tax returns may call for advice. The hours are [list days] from [time AM] to [time PM]. [(xxx) xxx-xxxx] or [(xxx) xxx-xxxx]/Hearing Impaired

LEGAL ASSISTANCE

State Bar of California's Legal Information Line

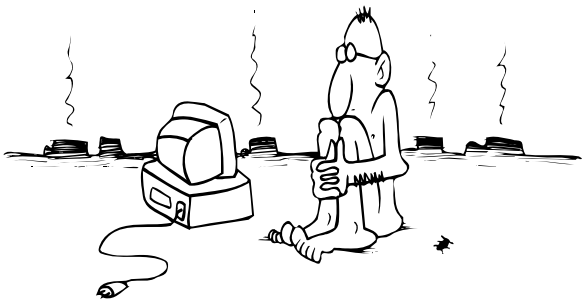
The information lines assist people with legal matters relating to the disasters. The line will make referrals to assigned volunteer lawyers when appropriate. Volunteer lawyers will provide free legal advice. Referrals are also available for cases that required future assistance with fees involved. [(xxx) xxx-xxxx]

PROPERTY TAX ASSISTANCE

If your property was damaged by this disaster, you may be eligible for property tax relief. Call the **Los Angeles County Assessor** for Misfortune and Calamity information at [(xxx) xxx-xxxx].

EMERGENCY HOUSING

People who are in need of housing as result of the disaster should call or visit the [Chapter] of the American Red Cross. [(xxx) xxx-xxxx].



THANK YOU! THANK YOU! THANK YOU!

The residents of the City of ???? have pitched in beautifully to help each other deal with the response and recovery during this disaster. While we are all tired and stressed, we should be very proud of ourselves and move forward to a speedy recovery.

EMPLOYEE BRIEFING SAMPLE: This is a generic format based on several cities' written employee briefings given to staff (especially field workers) on a regular basis [to be determined by city] following a disaster to enable them to answer questions by the general public. Must be personalized by using jurisdiction. Verify all phone numbers and hours of operation before publishing. [Insert incident specific information in brackets. Delete this box before printing.]

CITY OF ????
EMPLOYEE EMERGENCY SERVICES INFORMATION

Date: Page:

This bulletin has been prepared for all City of ???? employees. This information is for your personal use and for your family members. Please refer to the City's **"Emergency Information Bulletin"** for current information on the status of the City and where to refer outside calls for services. This bulletin will be updated on a [schedule] basis. The next bulletin should be ready for distribution on [time/date]. Please contact [name] at

[(xxx) xxx-xxxx] if you have important information that your department head agrees would benefit the public. Attached is a list of frequently requested numbers that you should keep handy for referrals you may need to make.

WORK SCHEDULES

Emergency work schedules will continue until at least [date]. As soon as conditions allow, on a department by department basis, disaster overtime will be reduced to allow employees to spend more time with their families.

RED CROSS ASSISTANCE

Red Cross relief operations report that over [#] families have sought Red Cross assistance. Close to [#] meals have been served to victims and relief workers. [#] shelters were opened. [#] shelters will remain open through [date]. [#] volunteers and paid staff workers have assisted the relief efforts. $[#] has been raised through major donations by the Red Cross.

Red Cross Services in the City of ???? are located at:

[location 1]:

At this location the following services are available:

[meals, shelter, bottled water, clothing, first aid, utilities]

[location 2]:

At this location the following services are available:

[family services, damage assessment, health services, mental health, limited meals, phone bank]

FEMA/Cal EMA/COUNTY

Disaster Application Centers (DACs) managed by FEMA/Cal EMA in the City of ???? are located at [location(s)]. The following services or resource information are provided: [SBA loan applications, medical, child care, mental health, Individual/Family Grants (CDAP Program), Section 8 Housing (L A County), Food Stamps (referral), Unemployment, Disability, So Cal Edison, Water, So Cal Gas,, LA County Assessor, State Board of Equalization, IRS, Veteran's Assistance, State Contractor License Board, minority business assistance—verify data as services and programs may vary by disaster].

TRANSPORTATION

MTA bus routes [# ___, ___, ___, etc.] are/are not in regular service [or limited bus service is available on lines [# _____, _____, _____].

Red/Blue/Green Line trains are/are not in regular service [or limited Metro Rail service is available at [name] station(s)].

Parking is/is not available at the Metro Rail Station(s).

Regular City Transit buses are/are not providing bus service throughout the City [or in limited areas as follows:] [describe]

Special City [or MTA] shuttle bus service is available as follows: [describe]

Bus passes are/are not available at [list City facilities where tickets are normally sold].

Special carpool arrangements FOR CITY EMPLOYEES ONLY can be made through the [name] office.

WATER

Piped water is/is not available in all areas of the City [or list areas where water is available through the pipes].
Water crews are working overtime [or around the clock] to restore water service.
Partial restoration of water service is expected by [time/date].
Full restoration of water service is expected by [time/date].
A "BOIL WATER" order is in effect for the entire City [or the following areas] until further notice.
Bottled water is available at [location].
Bulk water is available at [location]. Please be sure to bring your own containers for this bulk water.

ELECTRICITY

Electrical power is/is not available in all areas of the City [or list areas where electricity is available]. Utility crews are working overtime [or around the clock] to restore electrical service.
Electricity will be available from [time] to [time]. This rationing of electrical power is expected to continue until [date].
Partial restoration of electricity is expected by [time/date].
Full restoration of electricity is expected by [time/date].

NATURAL GAS

Natural gas is/is not available in all areas of the City [or list areas where natural gas is available].

Utility crews are working overtime [or around the clock] to restore natural gas service.
Partial restoration of natural gas is expected by [time/date].
Full restoration of natural gas is expected by [time/date].
Propane fuel for gas barbecues and grills is available at [location].

TELEPHONE SERVICE

Telephone service is/is not available in all areas of the City [or list areas where telephone service is available]. Utility crews are working overtime [or around the clock] to restore telephone service. Partial restoration of telephone service is expected by [time/date].

Full restoration of telephone service is expected by [time/date].

Pay telephones are available at [location].

GASOLINE

Gasoline [and methanol, LPG, diesel fuel] is available at [location].

To purchase gasoline [and diesel fuel] you must show your employee I.D. card **and** vehicle registration. **Only employees' vehicles used for getting to and from work may be fueled during this crisis.**

TRASH PICKUP

Trash pick up service is/is not available in all areas of the City [or list areas where trash pick up service is available]. Partial restoration of trash pick up service is expected by [date]. Full restoration of trash pick up service is expected by [date]. You may dump trash at [location]. This facility is open from [time] to [time].

FIRST AID/MEDICAL CARE

Emergency medical care and first aid is available at the following location(s):
[location 1: From [time AM] until [time PM]
[location 2: From [time AM] until [time PM]

EMERGENCY FOOD DISTRIBUTION

Emergency food distribution **FOR EMPLOYEES AND THEIR FAMILIES ONLY** is available at the following location(s):

[location 1]: From [time] AM until [time] PM Employee Identification is required. This food distribution for employees and their families is being sponsored by the Miscellaneous Employees Union Local 123 and the Police Officers Assn Local 456 and the Firefighters Union Local 789, etc.

Emergency food distribution [open to the general public] is available at the following location(s):
[location 1]: From [time] AM until [time] PM

CLOTHING AND EMERGENCY SUPPLIES

SEE AMERICAN RED CROSS INFORMATION ON PAGE # ___

SPECIAL CIRCUMSTANCES

Any employee who is experiencing personal difficulties in coping with this crisis should contact [name] at [(xxx) xxx-xxxx] to confidentially discuss or seek resolution to their needs.

REMAIN PREPARED

A reminder to stay prepared as we continue to have strong aftershocks. You should keep at least one change of clothing, walking shoes, water, flashlight, and other necessities (medication, first aid items, and special needs items) in a place accessible to you, such as your car, or in a duffle bag in your office or locker. Because we are public employees, we are the first line of response for our residents. As most of us have discovered after this disaster, we can certainly be better prepared at both home and at work.

COMMENTS AND SUGGESTIONS

As we proceed to the recovery mode, your ideas and comments on how to improve our emergency response planning are important to us. Please send your "**Ideas For a Better Way**" to the Emergency Services Coordinator, your supervisor or any management personnel with whom you are comfortable.

THANK YOU! THANK YOU! THANK YOU!

All City employees have pitched in beautifully to help each other and our residents deal with the response and recovery during the disaster. While we are all a little tired, we should be very proud of ourselves and move forward to a speedy recovery.

RADIO MESSAGES

RADIO MESSAGE SAMPLE:

EARTHQUAKE

NO INFORMATION AVAILABLE

This is _____ (identify presenter) at the _____ (location). An earthquake of undetermined magnitude has just been felt in the area. At this time we have no confirmed reports of injuries or damage. Police and fire units are responding to the area. We will keep you updated as reports come in. Meanwhile, be prepared for aftershocks. If shaking begins again and you can safely do so, quickly seek shelter under a sturdy piece of furniture. Avoid dangerous objects such as tall, unsecured bookcases, mirrors and windows. If your house has been damaged and you smell gas, shut off the main gas valve. Switch off electrical power if you suspect damage to the wiring. Do not use your telephone unless you need emergency help. Check your house for damage. Leave your house only if it is severely damaged.

If you know of someone who is unable to understand, see, or hear this message, please tell them about it.

RADIO MESSAGE SAMPLE:

EARTHQUAKE

UPDATE ON EARTHQUAKE

This is _____ (identify presenter)at the _____ (location). The magnitude of the earthquake which struck the _____ (location of general area) area today at _____ (time) has been determined to be _____ (magnitude). The epicenter has been fixed at _____ (location) by _____ (scientific authority).

This office has received reports of _____ (number) deaths **(confirmed by Coroner)**, _____ (number) injuries, and _____ (number) homes damaged. No dollar damage figures are yet available. Police and fire units are on the scene to assist residents.

(Continue with summary of situation.)

Aftershocks continue to be felt in the area. If you feel shaking and it is safe to do so, quickly seek shelter under a sturdy piece of furniture. Avoid danger spots. Do not use your telephone unless you need emergency help.

If you know of someone who is unable to understand, see, or hear this message, please tell them about it.

SUMMARY STATEMENT FOR MEDIA:

EARTHQUAKE

At approximately _____ (time) today, a magnitude ___ earthquake struck the _____(location) area, with its epicenter at _____ (location). Fire and police units were immediately dispatched to assess injuries and damage.

(Indicate injuries, deaths **(confirmed by the Coroner)**, property damage, fires, etc., reported to date.)

_____ (number) aftershocks were felt, the largest occurring at _____ (time). No additional damage was reported (or specify damage).

Approximately _____ (number) response personnel from police and fire agencies were called into action, and the staff of the City's Emergency Operations Center and field responders were put on emergency status. The American Red Cross opened shelters at _____ for persons unable to remain in their homes and reported lodging and feeding over _____ persons. At _____ (time) on

_____(date) , the City Council proclaimed the existence of a Local Emergency and requested that the Operational Area forward a request to the Governor for a State of Emergency. The Council also asked the Governor to request the President to declare a Major Disaster/Emergency. Damage to private and public buildings has been estimated to exceed $_____.
If you know of someone who is unable to understand, see, or hear this message, please tell them about it.

RADIO MESSAGE SAMPLE:

HAZARDOUS MATERIALS INCIDENT

UNIDENTIFIED SPILL/RELEASE IN HEAVY TRAFFIC AREA

This is _____ (identify presenter)at the _____ (office/agency represented). An unidentified substance which may be hazardous has been spilled/released at _____ (specific location). Please avoid the area, if possible, while crews are responding. The best alternate routes are
_____
_____
_____
_____.

If you are already in the area, please be patient and follow directions of emergency response personnel. The substance will be evaluated by specially trained personnel, and further information will be released as soon as possible.

If you know of someone who is unable to understand, see, or hear this message, please tell them about it.

Thank you for your cooperation.

RADIO MESSAGE SAMPLE:

HAZARDOUS MATERIALS INCIDENT

LOW HAZARD/CONFINED SPILL/RELEASE— NO GENERAL EVACUATION

This is _____ (identify presenter) at the _____ (office/agency represented). A small amount of_____ (identify material), a hazardous substance, has been spilled/released at _____ (location).

Streets are blocked, traffic is restricted, and authorities have asked residents in the immediate _____ (number) block area to evacuate. Please avoid the area. The material is slightly/highly toxic to humans and can cause the following symptoms:

If you think you may have come in contact with this material, you should _____ __(give health instructions and hotline number, if available) .

For your safety, please avoid the area if at all possible. Alternate routes are and traffic is being diverted. If you are now near the spill/release area, please follow directions of emergency response personnel. Cleanup crews are on the scene.

If you know of someone who is unable to understand, see, or hear this message, please tell them about it.

Thank you for your cooperation.

RADIO MESSAGE SAMPLE **(Suggest EAS use; request repeated broadcast.):**

HAZARDOUS MATERIALS INCIDENT

HIGH HAZARD SPILL/RELEASE— GENERAL EVACUATION REQUESTED/MANDATORY

This is _____ (identify presenter) with the _____ (identify office/function). A large/small amount of _____ (name of chemical EMA), a highly hazardous substance, has been

spilled/released at _____ (location). Because of the potential health hazard, authorities are requesting/requiring all residents within _____ blocks/miles of the area to evacuate. If you are _____ (give evacuation zone boundaries),you and your family should/must leave as soon as possible/now. Go immediately to the home of a friend or relative outside the evacuation area or to _____ (name of shelter).

If you can drive a neighbor who has no transportation, please do so. If you need transportation, call _____ (phone number) . Children attending the following schools: _____ (list of schools) will be evacuated to: _____ (identify location of Evacuation Center). Do not drive to your child's school. Pick your child up from school authorities at the Evacuation Center.

Listen to this station for instructions.

The material is highly toxic to humans and can cause the following symptoms:

_____

_____

If you are experiencing any of these symptoms, seek help at a hospital outside the evacuation area, or at the evacuation center at _____.

To repeat, if you are in the area of _____ (name of impacted area) you should/must leave, for your own safety. Do not use your telephone unless you need emergency assistance.

If you know of someone who is unable to understand, see, or hear this message, please tell them about it.

SUMMARY STATEMENT FOR MEDIA:

HAZARDOUS MATERIALS INCIDENT

(TO BE ADAPTED ACCORDING TO THE SITUATION)

At approximately _____ (a.m./p.m.) today a spill/release of a potentially hazardous substance was reported to this office by _____ (a private citizen, city employee, etc.)

.

(Police/fire) units were immediately dispatched to cordon off the area and direct traffic. The material was later determined to be _____ (identify), a (hazardous/harmless) (chemical/substance/material/gas) which, upon contact, may produce symptoms of _____.
Precautionary evacuation of the _____ (immediate/X__-block) area surrounding the spill was _____(requested/required) by _____(agency).

Approximately _____(number) persons were evacuated.

Clean-up crews from _____ (agency/company) were dispatched to the scene, and normal traffic had resumed by _____ (time), at which time residents were allowed to return to their homes. There were no injuries reported (or) persons, including _____(number of)_____ (fire/police) personnel, were treated at area hospitals for _____ and _____ (all, number) were later released. Those remaining in the hospital are in _____ condition.

Response agencies involved were _____ (list).

If you know of someone who is unable to understand, see, or hear this message, please tell them about it.

RADIO/TV MESSAGE SAMPLE:

FLOODING

ROADS CLOSED

This is _____ (identify presenter) from the _____ (office/agency represented). The recent storm has caused severe/moderate flooding in several/many areas of the city. As of _____ (am/pm) today, the following roads/streets have been closed by law enforcement officials:
_____
_____
_____
_____
.

Please avoid these roads/streets. If you must travel, use alternate routes. Avoid all coastal roads.

Again, those roads/streets which have been closed are

_____
_____
_____
_____

Please stay tuned to this station for additional road closure information.

If you know of someone who is unable to understand, see, or hear this message, please tell them about it.

RADIO/TV MESSAGE SAMPLE:

FLOODING

APPROVED VIEWING SPOTS

This is _____ (identify presenter) from the _____ (office/agency represented). The following storm-damaged areas are still extremely hazardous and should be avoided:

_____
_____
_____
_____

.

Please do not try to sightsee in these areas. You could be hurt.

Again, please avoid the storm-damaged areas, flood control channels and streams. You may place your life and that of others in danger.

If you know of someone who is unable to understand, see, or hear this message, please tell them about it.

Thank you for your cooperation.

RADIO/TV MESSAGE SAMPLE:

FLOODING
EVACUATION ORDERED

(To be announced by local authority.)

This is _____ (identify presenter). The flooding situation continues in parts of the City of ???? and may worsen. For your safety, I am asking that you leave the _____ (give boundaries of local area, evacuation routes) area as soon as possible.

Be sure to take essential items—medicine, special foods, personal items, baby supplies, clothing, money, and valuable papers—but do not overload your car. Secure your home before you leave. Be sure to check on any neighbors who may need assistance.

If you cannot stay with relatives or friends outside of the evacuated area, go to (one of) the Red Cross shelter(s) at
_____
_____
_____
_____

Pets will not be allowed in Red Cross shelters. If you cannot make arrangements for someone outside the evacuated area to take care of your pet, (give instructions)
.

Do not allow your pet to run loose. If you cannot make arrangements for your large animals, _____ (give instructions)

.

If you have no means of transportation or if you are physically unable to evacuate on your own, ask a neighbor to assist you or call _____ (phone number). Otherwise, please do not use your telephone except to report an emergency.

I repeat. If you live in the _____ (give boundaries) area, you are (requested/required) to evacuate for your own safety. Stay tuned to this station for more information and instructions.

If you know of someone who is unable to understand, see, or hear this message, please tell them about it.

Thank you for your cooperation and your courtesy to others.

Repeat complete message.

RADIO MESSAGE SAMPLE:

RESERVOIR FAILURE

SMALL RESERVOIR CRACK

This is _____ (identify presenter) at the (office/agency represented). We have reports of a small crack in the _____ (name) dam. At this time this information is unconfirmed. Units are responding to the area. We will keep you updated. Please do not use your telephone unless you need emergency help.

If you know of someone who is unable to understand, see, or hear this message, please tell them about it.

Stay tuned to this station for emergency instructions and information on the situation.

RADIO/TV MESSAGE SAMPLE:

RESERVOIR FAILURE—EVACUATION ORDERED

(To be announced by Mayor, Police Chief, Fire Chief or other local authority.)

This is _____ (identify presenter) . The crack in the _____ (name) dam appears to be growing larger. _____ (agency) have warned that complete rupture could occur within the next few days/few hours/week. For your safety, I am asking that you leave the _____(give boundaries of threatened area and evacuation routes) area as soon as possible. The Red Cross is setting up shelters at _____. If you cannot stay with relatives or friends outside the evacuation area, go to one of these shelters.

Take only essential items—medicine, special foods, personal items, baby supplies, clothing, money, and valuable papers. **Do not overload your car.** Secure your home before you leave. Lock windows and doors, turn off water and gas, and disconnect all electrical appliances except refrigerators and freezers. Be sure you have a full tank of gas.

Pets will not be allowed in Red Cross shelters. If you cannot make arrangements for someone outside the evacuation area to take care of your pet, _____

_____
_____
_____(give instructions)
.

Do not allow your pet to run loose. If you cannot make arrangements for your large animals,
_____
_____ (give instructions).

If you have no means of transportation, ask help from a neighbor or friend, or walk to one of the following pickup points:
_____
_____
_____
_____

Bring only what you can carry. A bus will take you to a Red Cross shelter. If you are physically unable to go to one of the pickup points, call _____ (phone number). Otherwise, please do not use your telephone. Lines must be kept free.

These instructions will continue to be repeated, along with additional information about the emergency situation.

If you know of someone who is unable to understand, see, or hear this message, please tell them about it.

Stay tuned to this station.

Please remain calm. Your cooperation and courtesy to others will help us to evacuate the area safely and quickly.

SETTING UP THE RANCHO PALOS VERDES EOC

The City's primary Emergency Operations Center is located in the Community Room on the first floor of the Administration Building adjacent to the main parking lot. This room, as well as the kitchen and bathrooms upstairs, are not part of the alarm system and can be accessed through the double doors facing the main parking lot on the east side of the building by using the locking keypad on the door. All of the equipment for EOC set-up is stored in the three closets inside the Community Room. The first person that arrives at the EOC is to begin setting up the EOC.

- Remove the computer/telephone carts and white-topped tables from the closets.
- Arrange the carts, tables and chairs according to the EOC diagram (EOC Form #120 A) in the Management Section of this EOP. Each computer monitor and telephone is labeled by function.
- Activate the computer and telephone system by plugging them into the electrical outlets using the extension cords. Both the computer and telephone system will automatically connect to the Internet by a wireless system.
- Cover any cords with the floor mats to prevent tripping hazards.
- Check that each telephone is connected to the Internet and there is dial tone for all phones (this can take several minutes).
- Check that each computer has connected to the Internet. Each is programmed to automatically connect to the County EOC/OARRS web site.
- Set up status boards, charts, maps, etc., according to the EOC diagram (EOC Forms #120/A) in the Management Section of this EOP.
- Remove EOC handbooks and signs from the supply cabinet and place them according to the diagram (EOC Forms #120/A) in the Management Section of this EOP.
- Remove office supplies from the storage container (pens, pencils, dry erasers, forms, etc.) and place them on the tables.
- Set up the EOC check-in near the entrance of the EOC and place the sign-in log on the table with several writing instruments.
- Account for any available forms of communication: cell phones, radios, pagers, and indicate the numbers/frequencies of each on the display board.
- Turn on the television suspended on a bracket in the corner of the room.
- Make a large pot of coffee for EOC personnel and prepare the kitchen upstairs for incoming staff.

CITY COUNCIL ADVISORY POSITION TO EOC DIRECTOR
2010 City of Rancho Palos Verdes EOC Staff Assignments

EOC Section	Position	Shift A	Shift B
Management	EOC Director	City Manager	Deputy Director of Public Works
	EOC Director Assistant	Executive Staff Assistant	TBD
	EOC Coordinator	Deputy City Manager	Administrative Analyst
	Safety Officer	Human Resources Manager	Associate Planner
	Security Officer In EOC	Permit Technician	Senior Administrative Analyst
	Security Officer In Field	Recreation Leader II	Recreation Leader II
	Public Information Officer	Director of Finance and Information Technology	Deputy Director of Community Development
	Public Information Officer Assistant	Senior Administrative Analyst	Senior Administrative Analyst
	Liaison Officer	Recreation Program Supervisor II	Recreation Program Supervisor II
	Agency Representatives	Assigned as Needed	Assigned as Needed

EOC Section	Position	Shift A	Shift B
Operations	Section Chief	Senior Engineer	Senior Engineer
	Assistant Operations Chief – In Field	Maintenance Superintendant	Associate Engineer
	Fire & Rescue	Los Angeles County Fire Department – Community Services Representative/Liaison	Los Angeles County Fire Department – Battalion Chief
	Law Enforcement	Los Angeles County Sheriff's Department	Los Angeles County Sheriff's Department
	Construction & Engineering – Public Works	Senior Engineer	Engineering Technician
	Health & Welfare – Recreation & Parks	Recreation Services Manager	Recreation Specialist
	Building Official	Building Official	Building Inspector II

EOC Section	Position	Shift A	Shift B
Planning & Intelligence	Section Chief	Director of Community Development	Deputy Director of Community Development
	Situation Analysis – Planning & Building	Senior Planner	Planning Technician
	Advance Planning – Planning & Building	Senior Planner	Assistant Planner
	Documentation & Demobilization – City Clerks Office	City Clerk	Deputy City Clerk
	Documentation & Demobilization Assistant – City Clerks Office	Associate Planner	Assistant Planner
	OARRS Operator	Associate Planner	TBD
EOC Section	**Position**	**Shift A**	**Shift B**
Logistics	Section Chief	Associate Engineer	Administrative Analyst II
	Resource Tracking – Public Works	Permit Clerk	Administrative Staff Assistant
	Communications & Information Technology	Executive Director of PVNET	Manager of Computer Services at PVNET
	Transportation – Public Works	Associate Engineer	Associate Engineer
	Supply & Procurement – Public Works	Senior Administrative Analyst	Senior Administrative Analyst
	Facilities Recreation & Parks	Administrative Analyst II	Recreation Leader II
Volunteer Amateur Radio Staff In Emergency Com. Center (ECC)	**Position**	**Shift A**	**Shift B**
	Amateur Radio Operator	PVAN	PVAN
	Amateur Radio Operator	DCS	DCS
	Amateur Radio Operator	PVAN	PVAN

EOC Section	Position	Shift A	Shift B
Finance & Administration	Section Chief	Deputy Director of Finance and Information Technology	Senior Administrative Analyst
	Compensation & Claims	Permit Technician	Administrative Staff Assistant
	Recovery - Finance & IT	Senior Accountant	Senior Accountant
	Purchasing – Finance & IT	Account Clerk	Staff Assistant I
	Time Keeping & Personnel	Accounting Technician	Staff Assistant II
	Cost Accounting – Finance & IT	Accountant	Accountant

EOC IN-A-BOX SUPPLY INVENTORY (2006)

Box Number	Item	Quantity
1	AM/FM TV Band Radio	1
1	Blank CD-ROM's	3
1	Disposable cameras (35 mm-27 exposures each)	5
1	Field Incident Briefing Worksheet	100
1 and 4	Fluorescent battery operated lanterns	3 in Box 1, 1 in Box 4
1	Telephone cords (25 ft)	4
1	Wire filing rack	1
1	Worker's Compensation Forms	1 pkg
2	12" metal ruler	1
2	3 ½ " floppy disks	10
2	5" x 8" ruled yellow writing tablets	12
2	8 ½" x 11" ruled yellow writing tablets	12
2	9" x 12" envelopes	100
2	Assorted small binder clips	1
2	Box of large paper clips	1
2	Box of small paper clips	1
2	CD-ROM envelopes	100
2	Disaster information report forms- pads of 50	6
2	Envelope moistener	1
2	Letter opener	1
2	Mechanical pencils	12
2	Package of 7" rubber bands	1
2	Penda-flex hanging file folders	25
2	Post-It flags	1
2	Post-It notes (1 7/8 x 2 7/8) 100 count /pkg	12
2	Box of push pins, assorted and colored	1
2	Scissors	1
2	Spare blades for utility knife	1
2	Staplers (w/staples and staple removers)	2
2	Uni-keep binder w/EOC Daily Section Time logs	100
2	Uni-keep binder w/EOC Disaster Documentation List	100
2	Utility knife	1
3	#10 Envelopes	30
3	Calculator	1
3	CD-ROM of all EOC forms in kit	1
3	EOC Section signs table top bases	6
3	EOC Section signs "T-bar" ceiling hangers	6

Box Number	Item	Quantity
3	First aid kit	1
3	Fluorescent labels 2” x 4”	150
3	Hanging name tags	50
3	Los Angeles County Regional Map	1
3	Manila file folders 1/3 cut	100
3	Miniature status boards	9
3	Miniature status board table top bases	9
3	Telephone message books	4
3	Trash bags	60
3	Uni-keep binder w/Resource Request Forms	1/100
3	Uni-keep binder w/EOC Incident Summary	1/100
3	Uni-keep binder w/Disaster Cost Accounting File	1/100
3	Wall clock	1
4	“AA” cell battery	1
4	“D” cell battery	20
4	“11 x 17” Monthly planner calendar pad	1
4	6 Compartment utility tray	4
4	ATC-20 Placard-green	100
4	ATC-20 Placard-red	100
4	ATC-20 Placard-yellow	100
4	ATC-20 Safety Assessment Form-rapid	300
4	ATC-20 Safety Assessment Form-detailed	300
4	Ball point pens	12
4	Black marker, Jumbo tip, permanent	1
4	Black markers, broad tip, permanent	4
4	Color markers, board tip, dry erase	4
4	Color markers, regular tip, permanent	1 box
4	Color markers, ultra fine, dry erase	1 box
4	Dry erase board cleaner, 8 oz. Spray bottle	1
4	Dry erase cleaner sheets, pack of 50	1
4	Duct tape	1
4	Fluorescent batter operated lantern	3 in Box 1, 1 in Box 4
4	Scotch tape, ¾” roll	1
4	Sealing tap, 2” roll	1
5	Disaster Field Unit Work Report (pads of 25)	20
5	Disaster Incident Status Report forms	100
5	EOC Section guides (package)	1
5	EOC Vests	5
5	FEMA Public Assistance Policy Digest	1
5	FEMA Public Assistance Guide	1
5	Large ICS Sign-in organization chart	12

Box Number	Item	Quantity
5	Los Angeles County Disaster Reporting forms pkg	1
5	Ream of copier-printer paper	1
5	Spare mini-status board forms for copying	18 each
5	Staging area check-in sheet (pads of 25)	4
5	Telephones	4
6	“24 x 24” sign: Media Briefing	1
6	24” x 24” sign: First Aid	1
6	24” x 24” sign: Staging area	1
66	24” x 24” sign: Disaster Volunteer Registration	1

SEMS TRAINING DOCUMENTATION: FIELD ICS LEVEL AND EOC LEVEL

All local government staff members who may participate in emergency activities in the EOC, in department operations centers (DOCS) or at the field level must maintain minimum training competencies pursuant to the approved course of instruction. A training plan and schedule should be developed to provide SEMS training to all staff with emergency roles and all existing field personnel. Provisions should be made for an on-going training program to accommodate personnel changes.

Approved SEMS Introductory, EOC and ICS Field Level Courses are available for personnel who will perform a SEMS function in an EOC, DOC or in the field. Minimum training competencies are identified in the approved SEMS courses as performance objectives. Agencies using an alternate training course should be able to demonstrate that the required competencies are being maintained.

Emergency response agencies shall determine the appropriate level(s) of SEMS instruction for each member of their staff, based upon the staff member's potential assignment during an emergency response. Emergency response agencies shall ensure that their emergency response personnel can demonstrate and maintain, to the level deemed appropriate, the minimum SEMS performance objectives required by their agencies' training programs.

Local governments and emergency response agencies should document the training provided to emergency response personnel. SEMS training documentation may be integrated with agencies' normal training documentation systems. Agencies that do not currently have a training documentation system should establish a record-keeping system for SEMS training.

It is recommended that a SEMS training record-keeping system include:

- An individual training record for each person, kept either in their personnel file or in a separate training record file. The name of the course, instructor, location and date of the course should be included in the training record.
- Maintenance of the individual training record for as long as the person is employed in a position that involves an emergency response role. Records of personnel involved in an actual emergency should be kept at least until any training compliance issues have been resolved.
- Documentation of the agency's SEMS training program including copies of the training materials used, such as instructor syllabus, lesson plans, student notebook, exercises and tests.

A sample training documentation form is attached.

SEMS TRAINING RECORD - Sample

Employee Name: _____

Identification Number: _____

Department: _____

SEMS TRAINING RECORD				
MODULE A - INTRODUCTION TO SEMS				
COURSE	**MODULE #**	**MODULE**	**DATE COMPLETED**	**INSTRUCTOR**
Introduction	A-1	Welcome and Course Overview		
	A-2	Introduction to SEMS Basics		
	A-3	Basic SEMS Operating Requirements and Individual Responsibilities		
	A-4	Refresher - Basic SEMS Review and Test		
MODULE B - FIELD COURSE				
COURSE	**MODULE #**	**MODULE**	**DATE COMPLETED**	**INSTRUCTOR**
Orientation	B-1	ICS Orientation		
Basic	B-2	Principles and Features of ICS		
	B-3	Organizational Overview		
	B-4	Incident Facilities		
	B-5	Incident Resources		
	B-6	Common Responsibilities Associated with ICS Assignments		
Intermediate	B-7	Organization and Staffing		
	B-8	Organizing for Incidents		
	B-9	Incident Resources Management		
	B-10	Air Operations		
	B-11	Incident and Event Planning		
Advanced	B-12	General and Command Staff		
	B-13	Unified Command		
	B-14	Major Incident Management		
	B-15	Area Command		
	B-16	Mutual Aid Coordination		
	B-17	Field, Local Government and Operational Area Coordination		

SEMS TRAINING RECORD

MODULE C - (EOC) EMERGENCY OPERATIONS CENTER COURSE				
COURSE	**MODULE #**	**MODULE**	**DATE COMPLETED**	**INSTRUCTOR**
EOC	C-1	SEMS Overview		
	C-2	Principles of Disaster Management In EOC's		
	C-3	EOC Operational Considerations		
	C-4	General EOC Applications		
	C-5	Local EOC Concepts and Procedures		
	C-6	Concepts and Procedures of SEMS At the Operational Area EOC		
	C-7	Concepts and Procedures of SEMS At the Region EOC		
	C-8	Concepts and Procedures of SEMS At the State EOC		
	C-9	Coordination Between SEMS Levels		
MODULE D - EXECUTIVE COURSE				
COURSE	**MODULE #**	**MODULE**	**DATE COMPLETED**	**INSTRUCTOR**
Executive	D-1	SEMS Overview		
	D-2	ICS for Executives		

STATE OF EMERGENCY GOVERNORS ORDERS AND REGULATIONS

ORDERS AND REGULATIONS WHICH MAY BE SELECTIVELY PROMULGATED BY THE GOVERNOR DURING A STATE OF EMERGENCY

Order 1 (Employment)

It is hereby ordered that the period of employment for State Personnel Board emergency appointments, as provided in Section 19120 of the Government Code and State Personnel Board Rules 301-303, be waived for positions required for involvement in emergency and/or recovery operations. The requirements and period of employment for such appointments will be determined by the Director, California Office of Emergency Services, but shall not extend beyond the termination date of said State of Emergency.

Order 2 (Medical Supplies)

It is hereby ordered that in the area proclaimed to be in a State of Emergency and/or that specific area(s) designated by the Director, California Office of Emergency Services, outside of the proclaimed area(s) but which is (are) essential to the relief and aid of the lives and property within the proclaimed area, all drugs and medical supply stocks intended for wholesale distribution shall be held subject to the control and coordination of the Department of Health Services, Food and Drug Section. Authority imparted under this Order, and specific to the proclaimed emergency, shall not extend beyond the termination date of said State of Emergency.

Order 3 (Salary Payment)

It is hereby ordered that during the proclaimed State of Emergency appropriate parts of Sections 18020-18026 of the Government Code and State Personnel Board Rules 130-139 be waived to permit cash compensation to personnel whose work is designated by the Director, California Office of Emergency Services, as essential to expedite emergency and recovery operations for all time worked over the employee's regular workweek, at a rate of 1-1/2 times the regular rate of pay. The Director, Office of Emergency Services, will also designate the beginning and ending dates for such overtime for each individual involved. This waiver shall not extend beyond the termination date of said State of Emergency.

Order 4 (Bonding)

It is hereby ordered that, in the area proclaimed to be in a State of Emergency and/or that specific area(s) designated by the Director, California Office of Emergency Services, outside of the proclaimed area(s) but which is (are) essential to the relief and aid of the lives and property within the proclaimed area, the provisions of Sections 3247-3258 of the Civil Code relating to state contracting bonding requirements for the performance of heavy rescue, debris removal,

expedient construction, preparation of mobile home sites, and related activities are suspended. This suspension shall not extend beyond the termination date of said State of Emergency.

Order 5 (Temporary Housing)

It is hereby ordered that in the area proclaimed to be in a State of Emergency and/or that specific area(s) designated by the Director, California Office of Emergency Services, outside of the proclaimed area(s) but which is (are) essential to the relief and aid of the lives and property within the proclaimed area, those zoning, public health, safety, or intrastate transportation laws, ordinances, regulations, or codes which the Director, California Office of Emergency Services, determines impair the provision of temporary housing be suspended for a time not to exceed 60 days, after the proclaimed State of Emergency and authorization by the President upon the declaration of a Major Disaster for the Temporary Housing Program as prescribed in Section 404 of Public Law 93-288 and Section 8654(a) of the Government Code.

Order 6 (Petroleum Fuels)

It is hereby ordered that in the area proclaimed to be in a State of Emergency and/or that specific area(s) designated by the Director, California Office of Emergency Services, outside of the proclaimed area(s) but which is (are) essential to the relief and aid of the lives and property within the proclaimed area, distribution of intra-state petroleum stocks including those in refinery storage, major distribution installations and pipeline terminals, shall be held subject to the control and coordination of the Energy Resources Conservation and Development Commission. Petroleum stocks may be prioritized and diverted for use into a disaster area or in support of disaster mitigation operations. Any and all actions taken shall be at the discretion and judgment of the State Fuel Allocator, California Energy Commission, for use in disaster mitigation. Such actions shall be coordinated with and prioritized by the Director, Office of Emergency Services, but shall not extend beyond the termination date of said State of Emergency.

Order 7 (Banking)

It is hereby ordered that in the area proclaimed to be in a State of Emergency and/or that specific area(s) designated by the Director, California Office of Emergency Services, outside of the proclaimed area(s) but which is (are) essential to the relief and aid of the lives and property within the proclaimed area, all banks will take emergency operating actions pursuant to Section 1916 of the Financial Code. Actions taken under this Order, and specific to the proclaimed emergency, shall not extend beyond the termination date of said State of Emergency.

STATE OF WAR GOVERNOR ORDERS AND REGULATIONS

Extracted from the California Emergency Plan

ORDERS AND REGULATIONS PROMULGATED BY THE GOVERNOR TO TAKE EFFECT UPON THE EXISTENCE OF A STATE OF WAR EMERGENCY

Order 1 (Orders and Regulations in Effect)

It is hereby ordered that the following orders and regulations, numbered 2 through 12, having been duly made in advance of a State of War Emergency, approved by the California Emergency Council, and filed with the Secretary of State and the county clerk of each county, shall take full effect upon the existence of a State of War Emergency and shall remain in full force and effect until amended or rescinded or until termination of said State of War Emergency. (See Section 8567(a), (b), and (d), State Emergency Services Act.)

Order 2 (Warning)

It is hereby ordered that, immediately upon the existence of a State of War Emergency, all counties, cities and counties, and cities of the State will immediately sound the indicated warning signal and/or take all other appropriate actions to warn residents. The warning signals necessary to effectuate this action shall be those prescribed by the Federal Government for this purpose.

Order 3 (Authority and Implementation under State of War Emergency)

It is hereby ordered that the Director of the Office of Emergency Services is authorized and directed to act on behalf of the Governor and in the name of the State of California in implementing and operating the California War Emergency Plan; and he is authorized to assume command and control of operations within the state in accordance with such plan, insofar as adherence to such plan is adequate, and to deviate from such plan, as directed by the Governor or to the extent and in such manner as he may deem necessary for the protection of life, property, and resources of or within the state against unforeseen circumstances or hazards which, by reason of their character or magnitude, are beyond the scope of such plan; and

It is further ordered that the Director of the Office of Emergency Services is authorized to delegate such powers as are herein granted, or as authorized under Article 5 of the California Emergency Services Act, to personnel of his office as he may deem necessary, and such personnel may act on behalf of and in the name of the Director of the Office of Emergency Services in carrying out any authority so delegated.

Order 4 (Personnel)

It is hereby ordered that all public employees or persons holding positions of responsibility in the State or in accredited local emergency organizations, and all registered disaster service workers, and all unregistered persons impressed into service during a State of War Emergency by a person having the authority to command the aid of citizens in the execution of his duties, are hereby declared to be members of the Statewide War-Emergency Organization; and

It is further ordered that all officials of local political subdivisions of the State and all registered disaster service workers who perform duties in the State or Regional emergency operations headquarters are hereby declared to be personnel of the State War-Emergency Organization for the period of the State of War Emergency, subject to the direction of the Governor, the Director of the Office of Emergency Services, and/or the Manager of the regional headquarters to which such persons are assigned or attached; and

It is further ordered that all officials and registered disaster service workers heretofore designated as Coordinators or as staff personnel of Operational Area organizations, which have been ratified by the California Emergency Council, are hereby declared to be personnel of the State War Emergency Organization.

Order 5 (War Powers)

It is hereby ordered that the governmental functions for the protection of lives, property, and resources of the State and of every political subdivision thereof shall continue in full force and effect, and all duly constituted officials of the State and of every political subdivision thereof shall continue to discharge their responsibilities and shall comply with, enforce, and assume the responsibility for implementing such regulations and orders not inconsistent with or contradictory to rules, regulations, or orders issued by the President of the United States or the Commanding General, Sixth United States Army, as are now or may hereafter be promulgated by the Governor, in accordance with approved plans and procedures.

Order 6 (Sales Restrictions)

It is hereby ordered that, in accordance with national and state policy, as reflected in the General Freeze Order, Part A, California Emergency Resources Management Plan, all retail sales and transfers of consumer items are prohibited for a period of at least five days following the onset of a State of War Emergency, except for the most essential purposes as determined by federal, state, or local authorities and except for essential health items and perishables in danger of spoilage.

Order 7 (Alcohol Sales)

It is hereby ordered that the sale of alcoholic beverages shall be discontinued immediately.

Order 8 (Petroleum Sales)

It is hereby ordered that all petroleum stocks for California distribution, including those in refinery storage, major distributing installations, and pipe line terminals, shall be held subject to the control of the State Petroleum Director; and

It is further ordered that, following the period of prohibition of sales imposed by Order 6, retail outlets for petroleum products shall operate in accordance with rules and regulations prescribed by the State Petroleum organization as outlined in Part B-VII of the California Emergency Resources Management Plan.

Order 9 (Food Sales)

It is hereby ordered that all wholesale food stocks, including those under the control of processors, wholesalers, agents and brokers, be held subject to the control of the State Food Director, except that:

(l) Fresh fluid milk, fresh vegetables, and bread are not subject to this order; and

(2) Supplies necessary for immediate essential use, on the basis of 2000 Calories per person per day, of persons in homes or in mass care centers, restaurants, hotels, hospitals, public institutions, and similar establishments feeding approximately 100 persons or more per day, may be obtained from wholesale and/or retail sources upon approval by local authorities operating in accordance with existing state and federal food supply policies; and

It is further ordered that, following the period of prohibition of sales imposed by Order 6, retail outlets for food stocks shall operate in accordance with rules and regulations prescribed by the State Food Organization as outlined in Part B-III of the California Emergency Resources Management Plan.

Order 10 (Medical Supplies)

It is hereby ordered that all drugs and medical supply stocks in California, intended for wholesale distribution, shall be held subject to the control of the Chief, State Emergency Medical and Health Organization; and

It is further ordered that, following the period of prohibition of sales imposed by Order 6, retail outlets for drugs and medical supplies shall operate in accordance with rules and regulations prescribed by the State Emergency Medical and Health Organization as outlined in Part B-IV of the California Emergency Resources Management Plan.

Order 11 (Banking)

It is hereby ordered that all banks will take emergency operating actions pursuant to Sections 1915 and 1916 of the Financial Code.

Order 12 (Rent Control/Rationing)

It is hereby ordered that, pursuant to the California Emergency Resources Management Plan, Part B-II, Economic Stabilization, and in conjunction with the lifting of the General

Freeze Order as referred to in Order 6, price and rent control and consumer rationing will be invoked and administered by the State Economic Stabilization Organization. Rationed items may include those identified in the list of essential survival items contained in Part A, California Emergency Resources Management Plan, and such other items as may be in short supply.

CITY OF RANCHO PALOS VERDES EMERGENCY DECLARATIONS RESOLUTIONS EXHIBITS A THROUGH G

EXHIBIT "A"

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RANCHO PALOS VERDES RATIFYING THE DIRECTOR OF EMERGENCY SERVICES' PROCLAMATION OF EXISTENCE OF A LOCAL EMERGENCY

WHEREAS, Section 2.24.060 of the Rancho Palos Verdes Municipal Code empowers the Director of Emergency Services to proclaim the existence of a local emergency when the City is affected by a public calamity and the City Council of the City of Rancho Palos Verdes is not in session, subject to ratification by the City Council within seven days; and

WHEREAS, conditions of disaster or of extreme peril to the safety of persons and property have arisen within this City, caused by _____[air pollution, fire, flood, storm, epidemic, riot, earthquake, drought, sudden or severe energy shortage, or other causes] commencing on or about _____ ___.m. on the _____ day of _____, 20____, at which time the City Council was not in session; and

WHEREAS, the City Council hereby finds that the above described conditions of disaster or of extreme peril did warrant and necessitate the proclamation of the existence of a local emergency; and

WHEREAS, the Director of Emergency Services of the City of Rancho Palos Verdes did proclaim the existence of a local emergency within this City on the _____ day of _____, 20___;

NOW, THEREFORE, BE IT RESOLVED, PROCLAIMED, AND ORDERED by the City Council of the City of Rancho Palos Verdes as follows:

Section 1. The Proclamation of Existence of a Local Emergency, as issued by the Director of Emergency Services, is hereby ratified and confirmed.

Section 2. The local emergency shall be deemed to continue to exist until its termination is proclaimed by the City Council.

Section 3: This Resolution shall take effect immediately.

PASSED, APPROVED and ADOPTED this ___ day of _____, 20__.

_____
Mayor

Attest:

_____
City Clerk

State of California)
County of Los Angeles) ss
City of Rancho Palos Verdes)

I, Carla Morreale, City Clerk of the City of Rancho Palos Verdes, hereby certify that the above Resolution No. 20XX-XX was duly and regularly passed and adopted by the said City Council at a regular meeting thereof held on _____ ___, 20__.

_____
City Clerk

APPROVED AS TO FORM:

_____
City Attorney

_____

NOTE Section 8630(b), (c) and (d) of the Government Code provides:

> (b) "Whenever a local emergency is proclaimed by an official designated by ordinance, the local emergency shall not remain in effect for a period in excess of seven days unless it has been ratified by the governing body."
> (c)(1) "The governing body shall review, at its regularly scheduled meetings until the local emergency is terminated, the need for continuing the local emergency. However, in no event shall a review take place more than 21 days after the previous review."
> (c)(2) "Notwithstanding paragraph (1), if the governing body meets weekly, it shall review the need for continuing the local emergency at least every 14 days, until the local emergency is terminated."
> (d) "The governing body shall proclaim the termination of the local emergency at the earliest possible date that conditions warrant."

EXHIBIT "B"

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RANCHO PALOS VERDES PROCLAIMING THE EXISTENCE OF A LOCAL EMERGENCY

WHEREAS, Section 8630 of the California Government Code empowers the City Council of the City of Rancho Palos Verdes to proclaim the existence of a local emergency when the City is affected by a public calamity; and

WHEREAS, the City Council has been requested by the Director of Emergency Services of the City of Rancho Palos Verdes to proclaim the existence of a local emergency therein; and

WHEREAS, the City Council hereby finds:

1. That conditions of disaster or of extreme peril to the safety of persons and property have arisen within said city, caused by _____ [air pollution, fire, flood, storm, epidemic, riot, earthquake, drought, sudden and severe energy shortage, or other causes] commencing on or about _____ ____.m. on the _____ day of _____, 20___; and

2. That the aforesaid conditions of extreme peril warrant and necessitate the proclamation of the existence of a local emergency;

NOW, THEREFORE, BE IT RESOLVED, PROCLAIMED, AND ORDERED by the City Council of the City of Rancho Palos Verdes as follows:

Section 1. A local emergency now exists throughout the City of Rancho Palos Verdes.

Section 2. During the existence of said local emergency the powers, functions, and duties of the Director of Emergency Services and the emergency organization of this City shall be those prescribed by state law, by ordinances, and resolutions of this City, and by the City of Rancho Palos Verdes _____ [insert title of Emergency Plan].

Section 3. The local emergency shall be deemed to continue to exist until its termination is proclaimed by the City Council of the City of Rancho Palos Verdes, State of California.

Section 4. This Resolution shall take effect immediately.

PASSED, APPROVED and ADOPTED this ___ day of _____, 20__.

_____
Mayor

Attest:

_____
City Clerk

State of California)
County of Los Angeles) ss
City of Rancho Palos Verdes)

I, Carla Morreale, City Clerk of the City of Rancho Palos Verdes, hereby certify that the above Resolution No. 20XX-XX was duly and regularly passed and adopted by the said City Council at a regular meeting thereof held on _____ ___, 20__.

_____
City Clerk

APPROVED AS TO FORM:

_____
City Attorney

_____

NOTE Section 8630(c) and (d) of the Government Code provides:

(c)(1) "The governing body shall review, at its regularly scheduled meetings until the local emergency is terminated, the need for continuing the local emergency. However, in no event shall a review take place more than 21 days after the previous review."
(c)(2) "Notwithstanding paragraph (1), if the governing body meets weekly, it shall review the need for continuing the local emergency at least every 14 days, until the local emergency is terminated."
(d) "The governing body shall proclaim the termination of the local emergency at the earliest possible date that conditions warrant."

EXHIBIT "C"

PROCLAMATION OF A LOCAL EMERGENCY BY THE DIRECTOR OF EMERGENCY SERVICES OF THE CITY OF RANCHO PALOS VERDES

WHEREAS, Section 2.24.050 of the Rancho Palos Verdes Municipal Code designates the City Manager as the Director of Emergency Services; and

WHEREAS, Section 2.24.060 of the Rancho Palos Verdes Municipal Code empowers the Director of Emergency Services to proclaim the existence of a local emergency when the City is affected by a public calamity and the City Council is not in session; and

WHEREAS, the Director of Emergency Services of the City of Rancho Palos Verdes hereby finds:

1. That conditions of extreme peril to the safety of persons and property have arisen within the City, caused by _____ [air pollution, fire, flood, storm, epidemic, riot, earthquake, drought, sudden or severe energy shortage, or other causes] commencing on or about _____ __.m. on the day of _____, 20__, at which time the City Council of the City of Rancho Palos Verdes was not in session; and

2. That the City Council of the City of Rancho Palos Verdes is not in session (and cannot immediately be called into session);

NOW, THEREFORE, BE IT PROCLAIMED by the Director of Emergency Services of the City of Rancho Palos Verdes as follows:

Section 1. A local emergency now exists throughout the City of Rancho Palos Verdes.

Section 2. During the existence of said local emergency the powers, functions, and duties of the emergency organization of this City shall be those prescribed by state law, by ordinances, and resolutions of this City, and by the City of Rancho Palos Verdes _____ [insert title of Emergency Plan].

Section 3. The City Council shall take action to ratify this Proclamation within seven days, or the local emergency shall not remain in effect.

Section 4. This Proclamation shall take effect immediately.

Dated: _____ By:_____

Director of Emergency Services
City of Rancho Palos Verdes

NOTE Section 8630(b) of the Government Code provides:

(b) "Whenever a local emergency is proclaimed by an official designated by ordinance, the local emergency shall not remain in effect for a period in excess of seven days unless it has been ratified by the governing body."
(c)(1) "The governing body shall review, at its regularly scheduled meetings until the local emergency is terminated, the need for continuing the local emergency. However, in no event shall a review take place more than 21 days after the previous review."
(c)(2) "Notwithstanding paragraph (1), if the governing body meets weekly, it shall review the need for continuing the local emergency at least every 14 days, until the local emergency is terminated."
(d) "The governing body shall proclaim the termination of the local emergency at the earliest possible date that conditions warrant."

EXHIBIT "D"

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RANCHO PALOS VERDES REQUESTING THE STATE DIRECTOR, OFFICE OF EMERGENCY SERVICES' CONCURRENCE IN LOCAL EMERGENCY

WHEREAS, on _____, 20____, the City Council of the City of Rancho Palos Verdes found that due to _____ [air pollution, fire, flood, storm, epidemic, riot, earthquake, drought, sudden and severe energy shortage, or other causes], a condition of disaster or of extreme peril to life and property did exist within the City of Rancho Palos Verdes commencing on or about _____ ___.m. on the _____ day of _____, 20____; and

WHEREAS, in accordance with state law, the City Council proclaimed the existence of a local emergency on _____, 20_____.

NOW, THEREFORE, BE IT RESOLVED, PROCLAIMED, AND ORDERED by the City Council of the City of Rancho Palos Verdes as follows:

Section 1. A copy of this Resolution shall be forwarded to the State Director of the Office of Emergency Services with a request that it be found acceptable in accordance with provisions of the California Disaster Assistance Act and that the Director concur in the proclamation of local emergency.

Section 2. _____[Name], _____[Title], is hereby designated as the authorized representative of the City of Rancho Palos Verdes for the purpose of receipt, processing, and coordination of all inquiries and requirements necessary to obtain available state assistance.

Section 3. This Resolution shall take effect immediately.

PASSED, APPROVED and ADOPTED this ___ day of _____, 20__.

_____
Mayor

Attest:

_____
City Clerk

State of California)
County of Los Angeles) ss
City of Rancho Palos Verdes)

I, Carla Morreale, City Clerk of the City of Rancho Palos Verdes, hereby certify that the above Resolution No. 20XX-XX was duly and regularly passed and adopted by the said City Council at a regular meeting thereof held on _____ ___, 20__.

_____
City Clerk

APPROVED AS TO FORM:

_____
City Attorney

_____

Note: The proclamation of local emergency must be made within 10 days of the actual occurrence of disaster and be acceptable to the State Director of the Office of Emergency Services ("OES") in order to qualify for assistance under the California Disaster Assistance Act. (Section 8685.2.)

According to the OES website, a list of damaged Public Facilities showing location and estimated cost of repairs should be sent with the application. We recommend sending the Resolution immediately to the State Director in the event the Resolution is not "acceptable" to the State Director (so it can be fixed within 10 days). The City must apply to the State Director for state financial assistance within 60 days after date of the local emergency proclamation. (Section 8685.4.) If FEMA funds are at issue, the application must be filed within 30 days. See 44 CFR § 206.35; see also http://www.oes.ca.gov/Operational/OESHome.nsf/Content/6B69AADCC313C92188256D090076837C?OpenDocument (last visited November 11, 2010).

EXHIBIT "E"

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RANCHO PALOS VERDES REQUESTING THE GOVERNOR TO PROCLAIM A STATE OF EMERGENCY

WHEREAS, on _____, 20____, the City Council of the City of Rancho Palos Verdes found that due to _____ [air pollution, fire, flood, storm, epidemic, riot, earthquake, drought, sudden and severe energy shortage, or other causes], a condition of disaster or of extreme peril to life and property did exist within the City; and

WHEREAS, in accordance with state law, the City Council proclaimed an emergency did exist throughout the City of Rancho Palos Verdes; and

WHEREAS, the City Council hereby finds that these conditions are or are likely to be beyond the control of the services, personnel, equipment, and facilities of the City and require the combined forces of a mutual aid region or regions to combat;

NOW, THEREFORE, BE IT RESOLVED, PROCLAIMED, AND ORDERED by the City Council of the City of Rancho Palos Verdes as follows:

Section 1. A copy of this Resolution shall be forwarded to the Governor of California by _____ [Name], _____[Title - Mayor or City Manager] with the request for a proclamation that the City of Rancho Palos Verdes is in a state of emergency,

Section 2. A copy of this Resolution shall be forwarded to the State Director of the Office of Emergency Services.

Section 3. _____[Name], _____ [Title], is hereby designated as the authorized representative for public assistance and _____[Name], _____[Title], is hereby designated as the authorized representative for individual assistance of the City of Rancho Palos Verdes for the purpose of receipt, processing, and coordination of all inquiries and requirements necessary to obtain available state and federal assistance.

Section 4: This Resolution shall take effect immediately.

PASSED, APPROVED and ADOPTED this ___ day of _____, 20__.

_____
Mayor

Attest:

_____
City Clerk

State of California)
County of Los Angeles) ss
City of Rancho Palos Verdes)

I, Carla Morreale, City Clerk of the City of Rancho Palos Verdes, hereby certify that the above Resolution No. 20XX-XX was duly and regularly passed and adopted by the said City Council at a regular meeting thereof held on _____ ___, 20__.

_____
City Clerk

APPROVED AS TO FORM:

_____
City Attorney

_____

Note: Pursuant to Section 8625, the Governor proclaims a state of emergency if requested to do so by the Mayor or Chief Executive.

EXHIBIT "F"

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RANCHO PALOS VERDES REQUESTING THE GOVERNOR TO (1) PROCLAIM A STATE OF EMERGENCY; AND (2) REQUEST A PRESIDENTIAL DECLARATION

WHEREAS, on _____, 20___, the City Council of the City of Rancho Palos Verdes found that due to _____ [air pollution, fire, flood, storm, epidemic, riot, earthquake, drought, sudden and severe energy shortage, or other causes], a condition of disaster or of extreme peril to life and property did exist within the City; and

WHEREAS, in accordance with state law, the City Council proclaimed an emergency did exist throughout the City, and

WHEREAS, the City Council hereby finds that these conditions are or are likely to be beyond the control of the services, personnel, equipment, and facilities of the City and require the combined forces of a mutual aid region or regions to combat; and

NOW, THEREFORE, BE IT RESOLVED, PROCLAIMED, AND ORDERED by the City Council of the City of Rancho Palos Verdes as follows

Section 1. A copy of this resolution shall be forwarded to the Governor of California by _____ [Name], _____[Title - Mayor or City Manager] with the request for a proclamation that the City of Rancho Palos Verdes is in a state of emergency; and further that the Governor request a Presidential Declaration of a Major Disaster or Emergency.

Section 2. A copy of this resolution shall be forwarded to the State Director of the Office of Emergency Services.

Section 3. _____ [Name], _____ [Title], is designated as the local Hazard Mitigation Coordinator of the City of Rancho Palos Verdes for the purpose of assessing damage within the City and consulting with Federal and State survey teams concerning hazard mitigation actions.

Section 4. _____ [Name] _____ [Title], is hereby designated as the authorized representative for public assistance and _____[Name], _____[Title], is hereby designated

as the authorized representative for individual assistance of the City of Rancho Palos Verdes for the purpose of receipt, processing, and coordination of all inquiries and requirements necessary to obtain available state and federal assistance.

Section 5: This Resolution shall take effect immediately.

PASSED, APPROVED and ADOPTED this ___ day of _____, 20__.

_____
Mayor

Attest:

_____
City Clerk

State of California)
County of Los Angeles) ss
City of Rancho Palos Verdes)

I, Carla Morreale, City Clerk of the City of Rancho Palos Verdes, hereby certify that the above Resolution No. 20XX-XX was duly and regularly passed and adopted by the said City Council at a regular meeting thereof held on _____ ___, 20__.

_____
City Clerk

APPROVED AS TO FORM:

_____
City Attorney

EXHIBIT "G"

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RANCHO PALOS VERDES PROCLAIMING TERMINATION OF A LOCAL EMERGENCY

WHEREAS, a local emergency existed in the City of Rancho Palos Verdes in accordance with _____ [insert as appropriate: Resolution No. 20XX-XX of the City Council proclaiming a local emergency on the on the _____ day of _____, 20___,] or [the Proclamation of Local Emergency by the Director of Emergency Services on the _____ day of _____, 20_____, and its ratification by the City Council on the _____ day of _____, 20____, by Resolution No. 20XX-XX] as a result of conditions of disaster or of extreme peril to the safety of persons and property caused by _____[air pollution, fire, flood, storm, epidemic, riot, earthquake, drought, sudden and severe energy shortage, or other causes]; and

WHEREAS, the situation resulting from the conditions of disaster or of extreme peril is now deemed to be within the control of the normal protective services, personnel, equipment, and facilities of and within the City of Rancho Palos Verdes;

NOW, THEREFORE, BE IT RESOLVED, PROCLAIMED, AND ORDERED by the City Council of the City of Rancho Palos Verdes as follows

Section 1. The City Council of the City of Rancho Palos Verdes, State of California, does proclaim the termination of this local emergency.

Section 2: This Resolution shall take effect immediately.

PASSED, APPROVED and ADOPTED this ___ day of _____, 20__.

_____
Mayor

Attest:

_____
City Clerk

State of California)
County of Los Angeles) ss
City of Rancho Palos Verdes)

I, Carla Morreale, City Clerk of the City of Rancho Palos Verdes, hereby certify that the above Resolution No. 20XX-XX was duly and regularly passed and adopted by the said City Council at a regular meeting thereof held on _____ ___, 20__.

_____
City Clerk

APPROVED AS TO FORM:

_____
City Attorney

MASTER MUTUAL AID AGREEMENT

CALIFORNIA DISASTER AND CIVIL DEFENSE MASTER MUTUAL AID AGREEMENT

This agreement made and entered into by and between the STATE OF CAL EMAIFORNIA, its various departments and agencies, and the various political subdivisions, municipal corporations, and other public agencies of the State of California;

WITNESSETH:

WHEREAS, It is necessary that all of the resources and facilities of the State, its various departments and agencies, and all its political subdivisions, municipal corporations, and other public agencies be made available to prevent and combat the effect of disasters which may result from such calamities as flood, fire, earthquake, pestilence, war, sabotage, and riot; and

WHEREAS, It is desirable that each of the parties hereto should voluntarily aid and assist each other in the event that a disaster should occur, by the interchange of services and facilities, including, but not limited to, fire, police, medical and health, communication, and transportation services and facilities, to cope with the problems of rescue, relief, evacuation, rehabilitation, and reconstruction which would arise in the event of a disaster; and

WHEREAS, It is necessary and desirable that a cooperative agreement be executed for the interchange of such mutual aid on a local, county-wide, regional, state-wide, and interstate basis;

NOW, THEREFORE, IT IS HEREBY AGREED by and between each and all of the parties hereto as follows:

(l) Each party shall develop a plan providing for the effective mobilization of all its resources and facilities, both public and private, to cope with any type of disaster.

(2) Each party agrees to furnish resources and facilities and to render services to each and every other party to this agreement to prevent and combat any type of disaster in accordance with duly adopted mutual aid operational plans, whether heretofore or hereafter adopted, detailing the method and manner by which such resources, facilities, and services are to be made available and furnished, which operational plans may include provisions for training and testing to make such mutual aid effective; provided, however, that no party shall be required to deplete

unreasonably its own resources, facilities, and services in furnishing such mutual aid.

(3) It is expressly understood that this agreement and the operational plans adopted pursuant thereto shall not supplant existing agreements between some of the parties hereto providing for the exchange or furnishing of certain types of facilities and services on a reimbursable, exchange, or other basis, but that the mutual aid extended under this agreement and the operational plans adopted pursuant thereto, shall be without reimbursement unless otherwise expressly provided for by the parties to this agreement or as provided in Sections 1541, 1586, and 1587, Military and Veterans Code; and that such mutual aid is intended to be available in the event of a disaster of such magnitude that it is, or is likely to be, beyond the control of a single party and requires the combined forces of several or all of the parties to this agreement to combat.

(4) It is expressly understood that the mutual aid extended under this agreement and the operational plans adopted pursuant thereto shall be available and furnished in all cases of local peril or emergency and in all cases in which a STATE OF EXTREME EMERGENCY has been proclaimed.

(5) It is expressly understood that any mutual aid extended under this agreement and the operational plans adopted pursuant thereto, is furnished in accordance with the "California Disaster Act" and other applicable provisions of law, and except as otherwise provided by law that: "The responsible local official in whose jurisdiction an incident requiring mutual aid has occurred shall remain in charge at such incident including the direction of such personnel and equipment provided him through the operation of such mutual aid plans." (Sec. 1564, Military and Veterans Code.)

(6) It is expressly understood that when and as the State of California enters into mutual aid agreements with other states and the Federal Government that the parties to this agreement shall abide by such mutual aid agreements in accordance with law.

(7) Upon approval or execution of this agreement by the parties hereto all mutual aid operational plans heretofore approved by the State Disaster Council, or its predecessors, and in effect as to some of the parties hereto, shall remain in full force and effect as to them until the same may be amended, revised, or modified. Additional mutual aid operational plans and amendments, revisions, or modifications of existing or hereafter adopted mutual aid operational plans, shall be adopted as follows:

(a) County-wide and local mutual aid operational plans shall be developed by the parties thereto and are operative as between the parties in accordance with the provisions of such operational plans. Such operational plans shall be submitted to the State Disaster Council for approval. The State Disaster Council shall notify each party to such operational plans of its approval, and shall also send

copies of such operational plans to other parties to this agreement who did not participate in such operational plans and who are in the same area and affected by such operational plans. Such operational plans shall be operative as to such other parties 20 days after receipt thereof unless within that time the party by resolution or notice given to the State Disaster Council, in the same manner as notice of termination of participation in this agreement, declines to participate in the particular operational plan.

(b) State-wide and regional mutual aid operational plans shall be approved by the State Disaster Council and copies thereof shall forthwith be sent to each and every party affected by such operational plans. Such operational plans shall be operative as to the parties affected thereby 20 days after receipt thereof unless within that time the party by resolution or notice given to the State Disaster Council, in the same manner as notice of termination of participation in this agreement, declines to participate in the particular operational plan.

(c) The declination of one or more of the parties to participate in a particular operational plan or any amendment, revision, or modification thereof, shall not affect the operation of this agreement and the other operational plans adopted pursuant thereto.

(d) Any party may at any time by resolution or notice given to the State Disaster Council, in the same manner as notice of termination of participation in this agreement, decline to participate in any particular operational plan, which declination shall become effective 20 days after filing with the State Disaster Council.

(e) The State Disaster Council shall send copies of all operational plans to those state departments and agencies designated by the Governor. The Governor may, upon behalf of any department or agency, give notice that such department or agency declines to participate in a particular operational plan.

(f) The State Disaster Council, in sending copies of operational plans and other notices and information to the parties to this agreement, shall send copies to the Governor and any department or agency head designated by him; the chairman of the board of supervisors, the clerk of the board of supervisors, and County Disaster Council, and any other officer designated by a county; the mayor, the clerk of the city council, the City Disaster Council, and any other officer designated by a city; the executive head, the clerk of the governing body, or other officer of other political subdivisions and public agencies as designated by such parties.

(8) This agreement shall become effective as to each party when approved or executed by the party, and shall remain operative and effective as between each and every party that has heretofore or hereafter approved or executed this agreement, until participation in this agreement is terminated by the party. The termination by one or more of the parties of its participation in this agreement shall

not affect the operation of this agreement as between the other parties thereto. Upon approval or execution of this agreement the State Disaster Council shall send copies of all approved and existing mutual aid operational plans affecting such party which shall become operative as to such party 20 days after receipt thereof unless within that time the party by resolution or notice given to the State Disaster Council, in the same manner as notice of termination of participation in this agreement, declines to participate in any particular operational plan. The State Disaster Council shall keep every party currently advised of who the other parties to this agreement are and whether any of them has declined to participate in any particular operational plan.

(9) Approval or execution of this agreement shall be as follows:

(a) The Governor shall execute a copy of this agreement on behalf of the State of California and the various departments and agencies thereof. Upon execution by the Governor a signed copy shall forthwith be filed with the State Disaster Council.

(b) Counties, cities, and other political subdivisions and public agencies having a legislative or governing body shall by resolution approve and agree to abide by this agreement, which may be designated as "CAL EMAIFORNIA DISASTER AND CIVIL DEFENSE MASTER MUTUAL AID AGREEMENT." Upon adoption of such a resolution, a certified copy thereof shall forthwith be filed with the State Disaster Council.

(c) The executive head of those political subdivisions and public agencies having no legislative or governing body shall execute a copy of this agreement and forthwith file a signed copy with the State Disaster Council.

(10) Termination of participation in this agreement may be affected by any party as follows:

(a) The Governor, upon behalf of the State and its various departments and agencies, and the executive head of those political subdivisions and public agencies having no legislative or governing body, shall file a written notice of termination of participation in this agreement with the State Disaster Council and this agreement is terminated as to such party 20 days after the filing of such notice.

(b) Counties, cities, and other political subdivisions and public agencies having a legislative or governing body shall by resolution give notice of termination of participation in this agreement and file a certified copy of such resolution with the State Disaster Council, and this agreement is terminated as to such party 20 days after the filing of such resolution.

IN WITNESS WHEREOF this agreement has been executed and approved and is effective and operative as to each of the parties as herein provided.

/signed/ EARL WARREN
GOVERNOR
On behalf of the State of
California and all its
Departments and Agencies

ATTEST: /signed/ FRANK M. JORDAN
Secretary of State
November 15, 1950
(GREAT SEAL)

Note:

There are references in the foregoing agreement to the California Disaster Act, State Disaster Council, and various sections of the Military and Veterans Code. Effective November 23, 1970, by enactment of Chapter 1454, Statutes 1970, the California Disaster Act (Sections 1500 ff., Military and Veterans Code) was superseded by the California Emergency Services Act (Sections 8550 ff., Government Code), and the State Disaster Council was superseded by the California Emergency Council.

Section 8668 of the California Emergency Services Act provides:

(a) Any disaster council previously accredited, the State Civil Defense and Disaster Plan, the State Emergency Resources Management Plan, the State Fire Disaster Plan, the State Law Enforcement Mutual Aid Plan, all previously approved civil defense and disaster plans, all mutual aid agreements, and all documents and agreements existing as of the effective date of this chapter, shall remain in full force and effect until revised, amended, or revoked in accordance with the provisions of this chapter.

In addition, Section 8561 of the new act specifically provides:

"Master Mutual Aid Agreement" means the California Disaster and Civil Defense Master Mutual Aid Agreement, made and entered into by and between the State of California, its various departments and agencies, and the various political subdivisions of the state, to facilitate implementation of the purposes of this chapter.

Substantially the same provisions as previously contained in Section 1541, 1564, 1586 and 1587 of the Military and Veterans Code, referred to in the foregoing agreement, are now contained in Sections 8633, 8618, 8652 and 8643, respectively, of the Government Code.

AN ORDINANCE OF THE CITY OF RANCHO PALOS VERDES APPROVING AND ADOPTING THE CALIFORNIA DISASTER AND CIVIL DEFENSE MASTER MUTUAL AID AGREEMENT

Ordinance No. 74-79

RESOLUTION NO. 74-79

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RANCHO PALOS VERDES APPROVING AND ADOPTING THE CALIFORNIA DISASTER AND CIVIL DEFENSE MASTER MUTUAL AID AGREEMENT

THE CITY COUNCIL OF THE CITY OF RANCHO PALOS VERDES DOES HEREBY FIND, RESOLVE AND DECLARE AS FOLLOWS:

Section 1. Earl Warren, Governor of the State of California, on the 15th day of November, 1950, executed the California Disaster and Civil Defense Master Mutual Aid Agreement on behalf of the State of California and all its Departments and Agencies.

Section 2. The City Council of the City of Rancho Palos Verdes hereby approves and agrees to abide by said California Disaster and Civil Defense Master Mutual Aid Agreement.

Section 3. The City Clerk is hereby authorized and directed to send a certified copy of this Resolution to the California Emergency Council for filing with said Council.

PASSED, APPROVED, AND ADOPTED this 3rd day of September, 1974.

AYES: Buerk, Dyda, Ruth, M. Ryan

NOES: None

ABSENT: R. Ryan

/S/ MARILYN RYAN
MAYOR

ATTEST:

/S/ DORIS BROWN, DEPUTY
CITY CLERK

Resolution No. 74-79

-1-

AN ORDINANCE OF THE CITY OF RANCHO PALOS VERDES TO ESTABLISH A LOCAL DISASTER COUNCIL

Ordinance No. 55

ORDINANCE NO. 55

AN ORDINANCE OF THE CITY OF RANCHO PALOS VERDES ESTABLISHING A LOCAL DISASTER COUNCIL

THE CITY COUNCIL OF THE CITY OF RANCHO PALOS VERDES DOES ORDAIN AS FOLLOWS:

Section 1. Article III of the Rancho Palos Verdes Municipal Code is amended by adding a Chapter 9 to read:

"CHAPTER 9 - DISASTER COUNCIL

3901. Purposes. The declared purposes of this Chapter are to provide for the preparation and carrying out of plans for the protection of persons and property within this City in the event of an emergency; the direction of the emergency organization; and the coordination of the emergency functions of this City with all other public agencies, corporations, organizations, and effected private persons.

3902. Definition. As used in this chapter, "emergency" shall mean the actual or threatened existence of conditions of disaster or of extreme peril to the safety of persons and property within this City caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, or earthquake, or other conditions, including conditions resulting from war or imminent threat of war, but other than conditions resulting from a labor controversy, which conditions are or are likely to be beyond the control of t services, personnel, equipment and facilities of this City, requiring the combined forces of other political subdivisions to combat.

3903. Disaster Council Membership. The City of Rancho Palos Verdes Disaster Council is hereby created and shall consist of the following:

A. The Mayor, who shall be Chairman, and the members of the City Council;

B. The Director of Emergency Services, the Assistant Director of Emergency Services and the Chiefs of Emergency Services as are provided for in the emergency plan adopted under Sec. 3908, all of whom shall be ex-officio and nonvoting members of the Disaster Council.

3904. Disaster Council Powers and Duties. It shall be the duty of the City of Rancho Palos Verdes Disaster Council, and it is hereby empowered, to develop and recommend for adoption by the City Council, emergency and mutual aid plans and agreements as are necessary to implement such plans and agreements. The Disaster Council shall meet upon call of the Chairman or, in his absence from the City or inability to call such meeting, upon call of the Vice Chairman.

3905. Director and Assistant Director of Emergency Services.

A. There is hereby created the office of Director

of Emergency Services. The City Manager shall be the Director of Emergency Services.

B. There is hereby created the office of Assistant Director of Emergency Services, who shall be appointed by the Director and confirmed by the City Council.

3906. Powers and Duties of the Director and Assistant Director of Emergency Services.

A. The Director is hereby empowered to:

1. Request the City Council to proclaim the existence or threatened existence of a "local emergency" if the City Council is in session, or to issue such proclamation if the City Council is not in session. Whenever a local emergency is proclaimed by the Director, the City Council shall take action to ratify the proclamation within seven days thereafter or the proclamation shall have no further force or effect.

2. Request the Governor to proclaim a "state of emergency" when, in the opinion of the Director, the locally available resources are inadequate to cope with the emergency.

3. Control and direct the effort of the emergency organization of this City for the accomplishment of the purposes of this chapter.

4. Direct cooperation between and co-ordination of services and staff of the emergency organization of this City; and resolve questions of authority and responsibility that may arise between them.

5. Represent this City in all dealings with public or private agencies on matters pertaining to emergencies as defined herein.

6. In the event of the proclamation of a "local emergency" as herein provided, the proclamation of a "state of emergency" by the Governor or the Director of the State Office of Emergency Services, or the existence of a "state of war emergency," the Director is hereby empowered:

(a) To make and issue rules and regulations on matters reasonably related to the protection of life and property as affected by such emergency; provided, however, such rules and regulations must be confirmed at the earliest practicable time by the City Council;

(b) To obtain vital supplies, equipment, and such other properties found lacking and needed for the protection of life and property and to bind the City for the fair value thereof and, if required immediately, to commandeer the same for public use;

(c) To require emergency services of any City Officer or employee and, in the event of the proclamation of a "state of emergency" in the County in which this City is located or the existence of a "state of war emergency," to command the aid of as many citizens of this community as he deems necessary in the execution of his duties; such persons shall be entitled to all privileges, benefits, and immunities as are provided by state law for registered disaster service workers;

(d) To requisition necessary personnel or material of any City department or agency; and

(e) To execute all of his ordinary powers as City Manager, all of the special powers conferred upon him by this chapter or by resolution or emergency plan pursuant hereto adopted by the City Council, all powers conferred upon him by any statute, by any agreement approved by the City Council, and by any other lawful authority.

B. The Director of Emergency Services shall designate the order of succession to that office, to take effect in the event the Director is unavailable to attend meetings and otherwise perform his duties during an emergency. Such order of succession shall be approved by the City Council.

C. The Assistant Director shall, under the supervision of the Director and with the assistance of emergency service chiefs, develop emergency plans and manage the emergency program of this City; and shall have such other powers and duties as may be assigned by the Director.

3907. Emergency Organization. All officers and employees of this City, together with those volunteer forces enrolled to aid them during an emergency, and all groups, organizations, and persons who may by agreement or operation of law, including persons impresse into service under the provisions of Sec. 3906.A(6)(c), be charged with duties, incident to the protection of life and property in this City during such emergency, shall constitute the emergency organization of the City of Rancho Palos Verdes.

3908. Emergency Plan. The City of Rancho Palos Verde Disaster Council shall be responsible for the development of the City of Rancho Palos Verdes Emergency Plan, which plan shall provide for the effective mobilization of all of the resources of this City, both public and private, to meet any condition constituting a local emergency, state of emergency, or state of war emergency; and shall provide for the organization, powers and duties, services, and staff of the emergency organization. Such plan shall take effect upon adoption by resolution of the City Council.

3909. Expenditures. Any expenditures made in connection with emergency activities, including mutual aid activities, shall be deemed conclusively to be for the direct protection and benefit of the inhabitants and property of the City of Rancho Palos Verdes.

3910. Punishment of Violations. It shall be a misdemeanor punishable by a fine of not to exceed five hundred ($500) dollars, or by imprisonmnet for not to exceed six months, or both, for any person, during an emergency, to:

A. Willfully obstruct, hinder, or delay any member of the emergency organization in the enforcement of any lawful rule or regulation issued pursuant to this chapter, or in the performance of any duty imposed upon him by virtue of this chapter.

B. Do any act forbidden by any lawful rule or regulation issued pursuant to this chapter, if such act is of such a nature as to give or be likely to give assistance to the enemy or to imperil the lives or property of inhabitants of this City, or to prevent, hinder, or delay the defense or protection thereof.

C. Wear, carry, or display, without authority, any means of identification specified by the emergency agency of the State.

PASSED, APPROVED, AND ADOPTED this 17th day of September, 1974, by the following vote:

AYES: Buerk, Dyda, Ruth, R. Ryan, M. Ryan

NOES: None

ABSENT: None

/S/ MARILYN RYAN
MAYOR

ATTEST:

/S/ DORIS BROWN, DEPUTY
CITY CLERK

GOOD SAMARITAN LEGISLATION

CALIFORNIA CIVIL CODE, CHAPTER 9, SECTION 1799.102

No person, who in **good faith** and not for compensation, renders emergency care at the scene of an emergency shall be liable for any civil damages resulting from any act or omission. The scene of an emergency shall not include emergency departments and other places where medical care is usually offered.

CALIFORNIA GOVERNMENT CODE, SECTION 8659

Any physician or surgeon (whether licensed in this state or any other state), hospital, pharmacist, nurse or dentist who renders services during any state of war emergency, a state of emergency, or a local emergency at the express or implied request of any responsible state or local official or agency shall have no liability for any injury sustained by any person by reason of such services, regardless of how or under what circumstances or by what cause such injuries are sustained; provided, however, that the immunity herein granted shall not apply in the event of a willful act or omission.

CALIFORNIA GOVERNMENT CODE, SECTION 13970

Direct action on the part of private citizens in preventing the commission of crimes against the person or property of others, or in apprehending criminals, or rescuing a person in immediate danger of injury or death as a result of fire, drowning, or other catastrophe, benefits the entire public. In recognition of the public purpose served, the state may indemnify such citizens, their surviving spouses, their surviving children, and any persons dependent upon such citizens for their principal support in appropriate cases for any injury, death, or damage sustained by such citizens, their surviving spouses, their surviving children, and any persons dependent upon such citizens for their principal support as a direct consequence of such meritorious action to the extent that they are not compensated for the injury, death or damage from any other source. A claim shall be denied if an award has been made under Article I (commencing with Section 13960) of this chapter for the same incident.

CALIFORNIA GOVERNMENT CODE, SECTION 50086

No person who is summoned by the county sheriff, city police department, fire department, park range, or other local agency to voluntarily assist in a search or rescue operation, who possesses first aid training equivalent to the Red Cross advanced first aid and emergency care training standards, and who in good faith renders emergency services to a victim prior to or during the evacuation or extrication of the victim, shall be liable for any civil damages as a result of any acts or omissions by such person in rending such emergency services.

JOINT POWERS AGREEMENT DISASTER MANAGEMENT AREA G

L.A. COUNTY - JOINT POWERS 11/98
AGMT. INTER AGENCY COOPERATION
IN MAJOR NATURAL OR MAN-MADE DIS.

JOINT POWERS AGREEMENT TO PROVIDE FOR INTER-AGENCY COOPERATION IN MAJOR NATURAL OR MAN-MADE DISASTER

DISASTER MANAGEMENT AREA G
Los Angeles County Operational Area

WHEREAS, natural or man-made disasters such as earthquakes, fires, floods, civil unres acts of terrorism or other physical manifestations may affect the peace, health, safety and gener welfare of large numbers of persons and extensive areas; and

WHEREAS, the State of California has adopted the Standardized Emergency Managemer System ("SEMS") pursuant to Title 19, Division 2 of the State's Code of Regulations requiring a local governments within a county geographic area to be organized into a single Operational Are and

WHEREAS, in accordance with SEMS, the Board of Supervisors of the County of Los Angeles established the Los Angeles County Operational Area ("Operational Area") on July 5, 1995, with the County of Los Angeles serving as the lead agency of the Los Angeles County Operational Area; and

WHEREAS, to enable the Los Angeles County Operational Area to accomplish the objectives of SEMS by promoting greater efficiencies in disaster management, planning, training, and preparedness, it is essential to coordinate the efforts of the cities within the Los Angeles County Operational Area; and

WHEREAS, such coordination can be accomplished by cooperative management, planning, training, and preparedness action through responsible agencies prior to the time disaster response is required; and

WHEREAS, there have been established Disaster Management Areas (previously known as "Civil Defense Areas") within the Los Angeles County Operational Area, each having a Disaster Management Area Coordinator who serves as a representative on the Operational Area Advisory Board to facilitate communication between the cities and the Operational Area; and

WHEREAS, the parties to this Agreement are located within Disaster Management Area G of the Los Angeles County Operational Area and, therefore, have mutual interests and objectives to accomplish with reference to disaster management, planning, training and preparedness within said Area G; and

WHEREAS, the power to prepare for and mitigate natural or man-made disasters, and the power to act in case of emergency or disaster, are all powers common to the parties to this Agreement; and

WHEREAS, that in order to efficiently and adequately exercise the powers hereinabove referred to, it is essential that skilled personnel, charged with the duty of coordinating disaster management efforts, should be provided in order to obtain maximum benefits; and

WHEREAS, that the parties to this Agreement believe the arrangements and provisions provided by this Agreement will best serve the public peace, health, safety, and general welfare of said respective parties, and of the Los Angeles County Operational Area and, therefore, shall supersede any prior agreement concerning Civil Defense Areas or Disaster Management Areas.

NOW THEREFORE, in consideration of the foregoing recitals and of the benefits which will be derived from the coordination of disaster management, planning, training and preparedness efforts, and the availability of skilled personnel with adequate knowledge for coordination purposes, the parties hereto do hereby mutually covenant and agree with each other, under the power and authority to do so granted under the provisions of Chapter 5 of Division 7 of Title 1 (Section 6500 et seq.) of the Government Code of the State of California, as follows:

1.0 Purpose

1.1 The purpose of this Agreement is to promote the coordination of disaster management, planning, training and preparedness efforts of the parties by cooperative planning and related activity under the direction of a Disaster Management Area Board. This Agreement shall supersede any prior agreement by the parties hereto concerning these matters.

2.0 Creation of Disaster Management Area Board

2.1 There is hereby created the Disaster Management Area G Board ("Governing Board"). The Governing Board at a minimum shall consist of one representative from each party who shall be appointed to the Governing Board by the governing body of each party, and who may be removed at any time by such governing body. Each party may appoint an alternate who may act in the absence of the designated representative. No representative or alternate shall be appointed who is not an official or employee of the appointing party. At its option, the Governing Board may create an Executive Board or any standing committees as required.

3.0 Powers of the Disaster Management Area Board

3.1 Within 60 days after this Agreement is formally approved by a minimum of three(3) parties, including two (2) cities and the County, the current Coordinator for the existing Civil Defense Area G or Disaster Management Area G, in conjunction with the County Operational Area Office of Emergency Management, shall assist this Governing Board to provide for implementation of the provisions of this Agreement.

3.2 The Governing Board shall determine the most appropriate means to provide direct coordination and communication between the Los Angeles County Operational Area and the parties to this Agreement. This may include retaining a full-time Disaster Management Area Coordinator, or designating a lead agency to serve as Disaster Management Area Coordinator to work cooperatively to strengthen the Disaster Management Area as part of the Operational Area in disaster management, planning, training and preparedness. If the Governing Board designates a Coordinator who is not a lead agency or an employee of a party, the terms and conditions governing

the services of the Coordinator shall be established by the Governing Board who shall designate the administrative practices. The Disaster Management Area Coordinator shall act as the Governing Board's representative on the Operational Area Advisory Board.

3.3 Standard duties of the Disaster Management Area Coordinator or designated lead agency functioning in that capacity shall minimally include those identified in the attached "Duty Statement". Optional responsibilities listed in the Duty Statement may be modified as necessary by said Board in meeting its specific needs.

3.4 The Governing Board shall have such powers as are granted by statute to general law cities to perform the duties specified in this Agreement, and such powers are subject to the same restrictions upon the manner of exercising the powers as in a general law city.

3.5 The Governing Board shall have the duty and responsibility to determine if personnel will be employed under this Agreement; the compensation of such personnel; the location of the Office Headquarters; all matters relating to policy and finance; and the overall supervision and direction of the personnel employed.

3.6 Nothing contained in this Agreement shall be construed as granting to any board, person, or other entity, the responsibility or power of each of the parties hereto to protect against the loss of life and property solely within their respective jurisdictions. The parties specifically retain such responsibility and power.

4.0 Rules of the Board

4.1 A simple majority of said Board shall constitute a quorum for the transaction of business unless otherwise designated by the Governing Board. The Governing Board shall elect one of its own members as Chair of the Governing Board. The Governing Board shall provide for the time and place of its own meetings, shall promulgate its own rules, and conduct its business according to Robert's Rules of Order. It shall cause to be kept a record of its proceedings and shall furnish a copy thereof to each of the parties hereto.

5.0 Audit

5.1 If in the process of conducting its duties the Governing Board receives funds, property or other assets from any source, said Governing Board shall be strictly accountable for those assets and shall report all receipts and disbursements, as provided in the Addendum to this Agreement.

5.2 Any party shall have the right during regular business hours to examine, inspect, review and copy, at its own expense, all books, records, accounts and other documents of the Governing Board relating to this Agreement.

6.0 Duration of this Agreement

6.1 This Agreement shall take effect and be in full force as soon as such Agreement shall be duly executed by a minimum of three (3) parties, including two (2) cities and the County, and shall continue in full force and effect until such time as the member parties determine it is in the public interest to dissolve the Disaster Management Area G.

6.2 The parties hereto shall have the right to withdraw from this Agreement effective July 1 of any calendar year by filing a written notice of intent to so withdraw from said Disaster Management Area on or before the first day of April of such year. In the event of the withdrawal from this Agreement of one or more of the parties hereto, this Agreement shall continue and remain in full force and effect insofar as the remaining parties are concerned. Any costs of the program provided for herein shall be borne by the remaining parties in accordance with the Addendum to this Agreement.

7.0 Disposition of Assets

7.1 The party or parties electing to withdraw from this Agreement prior to final termination shall not be entitled to any refund or payment from any properties or assets accumulated as a result of the joint exercise of powers herein. Upon final termination of this Agreement all property and any surplus or remaining funds acquired hereunder shall be distributed to the parties to this Agreement at the time of such termination in proportion to their contributions for the last calendar year during which the Agreement was effective.

8.0 Amendments

8.1 This Agreement may be amended from time-to-time by the unanimous agreement of the parties.

9.0 Counterparts

9.1 This Agreement may be executed in one or more counterparts and may include multiple signature pages, all of which shall be deemed to be one agreement. Copies of this Agreement may be used in lieu of the original.

10.0 Liability

10.1 Employees of any party performing disaster management services on behalf of the Disaster Management Area shall remain employees of that party for the purposes of workers' compensation and no other party shall have liability for injury to an employee of another party.

10.2 Pursuant to Government Code Section 895.4, each party hereby assumes the liability imposed on it, its officers and employees for injury caused by a negligent or wrongful act or omission occurring in the performance of that party's obligations under this Agreement to the same extent that such liability would be imposed in the absence of Government Code Section 895.2.

Accordingly, each party shall defend, indemnify and hold harmless the other parties for any claim, demand, cause of action, loss, liability, damage, cost or expense that may be imposed on such party solely by virtue of said Section 895.2.

IN WITNESS WHEREOF each party has caused this Agreement to be duly executed by its authorized officer(s) on the date(s) set forth below.

JOINT POWERS AGREEMENT TO PROVIDE FOR INTER-AGENCY COOPERATION IN MAJOR NATURAL OR MAN-MADE DISASTER

DISASTER MANAGEMENT AREA G

CITY OF RANCHO PALOS VERDES

By: Barbara J Ferraro
Barbara J. Ferraro
Mayor

Date: November 23, 1998

ATTEST: Jo Purcell
Jo Purcell, City Clerk

ADDENDUM TO JOINT POWERS AGREEMENT
Disaster Management Area G

This addendum is hereby incorporated in the Joint Powers Agreement for Disaster Management Area G to provide for preparation of annual budgets, assessment of fees to the member parties and accounting of assets pursuant to this Agreement.

(1) The respective parties hereto, with the exception of the County of Los Angeles, agree to pay their respective proportionate shares of the costs and expenses incident to the activities, operations and services covered by this Agreement. Their respective proportionate shares shall be as the average of their respective populations and assessed valuations bear to each other, as estimated by Urban Research Regional Population Models, and the Los Angeles County Assessor as of January 1 of each year this Agreement is in effect. The shares shall be based on a per capita rate.

(2) In lieu of the contribution formerly paid by the County, the County of Los Angeles shall pass through Emergency Management Assistance (EMA) grant funding, including funding for unincorporated area populations, in accordance with the approved EMA distribution plan, as appropriated annually by the Board of Supervisors.

(2.1) In the event that amount of EMA funding from the Federal or State governments declines, or is completely eliminated, the County of Los Angeles, as a party to this agreement shall contribute, at a minimum, an equal share of the costs and expenses incident to the activities of Area G on the same basis as any other member. It is agreed by all parties to the agreement, that the above contribution by the County is contingent upon the availability of funds and the appropriation of such funds by the Los Angeles County Board of Supervisors.

(3) The annual budgets shall be prepared and adopted by the Disaster Management Area G Board. The proportional contribution shall be addressed in the budget preparations and approved by the Disaster Management Area G Board. Minimum assessments may be established by the Area G Board. Any funds remaining at the end of the fiscal year shall be carried over to the budget of the next fiscal year.

(4) No funds may be expended or obligated by the Disaster Management Area G Board in excess of the total amount received from the participating agencies, plus such grants or gifts as the Board may receive from other sources.

(5) The adopted budget shall be submitted to the respective parties hereto, on or before the first day of May each year, so as to enable legislative bodies of the respective parties to examine same prior to the beginning of each fiscal year and take such action with reference thereto, as they may desire, on their respective parts.

(5.1) The Board shall designate a member city to receive and disburse, on order of the Disaster Management Area G Board, all funds of the Area G Board with a complete accounting of all funds and expenditures to be furnished each member city for each fiscal year.

(5.2) Pursuant to (5) above, and subject to the Executive Board's discretion, any surplus Area G funds retained by the designated city on June 30 shall be carried over to the budget of the next year unless otherwise directed.

(6) Payments by the respective parties are to be made to the Disaster Management Area G Board on or before July 31 of each year. The Disaster Management Area G Board shall be strictly accountable for all funds and shall make an annual report of all receipts and disbursements to the parties hereto for each fiscal year.

LOS ANGELES COUNTY DISASTER MANAGEMENT AREA COORDINATORS (DMACS) DUTY STATEMENT

Policy Statement—The first priority of any DMAC will be to the cities within his/her own Area; second priority will be assistance to the other Areas and cities within and to the Los Angeles County Operational Area (Op Area) Emergency Operations Center (EOC) (OAEOC) —City Liaison post. Response to assistance requests will be to Areas of greatest need.

NON-EMERGENCY ROLE

Mission Statement—Coordinate with Area cities in planning for preparedness, mitigation and recovery from emergencies/disasters.

Minimum Responsibilities/Services

- Disseminate emergency management information received from the County/County Op Area to the Area cities.
- Work with the Op Area in development and submission of required EMA documents.
- Cooperate and participate with the Op Area and the County Office of Emergency Management (OEM) in operational planning, exercises and training affecting Area jurisdictions.
- Coordinate and communicate with other disaster services organizations during disasters.
- Attend pertinent federal, state, Op Area and other training programs, workshops and seminars to improve emergency programs; brief Area cities on essential or relevant information.
- Represent the Area at appropriate meetings, including Op Area, state, federal, private and non-profit organizations.

Optional Responsibilities/Services as Directed by the Area Board

- Organize, conduct and assist in training programs, conferences, etc.
- Using available federal, state and local guidance, coordinate and assist, as appropriate, in the development of member cities' emergency plans, programs and policies.
- Conduct regular board meetings/workshops on relevant topics.
- Provide public information materials to member cities, general public, schools and businesses; respond to public inquiries; maintain an audio visual library and maintain information on resources available during a disaster.
- Assist member cities in preparation and revisions of necessary ordinances and resolutions and other paperwork required by FEMA, State OES and/or Op Area.
- Assist member cities in planning and organizing preparedness exercises, as requested.

Minimum Responsibilities/Services (Cont.)

- Liaison with the Sheriff's Department, Emergency Operations Bureau (EOB) and Station Coordinator; Red Cross Chapter(s); Los Angeles County (OEM) and other county departments; State OES and FEMA. Coordinate with these agencies in special projects or programs.
- Prepare annual budget information; maintain all financial records.
- Maintain all records necessary for participation in EMA funding.

Optional Responsibilities/Services as Directed by the Area Board (Cont.)

- Consult with and provide expertise for member cities who are developing Emergency Operation Centers (EOCs), including information on appropriate displays, supplies, communications systems, etc., as requested.
- Maintain the Area office, including record keeping, Area-wide information file, correspondence, and all clerical and secretarial duties.

DMAC Mutual Aid

- Subject to availability, provide backup services for absent Area Coordinator. Respond to urgent information requests and disseminate critical information to cities in the absence of their DMAC.

Note: The amount of time given to any one activity will vary depending on the annual emergency management focus and emergency activations.

EMERGENCY ROLE
(Minimum Responsibility)

Mission Statement—Advocate for Area cities and liaison with the Los Angeles County Operational Area (Op Area) Emergency Operations Center (EOC) (OAEOC) as necessary; assist other Areas as requested; staff City Liaison post at OAEOC.

- Check in with Area cities to quickly determine the impact of the emergency/disaster.
- Provide a quick Area status report to the OAEOC to supplement individual cities' reports. This is not a detailed or formal report. It should be considered outside the normal reporting system and will provide the OAEOC with an indication of where potential problems might exist as well as indicate which Disaster Management Area Coordinators (DMACs) might be in the best position to directly provide staffing to assist the most heavily impacted Area(s) and the OAEOC (staffing may come from the DMAC or from a city within the DMAC's Area).
- Get feedback from the OAEOC as to which DMAC Areas appear to be most heavily impacted and which appear least impacted. Feedback will include a recommendation from the OAEOC as to which DMAC should provide staffing to the OAEOC (staffing may come from the DMAC or from a city within the DMAC's Area).
- DMAC or selected city provides shift staffing to the OAEOC to represent concerns of cities, to ensure that the needs and concerns of cities are properly represented in the OAEOC, and to participate, as appropriate,` in the development of solutions affecting cities.

PUBLIC WORKS MUTUAL AID AGREEMENT

This Mutual Aid Agreement ("Agreement") is made and entered into by those parties who have adopted and signed this Agreement.

WHEREAS, the California Office of Emergency Services, the League of California Cities, the County Supervisors Association of California, and the American Public Works Association have expressed a mutual interest in the establishment of a plan to facilitate and encourage public works mutual aid agreements between political subdivisions throughout California; and

WHEREAS, the parties hereto have determined that it would be in their best interests to enter into an agreement that implements that plan and sets forth procedures and the responsibilities of the parties whenever emergency personnel, equipment, and facility assistance is provided from one party's Public Works Department to the other;

WHEREAS, no party should be in a position of depleting unreasonably its own resources, facilities, or services providing such mutual aid; and

WHEREAS, such an agreement is in accord with the California Emergency Services Act set forth in Title 2, Division 1, Chapter 7 (Section 8550 et seq.) of the Government Code and specifically with Article 14 (Section 8630 et seq.) of the Act.

NOW, THEREFORE, IN CONSIDERATION OF THE CONDITIONS AND COVENANTS CONTAINED HEREIN, THE PARTIES AGREE AS FOLLOWS:

1. For this Agreement, the following terms shall be ascribed the following meanings:

    a. "Coordinator" shall mean the person designated by each party to act on behalf of that party on all matters relative to mutual aid, to include but not be limited to requests, responses, and reimbursement.

    b. "Local Emergency" shall mean the actual or threatened existence of conditions of disaster or extreme peril to the safety of persons or property within the territorial limits of one of the parties caused by human or natural conditions such as air pollution, fire, flood, storm, wind, earthquake, explosion, transportation accident, hazardous material problem, tsunami, sudden or severe energy shortage, epidemic, riot or other occurrences, other than conditions resulting from a labor controversy, which occurrences, or the immediate threat thereof, are likely to be beyond the control of the personnel, equipment, or facilities of that party to this Agreement and which personnel, equipment or facilities of the other party are therefore desired to combat.

c. An "Operational Area" for the coordination of public works mutual aid shall normally be a County and all the jurisdictions within the County that are parties to this Agreement. A different public works operational area may be established by the parties in some unique cases.

2. Coordinators designated by each party shall be designated by Title, Name, Address and Phone Number, and if said Coordinator changes, the other parties of the Agreement shall be notified in writing as soon as practical after the appointment has been made through the Agreement Coordinator designated in paragraph 18 hereinafter.

3. When a Local Emergency has been proclaimed by party's governing body or authorized official, the Coordinator may request assistance.

4. When request for assistance is received, the assisting Coordinator shall promptly advise of the extent of response, provide whatever personnel, equipment, and/or facilities as can be provided without jeopardizing the safety of persons or property within their jurisdiction. No party receiving a request for assistance shall be under any obligation to provide assistance or incur any liability for not complying with the request.

5. When the assisting Coordinator's personnel, equipment, and/or facilities are no longer required or when assisting Coordinator advises that the resources are required within their own jurisdiction, the requesting Coordinator shall immediately arrange for the return of those resources.

6. Requesting party shall be responsible for the safekeeping of the resources provided by the assisting party. Requesting Coordinator shall remain in charge of the incident or occurrence and shall provide control and direction to the resources provided by the assisting party. The request may include for providing supervisory personnel to take direct charge of the resources under the general direction of the requesting Coordinator. Requesting Coordinator shall make arrangements for housing and feeding, assisting personnel, fueling, servicing, and repair of equipment if such support is requested by assisting Coordinator. Assisting party's personnel shall not be deemed employees of requesting party and vice versa.

7. The requesting party agrees to pay all direct, indirect, administrative and contracted costs of assisting party incurred as a result of providing assistance pursuant to this Agreement, based upon standard rates applicable to assisting party's internal operations. Payment shall be made within sixty (60) days after receipt of a detailed invoice. Requesting party shall not assume any liability for the direct payment of any salary or wages to any officer or employee of assisting party.

8. Requesting party shall hold harmless, indemnify, and defend the assisting party, its officers, agents, and employees against all liability, claims, losses, demands, or actions for injury to, or death of, a person or persons, or damages to property

arising out of, or alleged to arise out of or in consequence of, this Agreement provided such liability, claims, losses, demands, or actions are claimed to be due to the acts or omissions of the requesting party, its officers, agents, or employees, or employees of the assisting party working under the direction and control of the requesting party when the act or omission of such assisting party employee occurs or is alleged to occur within the scope of employment under the direction and control of the requesting party.

9. When mutual aid is provided, the requesting and assisting agencies will keep account records of the personnel, equipment, and materials provided as required by Federal and State (NDAA) and FEMA guidelines to maximize the possibility of Federal and State disaster reimbursement. Each party shall have access to other party's records for this purpose.

10. Agreement shall take effect immediately upon its execution and shall remain in effect until terminated.

11. Any party may withdraw from Agreement without cause upon delivery of sixty (60) days prior written notice to the Agreement Coordinator designated in Paragraph 18 hereinafter.

12. To the extent that they are inconsistent with this agreement all prior agreements for public works mutual aid between the parties hereto are hereby null and void.

13. Requests for mutual aid assistance under this Agreement when more than one County is impacted by a disaster, should be channeled through the appropriate Regional State Office of Emergency Services to ensure maximum effectiveness in allocating resources to the highest priority needs.

14. Requests for Public Works assistance from outside of an operational area should be channeled through the authorized emergency management organizations for the requesting and providing parties' operational areas.

15. Any controversy or claim arising out of or relating to this Agreement, or the breach thereof, shall be settled by arbitration in accordance with the Rules of the American Arbitration Association and judgment on the award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof.

16. This Agreement in no way acts to abrogate or waive any immunity available under the Tort Claims Act.

17. Initial signators to this Agreement are:

    Los Angeles County
    Orange County

18. The County of Los Angeles shall act as the initial Agreement Coordinator of this program for the purpose of:
    a. Receipt of new members to the Agreement.

    b. Maintaining a current list of signatory parties and representatives.

    c. Circulating annually a list of all parties and Representatives to all signatory parties.
    d. Arranging for amendments to Agreement as may be necessary.

    The party acting as Agreement Coordinator may transfer these responsibilities to another party with the consent of that party and upon notification of the other parties to the Agreement.

19. All signatory parties agree that any other qualified public agency or quasi public agency may become a party to this agreement by executing a duplicate copy of this agreement and sending same to the Agreement Coordinator, initially the County of Los Angeles, addressed as follows:

    The Los Angeles County Department of Public Works
    900 South Freemont Avenue
    Alhambra, CA 91803-1331
    Attention: Disaster Services Coordinator

IN WITNESS THEREOF, the parties hereto have executed this Agreement by their duly authorized officers on the dates hereinafter indicated.

//Adopted by Los Angeles County Board of Supervisors October 31, 1989.

//Adopted by Orange County Board of Supervisors January 9, 1990.

A RESOLUTION OF THE CITY OF RANCHO PALOS VERDES TO AUTHORIZE THE APPROVAL OF THE PUBLIC WORKS MUTUAL AID AGREEMENT WITH THE COUNTIES OF LOS ANGELES AND ORANGE AND OTHER CITIES AND COUNTIES AS THEY MAY BECOME SIGNATORY TO THE PUBLIC WORKS MUTUAL AID AGREEMENT

Ordinance No. 90-36

RESOLUTION 90-36

A RESOLUTION OF THE CITY OF RANCHO PALOS VERDES TO AUTHORIZE THE APPROVAL OF THE PUBLIC WORKS MUTUAL AID AGREEMENT WITH THE COUNTIES OF LOS ANGELES AND ORANGE AND OTHER CITIES AND COUNTIES AS THEY MAY BECOME SIGNATORY TO THE PUBLIC WORKS MUTUAL AID AGREEMENT.

WHEREAS, The City of Rancho Palos Verdes recognizes the importance and the great need for disaster Training and Emergency Preparedness, and

WHEREAS, The counties of Los Angeles and Orange have signed a Public Works Mutual Aid Agreement to be implemented on an as needed basis during any catastrophic disaster, and

WHEREAS, Mutual Aid Agreements have been effective between agencies in the Police and Fire Services, and

WHEREAS, during such a major disaster, City Public Works resources may be insufficient to meet the needs of the moment, and

WHEREAS, in the event of a serious disaster is a neighboring city, the City of Rancho Palos Verdes may be able to extend Public Works disaster Assistance to that affected city, and

WHEREAS, in the event of a serious disaster, the City of Rancho Palos Verdes may require assistance afforded as part of this agreement, and

WHEREAS, there is presently no agreement in place to govern the extension of Public Works Mutual Aid during a disaster,

NOW, THEREFORE BE IT RESOLVED, the City of Rancho Palos Verdes hereby approves the MULTI-COUNTY PUBLIC WORKS MUTUAL AID AGREEMENT, and authorizes staff to execute such documents as are necessary to join the Public Works Mutual Aid Agreement.

PASSED, APPROVED, and ADOPTED this 6th day of June, 1990.

/S/ MELVIN W. HUGHES
Mayor

ATTEST:

/S/ JO PURCELL
City Clerk

State of California)
County of Los Angeles) ss
City of Rancho Palos Verdes)

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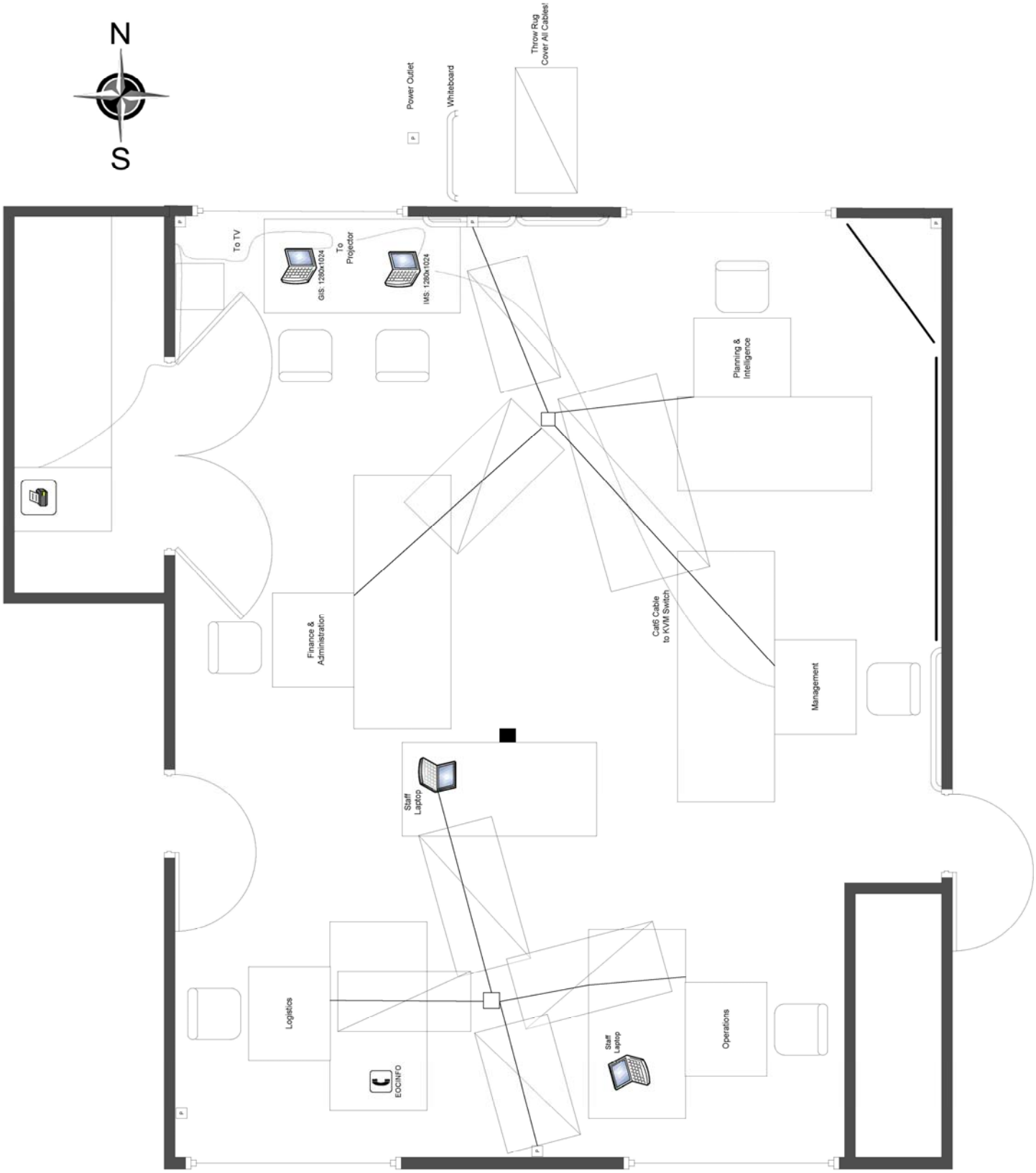
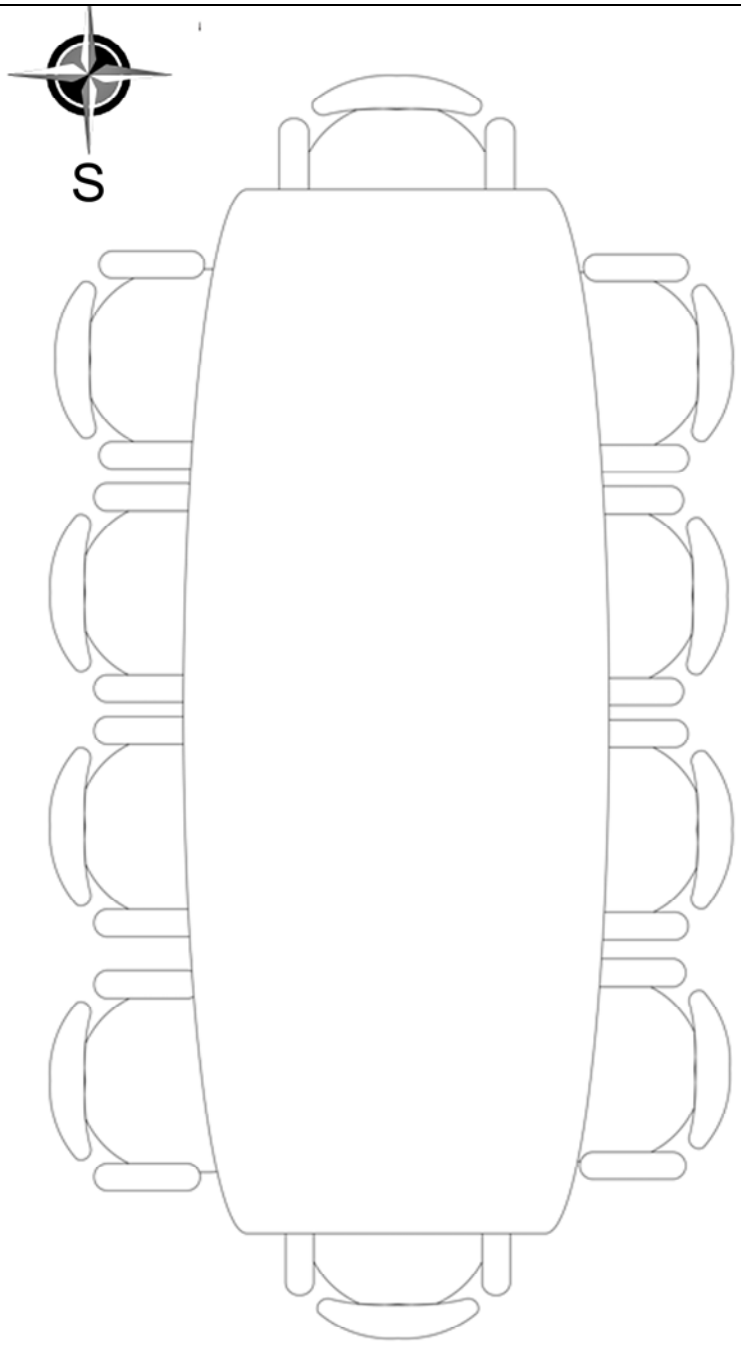
MANAGEMENT SECTION

EOC FORMS

EOC FORM 120/A – EMERGENCY OPERATIONS CENTER DIAGRAM – MAIN ROOM



EOC FORM 120/B – EMERGENCY OPERATIONS CENTER - MANAGEMENT SECTION BREAKOUT ROOM ADMINISTRATION CONFERENCE ROOM



EOC 128 – PIO STATUS FORM

CITY OF RPV EOC EMERGENCY PRESS INFORMATION LOG	1. EVENT NAME

2. OPERATIONAL PERIOD #

FROM: (date) / (time) **TO:** (date) / (time)

3. TIME	4. IN	5. OUT	6. METHOD	7. MEDIA TYPE	8. CONTACT NAME	9. AGENCY NAME	10. GIVEN BY	11. NOTES/ COMMENTS
	☐	☐						
	☐	☐						
	☐	☐						
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	☐	☐						

EOC 127	12. PREPARED BY (NAME/POSITION)	13. APPROVED BY (EOC DIRECTOR)

CITY OF RPV EOC
PUBLIC INFORMATION OFFICER EVENT STATUS FORM

1. EVENT NAME	2. REPORT DATE

GENERAL INFORMATION

3. TYPE OF EVENT	4. HAZARD OR SCENARIO	5. DATES AND DURATION OF EVENT (MM/DD/YYYY) FROM: TO:

6. EVENT OVERVIEW

7. AREAS INVOLVED

8. AREAS EVACUATED

9. AGENCIES AND RESOURCES COMMITTED

10. SHELTER CENTERS

11. HOSPITAL STATUS

12. ROAD STATUS

13. CASUALTIES

INCIDENT PERSONNEL	PUBLIC
_____ Injuries	_____ Injuries
_____ Fatalities	_____ Fatalities

14. DAMAGE ESTIMATES

PUBLIC	PRIVATE

15. WARNINGS/HAZARDS

LOCATION	TYPE	PERIOD

16. CURRENT WEATHER	17. FORECASTED WEATHER

18. MISCELLANEOUS

19. PIO

NAME	DEPARTMENT/AGENCY	CONTACT NUMBER	LOCATION

EOC 128	20. PREPARED BY (NAME/POSITION)	21. APPROVED BY (EOC DIRECTOR)

EOC 131 – SECTION ACTIVITY LOG

CITY OF RPV
EOC VISITATION REQUEST FORM

1. EVENT NAME	2. REQUEST DATE

3. NAME _____

4. ADDRESS _____

5. CONTACT NUMBER _____

6. EMAIL ADDRESS _____

7. ORGANIZATION _____

8. REASON FOR REQUEST _____

_____

_____

I understand that completion of this form does not constitute an agreement, expressed or implied, to permit me to enter the Emergency Operations Center (EOC).

If granted permission to enter the EOC, I agree to remain in the Visitor Control Area while in the EOC unless I am directed elsewhere by EOC staff. Further, I understand that visitation privileges may be terminated at any time and I agree to leave promptly upon notification of the termination of visitation privileges.

9. SIGNATURE _____

TO BE COMPLETED BY EOC COORDINATOR

10. TIME IN _____

11. TIME OUT _____

12. AREAS VISITED _____

CITY OF RPV EOC BRANCH ACTIVITY LOG	1. EVENT NAME	2. DATE PREPARED	3. TIME PREPARED
4. BRANCH NAME	5. BRANCH COORDINATOR (NAME AND POSITION)		6. OPERATIONAL PERIOD

7. PERSONNEL ROSTER ASSIGNED

NAME	EOC POSITION	CONTACT NUMBER	HOURS		ASSIGNED TASKS

EOC 131 – SECTION ACTIVITY LOG

8. ACTIVITY LOG	
TIME	MAJOR EVENTS

EOC 131		

EOC 132 – BRANCH ACTIVITY LOG

CITY OF RPV EOC BRANCH ACTIVITY LOG	1. EVENT NAME	2. DATE PREPARED	3. TIME PREPARED
4. BRANCH NAME	5. BRANCH COORDINATOR (NAME AND POSITION)	6. OPERATIONAL PERIOD	

7. PERSONNEL ROSTER ASSIGNED

NAME	EOC POSITION	CONTACT NUMBER

EOC 133 – UNIT ACTIVITY LOG

8. ACTIVITY LOG	
TIME	**MAJOR EVENTS**

EOC 132	**9. PREPARED BY (NAME/POSITION)**	Page of

CITY OF RPV EOC UNIT ACTIVITY LOG	1. EVENT NAME	2. DATE PREPARED	3. TIME PREPARED
4. BRANCH NAME	5. BRANCH COORDINATOR (NAME AND POSITION)	6. OPERATIONAL PERIOD	

7. PERSONNEL ROSTER ASSIGNED

NAME	EOC POSITION	CONTACT NUMBER

EOC 134 – INDIVIDUAL ACTIVITY LOG

8. ACTIVITY LOG	
TIME	**MAJOR EVENTS**

EOC 133	**9. PREPARED BY (NAME/POSITION)**	Page of

EOC 134 – INDIVIDUAL ACTIVITY LOG

CITY OF RPV EOC INDIVIDUAL ACTIVITY LOG	1. EVENT NAME	2. DATE PREPARED	3. TIME PREPARED
4. EOC POSITION(S):	5. SUPERVISOR (NAME AND POSITION)		6. OPERATIONAL PERIOD

7. ACTIVITY LOG

TIME	EVENT/ACTION/OBSERVATION

EOC 134	8. PREPARED BY (NAME/POSITION)	Page of

EOC	**9. PREPARED BY (NAME/POSITION)**	Page of

134		

EOC 135 – GENERAL MESSAGE

CITY OF RPV EOC GENERAL MESSAGE	1. EVENT NAME	2. DATE	3. TIME

4. TO:		5. POSITION:	
6. FROM:		7. POSITION:	
8. SUBJECT:			

9. PRIORITY					
CRITICAL/LIFE SAFETY		URGENT		ROUTINE	

10. MESSAGE

11. REPLY

12. NAME:		13. POSITION:	
14. DATE:		15. TIME:	

EOC 135	**16. PREPARED BY (NAME/POSITION)**	Page of

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OPERATIONS SECTION

INTRODUCTION

GENERAL

PURPOSE

To enhance the capability of the City of Rancho Palos Verdes to respond to emergencies by carrying out coordinated tactical operations based upon the EOC Action Plan. It is the policy of this Section that the priorities of responses are to be:

- Protect life, property and environment.
- Carry out objectives of the EOC Action Plan.
- Ensure coordinated incident response.
- Cooperate with other sections of the city's emergency response team.

OVERVIEW

The Operations Section's primary responsibility is to manage the tactical operation of various response elements involved in the disaster/emergency. These elements include:

- Fire & Rescue
- Law Enforcement
- Health & Welfare
- Construction & Engineering

OBJECTIVES

The Operations Section is responsible for coordination of all response elements applied to the disaster/emergency. The Operations Section carries out the objectives of the EOC Action Plan and requests additional resources as needed.

CONCEPT OF OPERATIONS

The Operations Section will operate under the following policies during a disaster/emergency as the situation dictates:

- The Standardized Emergency Management System (SEMS) will be followed.
- All existing city and departmental operating procedures will be adhered to unless modified by the City Council.
- All on-duty personnel are expected to remain on duty until properly relieved of duty. Off-duty personnel will be expected to return to work in accordance with departmental SOPs.
- While in a disaster mode, operational periods will be 12 hours for the duration of the event. Operational periods will normally change at 6:00 a.m. and 6:00p.m. Operational periods should be event driven.

HAZARDOUS MATERIALS:
The Health Hazardous Materials Division of the Los Angeles County Fire Department is designated as the Administering Agency for hazardous materials for the City of Rancho Palos Verdes. (Reference: Los Angeles County Hazardous Materials Guidelines).

SECTION ACTIVATION PROCEDURES

The EOC Director is authorized to activate the Operations Section.

When to Activate
The Operations Section may be activated when the City's Emergency Operations Center (EOC) is activated or upon the order of the EOC Director.

Where to Report
The EOC is located at City Hall (Community Room) at 30940 Hawthorne Boulevard. The Alternate EOC is located at Hesse Park (Multi-Purpose Room), 29301 Hawthorne Boulevard.

When to Report
Off-duty personnel are expected to return to work in accordance with the City of Rancho Palos Verdes' Employee Emergency Manual.

CHART 1: LOCAL EOC STAFFING GUIDE

Event/Situation	Activation Level	Minimum Staffing
Unusual occurrences with severe potential impacts on the health and safety of the public and/or environment	One	EOC Director EOC Coordinator Other Designees
Severe Weather Issuance's (see Operations Section Supporting Documents - NWS)		
Significant incidents involving 2 or more Departments		
Earthquake Advisory/Prediction Level One		
Earthquake with damage reported	Two	EOC Director Section Chiefs, Units as appropriate to situation Liaison/Agency representatives as appropriate
Earthquake Advisory/Prediction Level Two or Three		
Major wind or rainstorm		
Two or more large incidents involving 2 or more departments		
Wildfire affecting developed area		
Major scheduled event		
Severe hazardous materials incident involving large-scale or possible large-scale evacuations		
Unusual occurrences with severe potential impacts on the health and safety of the public and/or environment		
Major city or regional emergency—multiple departments with heavy resource involvement	Three	All EOC positions
Earthquake with damage		
Unusual occurrences with severe potential impacts on the health and safety of the public and/or environment		

CHART 2: RANCHO PALOS VERDES EOC STAFFING CHART

CITY COUNCIL ADVISORY POSITION TO EOC DIRECTOR

2010 City of Rancho Palos Verdes EOC Staff Assignments

EOC Section	**Position**	**Shift A**	**Shift B**
Management	EOC Director	City Manager	Deputy Director of Public Works
	EOC Director Assistant	Executive Staff Assistant	TBD
	EOC Coordinator	Deputy City Manager	Administrative Analyst
	Safety Officer	Human Resources Manager	Associate Planner
	Security Officer In EOC	Permit Technician	Senior Administrative Analyst
	Security Officer In Field	Administrative Assistant I	Recreation Leader II
	Public Information Officer	Director of Finance and Information Technology	Deputy Director of Community Development
	Public Information Officer Assistant	Senior Management Analyst	Senior Management Analyst
	Liaison Officer	Recreation Program Supervisor II	Recreation Program Supervisor II
	Agency Representatives	Assigned as Needed	Assigned as Needed
EOC Section	**Position**	**Shift A**	**Shift B**
Operations	Section Chief	Senior Engineer	Senior Engineer
	Assistant Operations Chief – In Field	Maintenance Superintendant	Associate Engineer
	Fire & Rescue	Los Angeles County Fire Department – Community Services Representative/Liaison	Los Angeles County Fire Department – Battalion Chief
	Law Enforcement	Los Angeles County Sheriff's Department	Los Angeles County Sheriff's Department
	Construction & Engineering – Public Works	Senior Engineer	TBD
	Health & Welfare – Recreation & Parks	Recreation Services Manager	Administrative Assistant I
	Building Official	Building Official	Building Inspector II
EOC Section	**Position**	**Shift A**	**Shift B**

Planning & Intelligence	Section Chief	Director of Community Development	Deputy Director of Community Development
	Situation Analysis – Planning & Building	Senior Planner	Planning Technician
	Advance Planning – Planning & Building	Senior Planner	Assistant Planner
	Documentation & Demobilization – City Clerks Office	City Clerk	Deputy City Clerk
	Documentation & Demobilization Assistant – City Clerks Office	Associate Planner	Assistant Planner
	OARRS Operator	Associate Planner	Code Enforcement Officer
EOC Section	**Position**	**Shift A**	**Shift B**
Logistics	Section Chief	Associate Engineer	Administrative Analyst II
	Resource Tracking – Public Works	Permit Clerk	Administrative Staff Assistant
	Communications & Information Technology	Executive Director of PVNET	Manager of Computer Services at PVNET
	Transportation – Public Works	Associate Engineer	TBD
	Supply & Procurement – Public Works	Senior Administrative Analyst	Administrative Analyst
	Facilities Recreation & Parks	Administrative Analyst II	Recreation Leader II
Volunteer Amateur Radio Staff In Emergency Com. Center (ECC)	**Position**	**Shift A**	**Shift B**
	Amateur Radio Operator	PVAN	PVAN
	Amateur Radio Operator	DCS	DCS
	Amateur Radio Operator	PVAN	PVAN

EOC Section	Position	Shift A	Shift B
Finance & Administration	Section Chief	Deputy Director of Finance and Information Technology	Senior Administrative Analyst
	Compensation & Claims	Permit Technician	Administrative Staff Assistant
	Recovery - Finance & IT	Senior Accountant	Senior Accountant
	Purchasing – Finance & IT	Account Clerk	Staff Assistant I
	Time Keeping	Accounting Technician	Staff Assistant II
	Cost Accounting – Finance & IT	Accountant	Accountant

CHART 3: OPERATIONS SECTION STAFFING CHART

EOC Section	Position	Shift A	Shift B
Operations	Section Chief	Senior Engineer	Senior Engineer
	Assistant Operations Chief – In Field	Maintenance Superintendant	Associate Engineer
	Fire & Rescue	Los Angeles County Fire Department – Community Services Representative/Liaison	Los Angeles County Fire Department – Battalion Chief
	Law Enforcement	Los Angeles County Sheriff's Department	Los Angeles County Sheriff's Department
	Construction & Engineering – Public Works	Senior Engineer	TBD
	Health & Welfare – Recreation & Parks	Recreation Services Manager	Administrative Assistant I
	Building Official	Building Official	Building Inspector II

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OPERATIONS SECTION

POSITION DESCRIPTIONS AND CHECKLISTS

OPERATIONS: STAFF

A Public Works Senior Engineer will fill the position of Operations Section Chief. The Operations Section Chief will determine, based on present and projected requirements, the need for establishing specific and/or specialized branches/units. The following units may be established as the need arises:

- Fire & Rescue Unit
- Law Enforcement Unit
- Construction & Engineering Unit
- Health & Welfare Unit
- Building Official Unit

The Operations Section Chief may activate additional branches/units as necessary to fulfill an expanded role.

Operations Section Chief
The Operations Section Chief, a member of the EOC Director's General Staff, is responsible for coordinating all jurisdictional operations in support of the emergency response through implementation of the City's EOC Action Plan and for coordinating all requests for mutual aid and other operational resources. The Chief is responsible for:

- Understanding the current situation.
- Predicting probable resource needs.
- Preparing alternative strategies for procurement and resources management.

Operations Section Assistant Chief – In Field
The Operations Section Chief Assistant is available to assist the Operations Chief with whatever duties necessary.

Fire & Rescue Unit Leader
The Fire & Rescue Unit Leader is responsible for coordinating personnel, equipment and resources committed to the fire, field medical, search and rescue and hazardous materials elements of the incident. This position is staffed by the Los Angeles County Fire Department (contracted provider of fire and rescue related services).

Law Enforcement Unit Leader
The Law Enforcement Unit Leader is responsible for alerting and warning the public, coordinating evacuations, enforcing laws and emergency orders, establishing safe traffic routes, ensuring that security is provided at incident facilities, ensuring access control to damaged areas, ordering and coordinating appropriate mutual aid resources and assuming responsibility for the Medical Examiner function in the absence of the Los Angeles County Coroner. This position is staffed by the Los Angeles County Sheriff's Department (contracted provider of law enforcement related services).

Construction & Engineering Unit Leader
The Construction & Engineering Unit Leader is responsible for maintaining public facilities, surviving utilities and services, as well as restoring those that are damaged or destroyed; assisting other functions with traffic issues, search and rescue, transportation, etc. as needed.

Health & Welfare Unit Leader
The Health & Welfare Unit Leader manages personnel, equipment and resources to provide the best patient care possible consistent with the EOC Action Plan. Coordinate the provision of public health and sanitation consistent with the EOC Action Plan. If activated, this position works closely with the County Health Services Department through the Operational Area EOC.

Building Official
The Building Official is responsible for evaluation of all city-owned and private structures that may have been damaged in an incident. The Building Official in the City of Rancho Palos Verdes is the ultimate authority in determining whether or not a building is inhabitable or safely accessible, and those orders will be enforced by local law enforcement.

OPERATIONS: SECTION CHIEF

PRIMARY: **Senior Engineer**

ALTERNATE: **Senior Engineer**

SUPERVISOR: **EOC Director**

GENERAL DUTIES:

- Ensure that the Operations Section function is carried out, including the coordination of response for Fire & Rescue, Law Enforcement, Construction & Engineering, and Health & Welfare.

- Establish and maintain staging areas for incoming resources.

- Develop and ensure that the EOC Action Plan's operational objectives are carried out.

- Establish the appropriate level of organization within the Section, and continuously monitor the effectiveness of that organization. Make changes as required.

- Exercise overall responsibility for the coordination of activities within the Section.

- Report to the EOC Director on all matters pertaining to Section activities.

- Refer to the Los Angeles County Operational Area Plan Sections:
    - Alerting and Warning
    - Information Technology
    - Safety Assessment
    - Management/Situation Analysis
    - Emergency Public Information
    - Radiological Protection
    - Fire and Rescue
    - Law Enforcement
    - Medical
    - Public Health
    - Coroner
    - Care & Shelter/Human Services
    - Evacuation (Movement)
    - Urban Search and Rescue

- Construction, Engineering & Recovery
- Supply Procurement
- Personnel
- Transportation Resources
- Utilities
- Finance/Administration
- Hazardous Materials
- Status of County Government
- Initial Recovery

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT	
START-UP ACTION	√
Check-in upon arrival at the EOC.	
Report to EOC Director.	
Obtain a briefing on the situation.	
Set up your Section workstation, including maps and status boards. Use your EOC Section materials and on-site supplies.	
Review your position responsibilities.	
Identify yourself as the Operations Section Chief by putting on the vest with your title. Print your name on the EOC organizational chart next to your assignment.	
Clarify any issues regarding your authority and assignment and what others in the EOC organization do.	
Review organization in place at the EOC. Know where to go for information or support.	
Determine if other Section staffs are at the EOC.	
Confirm that all key Operations Section personnel or alternates are in the EOC or have been notified. Recall the required staff members necessary for the emergency.	
Activate organizational elements within your Section as needed and designate leaders for each element or combination of elements: • Fire & Rescue Unit • Law Enforcement Unit • Construction & Engineering Unit • Health & Welfare Unit	
Assign staff to assist Advance Planning Unit in the Planning & Intelligence Section.	
Request additional personnel for the Section to maintain a 24-hour operation as required.	
Brief incoming Section personnel prior to their assuming their duties. Briefings should include: • Current situation assessment. • Identification of specific job responsibilities. • Identification of co-workers within the job function and/or geographical assignment. • Availability of communications. • Location of work area. • Identification of eating and sleeping arrangements as appropriate. • Procedural instruction for obtaining additional supplies, services and personnel.	
Inform the EOC Director and General Staff when your Section is fully operational.	
Open and maintain Section logs.	
Using activity log (EOC 134), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document: • Messages received • Action taken • Decision justification and documentation • Requests filled • EOC personnel, time on duty and assignments	

Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA.	
Review responsibilities of units in your Section. Develop plan for carrying out all responsibilities.	
Prepare work objective for Section staff and make staff assignments.	
Meet with other Section Chiefs.	
From the Situation Analysis Unit of the Planning & Intelligence Section, obtain and review major incident reports and additional field operation information that may pertain to or affect your Section operations. Provide information to appropriate branches/units.	
Based on the situation as known or forecast, determine likely future Operations Section needs.	
Think ahead and **anticipate** situations and problems before they occur.	
Request additional resources through the Logistics Section or established ordering procedures, as needed.	
GENERAL OPERATIONAL DUTIES	√
Carry out responsibilities of the Operations Section branches/units that are not currently staffed.	
Evaluate the need for Critical Incident Stress Debriefing for all affected personnel, victims and bystanders. Arrange debriefings through the Logistics Section Supply & Procurement position.	
Make a list of key issues currently facing your Section to be accomplished within the next operation period.	
Keep up to date on the situation and resources associated with your position. Maintain current status reports and displays.	
Brief the EOC Director on major problem areas that need or will require solutions.	
Provide situation and resources information to the Situation Analysis Unit of the Planning & Intelligence Section on a periodic basis or as the situation requires.	
Establish operating procedure with the Communications and Information Technology Systems Unit of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.	
Determine status of transportation system into and within the affected area in coordination with the Transportation Unit of the Logistics Section. Find out present priorities and estimated times for restoration of the disaster route system. Provide information to appropriate Units.	
Ensure that your Section logs and files are maintained.	
Monitor your Section activities and adjust Section organization as appropriate.	
Ensure internal coordination between unit leaders.	
Update status information with other sections as appropriate.	
Resolve problems that arise in conducting your Section responsibilities.	
Anticipate potential situation changes, such as severe aftershocks, in all Section planning. Develop a backup plan for all plans and procedures requiring off-site communications.	
Conduct periodic briefings for your Section. Ensure that all organizational elements are aware of priorities.	
Use face-to-face communication in the EOC whenever possible and document decisions and policy.	

Ensure that all contacts with the media are fully coordinated first with the Public Information Officer (PIO).	
Participate in the EOC Director's Action Planning Meetings.	
Ensure that all your Section personnel and equipment time records and record of expendable materials used are provided to the Time Keeping and Cost Accounting Units of the Finance & Administration Section at the end of each operational period.	
Brief your relief at shift change time. Ensure that in-progress activities are identified and follow-up requirements are known.	
SECTION OPERATIONAL DUTIES	√
Establish field communication with affected areas.	
Evaluate the field conditions associated with the disaster/emergency and coordinate with the Situation Analysis Unit of the Planning & Intelligence Section.	
Determine the need to evacuate and issue evacuation orders.	
Determine the need for In-Place Sheltering and issue notification orders.	
In coordination with the Situation Analysis Unit of the Planning & Intelligence Section, designate primary and alternate evacuation routes for each incident.	
Display on maps the primary and alternate evacuation routes, which have been determined for the incident.	
Identify, establish and maintain staging areas for Operations related equipment and personnel.	
Direct Operations Unit Leaders to maintain up-to-date Incident Charts, Incident Reports and Unit specific maps. Ensure that only ACTIVE ESSENTIAL information is depicted on the charts and maps. All Unit related items of interest should be recorded on an Incident Report.	
Provide copies of the daily Incident Report to the Documentation Unit of the Planning and Intelligence Section at end of each operational period.	
Coordinate the activities of all departments and agencies involved in the operations.	
Determine resources committed and resource needs.	
Receive, evaluate and disseminate information relative to the Operations of the disaster/emergency.	
Provide all relevant emergency information to the Public Information Officer.	
Conduct periodic Operations Section briefings and work to reach consensus for forthcoming operations periods.	
Work closely with the Planning & Intelligence Section Chief in the development of the EOC Action Plan.	
Work closely with each Unit Leader to ensure Operations Section objectives as defined in the current EOC Action Plan are being addressed.	
Ensure that intelligence information from Unit Leaders are made available to the Planning & Intelligence Section.	
Ensure that **unusual** weather occurrences within the jurisdiction are reported to the National Weather Service (NWS).	
Coordinate with the Supply & Procurement Unit and the Facilities Unit of the Logistics Section on animal care issues.	
Ensure that all fiscal and administrative requirements are coordinated through the Finance & Administration Section (i.e. notification of any emergency expenditure).	

Review suggested list of resources to be released and initiate recommendations for their release. Notify the Resource Tracking Unit of the Logistics Section.	
DEACTIVATION	√
Authorize deactivation of organizational elements within your Section when they are no longer required.	
Ensure that any open actions are handled by your Section or transferred to other EOC elements as appropriate.	
Ensure that all required forms or reports are completed prior to your release and departure.	
Be prepared to provide input to the After-Action Report.	
Deactivate your Section and close out logs when authorized by the EOC Director.	
Leave forwarding phone number where you can be reached.	

OPERATIONS: SECTION CHIEF ASSISTANT - IN FIELD

PRIMARY: **Maintenance Superintendant**

ALTERNATE: **Associate Engineer**

SUPERVISOR: **Operations Section Chief**

GENERAL DUTIES TO ASSIST THE OPERATIONS SECTION CHIEF WITH:

- Ensuring that the Operations Section function is carried out, including the coordination of response for Fire & Rescue, Law Enforcement, Construction & Engineering, and Health & Welfare.

- Establishing and maintain staging areas for incoming resources.

- Developing and ensuring that the EOC Action Plan's operational objectives are carried out.

- Establishing the appropriate level of organization within the Section, and continuously monitoring the effectiveness of that organization. Make changes as required.

- Exercising overall responsibility for the coordination of activities within the Section.

- Reporting to the EOC Director on all matters pertaining to Section activities.

- Referring to the Los Angeles County Operational Area Plan Sections:
    - Alerting and Warning
    - Information Technology
    - Safety Assessment
    - Management/Situation Analysis
    - Emergency Public Information
    - Radiological Protection
    - Fire and Rescue
    - Law Enforcement
    - Medical
    - Public Health
    - Coroner
    - Care & Shelter/Human Services

  - Evacuation (Movement)
  - Urban Search and Rescue
  - Construction, Engineering & Recovery
  - Supply Procurement
  - Personnel
  - Transportation Resources
  - Utilities
  - Finance/Administration
  - Hazardous Materials
  - Status of County Government
  - Initial Recovery
- Using the following checklist as a guide to assist the Operations Section Chief with whatever duties necessary.

YOUR RESPONSIBILITY:

Be available to assist the Operations Section Chief with the City of Rancho Palos Verdes emergency response and recovery effort.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT	
START-UP ACTION	√
Check-in upon arrival at the EOC.	
Report to EOC Director.	
Obtain a briefing on the situation.	
Set up your Section workstation, including maps and status boards. Use your EOC Section materials and on-site supplies.	
Review your position responsibilities.	
Identify yourself as the Operations Section Chief by putting on the vest with your title. Print your name on the EOC organizational chart next to your assignment.	
Clarify any issues regarding your authority and assignment and what others in the EOC organization do.	
Review organization in place at the EOC. Know where to go for information or support.	
Determine if other Section staffs are at the EOC.	
Confirm that all key Operations Section personnel or alternates are in the EOC or have been notified. Recall the required staff members necessary for the emergency.	
Activate organizational elements within your Section as needed and designate leaders for each element or combination of elements: • Fire & Rescue Unit • Law Enforcement Unit • Construction & Engineering Unit • Health & Welfare Unit	
Assign staff to assist Advance Planning Unit in the Planning & Intelligence Section.	
Request additional personnel for the Section to maintain a 24-hour operation as required.	
Brief incoming Section personnel prior to their assuming their duties. Briefings should include: • Current situation assessment. • Identification of specific job responsibilities. • Identification of co-workers within the job function and/or geographical assignment. • Availability of communications. • Location of work area. • Identification of eating and sleeping arrangements as appropriate. • Procedural instruction for obtaining additional supplies, services and personnel.	
Inform the EOC Director and General Staff when your Section is fully operational.	
Open and maintain Section logs.	
Using activity log (EOC 134), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document: • Messages received • Action taken • Decision justification and documentation • Requests filled • EOC personnel, time on duty and assignments	

Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA.	
Review responsibilities of units in your Section. Develop plan for carrying out all responsibilities.	
Prepare work objective for Section staff and make staff assignments.	
Meet with other Section Chiefs.	
From the Situation Analysis Unit of the Planning & Intelligence Section, obtain and review major incident reports and additional field operation information that may pertain to or affect your Section operations. Provide information to appropriate branches/units.	
Based on the situation as known or forecast, determine likely future Operations Section needs.	
Think ahead and **anticipate** situations and problems before they occur.	
Request additional resources through the Logistics Section or established ordering procedures, as needed.	
GENERAL OPERATIONAL DUTIES	√
Carry out responsibilities of the Operations Section branches/units that are not currently staffed.	
Evaluate the need for Critical Incident Stress Debriefing for all affected personnel, victims and bystanders. Arrange debriefings through the Personnel Unit of the Finance Section.	
Make a list of key issues currently facing your Section to be accomplished within the next operation period.	
Keep up to date on the situation and resources associated with your position. Maintain current status reports and displays.	
Brief the EOC Director on major problem areas that need or will require solutions.	
Provide situation and resources information to the Situation Analysis Unit of the Planning & Intelligence Section on a periodic basis or as the situation requires.	
Establish operating procedure with the Communications and Information Technology Systems Unit of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.	
Determine status of transportation system into and within the affected area in coordination with the Transportation Unit of the Logistics Section. Find out present priorities and estimated times for restoration of the disaster route system. Provide information to appropriate Units.	
Ensure that your Section logs and files are maintained.	
Monitor your Section activities and adjust Section organization as appropriate.	
Ensure internal coordination between unit leaders.	
Update status information with other sections as appropriate.	
Resolve problems that arise in conducting your Section responsibilities.	
Anticipate potential situation changes, such as severe aftershocks, in all Section planning. Develop a backup plan for all plans and procedures requiring off-site communications.	
Conduct periodic briefings for your Section. Ensure that all organizational elements are aware of priorities.	
Use face-to-face communication in the EOC whenever possible and document decisions and policy.	
Ensure that all contacts with the media are fully coordinated first with the Public	

Information Officer (PIO).	
Participate in the EOC Director's Action Planning Meetings.	
Ensure that all your Section personnel and equipment time records and record of expendable materials used are provided to the Time Keeping and Cost Accounting Units of the Finance & Administration Section at the end of each operational period.	
Brief your relief at shift change time. Ensure that in-progress activities are identified and follow-up requirements are known.	
SECTION OPERATIONAL DUTIES	√
Establish field communication with affected areas.	
Evaluate the field conditions associated with the disaster/emergency and coordinate with the Situation Analysis Unit of the Planning & Intelligence Section.	
Determine the need to evacuate and issue evacuation orders.	
Determine the need for In-Place Sheltering and issue notification orders.	
In coordination with the Situation Analysis Unit of the Planning & Intelligence Section, designate primary and alternate evacuation routes for each incident.	
Display on maps the primary and alternate evacuation routes, which have been determined for the incident.	
Identify, establish and maintain staging areas for Operations related equipment and personnel.	
Direct Operations Unit Leaders to maintain up-to-date Incident Charts, Incident Reports and Unit specific maps. Ensure that only ACTIVE ESSENTIAL information is depicted on the charts and maps. All Unit related items of interest should be recorded on an Incident Report.	
Provide copies of the daily Incident Report to the Documentation Unit of the Planning and Intelligence Section at end of each operational period.	
Coordinate the activities of all departments and agencies involved in the operations.	
Determine resources committed and resource needs.	
Receive, evaluate and disseminate information relative to the Operations of the disaster/emergency.	
Provide all relevant emergency information to the Public Information Officer.	
Conduct periodic Operations Section briefings and work to reach consensus for forthcoming operations periods.	
Work closely with the Planning & Intelligence Section Chief in the development of the EOC Action Plan.	
Work closely with each Unit Leader to ensure Operations Section objectives as defined in the current EOC Action Plan are being addressed.	
Ensure that intelligence information from Unit Leaders are made available to the Planning & Intelligence Section.	
Ensure that **unusual** weather occurrences within the jurisdiction are reported to the National Weather Service (NWS).	
Coordinate with the Supply & Procurement Unit and the Facilities Unit of the Logistics Section on animal care issues.	
Ensure that all fiscal and administrative requirements are coordinated through the Finance & Administration Section (i.e. notification of any emergency expenditure).	
Review suggested list of resources to be released and initiate recommendations for their	

release. Notify the Resource Tracking Unit of the Logistics Section.	
DEACTIVATION	√
Authorize deactivation of organizational elements within your Section when they are no longer required.	
Ensure that any open actions are handled by your Section or transferred to other EOC elements as appropriate.	
Ensure that all required forms or reports are completed prior to your release and departure.	
Be prepared to provide input to the After-Action Report.	
Deactivate your Section and close out logs when authorized by the EOC Director.	
Leave forwarding phone number where you can be reached.	

OPERATIONS: FIRE & RESCUE UNIT LEADER

PRIMARY: **Los Angeles County Fire Department**

ALTERNATE: **Los Angeles County Fire Department**

SUPERVISOR: **Operations Section Chief**

GENERAL DUTIES:

- Coordinate the prevention, control and suppression of fires and hazardous materials incidents.
- Coordinate the provision of emergency medical care.
- Coordinate all search and rescue operations.
- Implement that portion of the EOC Action Plan appropriate to the Fire & Rescue Unit.
- Refer to Los Angeles County Operational Area Plan Sections.
    - Alerting and Warning
    - Information Technology
    - Safety Assessment
    - Management/Situation Analysis
    - Emergency Public Information
    - Radiological Protection
    - Fire and Rescue
    - Law Enforcement
    - Medical
    - Public Health
    - Coroner
    - Care & Shelter/Human Services
    - Evacuation (Movement)
    - Urban Search and Rescue
    - Construction, Engineering & Recovery
    - Supply Procurement
    - Personnel
    - Transportation Resources
    - Utilities
    - Finance/Administration
    - Hazardous Materials

- Status of County Government
- Initial Recovery

YOUR RESPONSIBILITY:

Coordinate personnel, equipment and resources committed to the fire, field medical, search and rescue and hazardous materials elements of the incident.

READ ENTIRE LIST AT START-UP AND AT BEGINNING OF EACH SHIFT	
START-UP ACTION	√
Check in upon arrival at the EOC.	
Report to the Operations Section Chief and obtain a briefing.	
Determine your personal operating location and set up as necessary.	
Review your position responsibilities.	
Obtain a briefing from the field Incident Command Post(s) or DOC, if activated, prior to assuming EOC assignment and brief the Operations Section Chief.	
Identify yourself as the Fire & Rescue Unit Leader *by putting on the vest with your title.* Print your name on the EOC organization chart next to your assignment.	
Ensure that all required supplies are available and equipment is working properly (phones, radios, forms, lists, maps, etc.).	
Ascertain if all key Fire Department personnel are in the EOC or have been notified.	
Clarify any issues regarding your authority and assignment and what others in the organization do.	
Activate elements of your Unit, establish work area, assign duties and ensure Unit journal/log is opened.	
Ensure that all on-duty Fire personnel have been alerted and notified of the current situation.	
Ensure that all off-duty Fire personnel have been notified of call-back status (when they should report), in accordance with current department emergency procedures.	
Ensure that all Fire personnel have completed status check on equipment, facilities and operational capabilities.	
Ensure that field units begin safety/damage assessment survey of critical facilities and report status information to the Planning & Intelligence Section through the Operations Section.	
Determine 24-hour staffing requirement and request additional support as required.	
Request additional resources through the Logistics Section Supply & Procurement position or established ordering procedures, as needed	
Ensure that all your incoming Unit personnel are fully briefed.	
Based on the situation as known or forecast, determine likely future Unit needs.	
Think ahead and **anticipate** situations and problems before they occur.	
Using activity log (EOC 134), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document: • Messages received	

• Action taken • Decision justification and documentation • Requests filled • EOC personnel, time on duty and assignments ***Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA.***	
GENERAL OPERATIONAL DUTIES	√
Develop a plan for your Unit operations and support of field operations as requested. Assign specific responsibilities.	
Keep up to date on the situation and resources associated with your Unit. Maintain current status reports and displays.	
Ensure that field units are conducting a safety/damage assessment.	
Obtain regular briefings from field command post(s).	
Direct field units to report pertinent information (casualties, damage observations, evacuation status, chemical exposures, etc.) to the appropriate EOC Unit.	
Keep the Operations Section Chief advised of your Unit status and activity and on any problem areas that now need or will require solutions.	
Provide periodic situation or status reports to your Section Chief for updating information to the Planning & Intelligence Section.	
Establish operating procedure with the Communications/Information Systems Unit of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.	
Review situation reports as they are received. Verify information where questions exist.	
Anticipate potential situation changes, such as severe aftershocks, in all Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.	
Determine and anticipate your support needs and forward to your Section Chief.	
Conduct periodic briefings for your Unit, including priorities.	
Monitor your Unit activities and adjust staffing and organization as appropriate to meet current needs.	
Use face-to-face communication in the EOC whenever possible and document decisions and policy.	
Refer all media contacts to your Section Chief.	
Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.	
Ensure that all your Unit personnel and equipment time records and record of expendable materials used are provided to your Section Chief at the end of each operational period.	

Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.	
BRANCH/UNIT OPERATIONAL DUTIES	√
Assess the impact of the disaster on the Fire Department operational capacity.	
Set Fire Department priorities based on the nature and severity of the disaster.	
Attend planning meetings at the request of the Operations Section Chief.	
Assist in the preparation of the EOC Action Plan.	
Estimate need for fire mutual aid.	
Request mutual aid resources through proper channels when approved by the Operations Section Chief. • Order all fire resources through the Operational Area Fire & Rescue Coordinator. • Order all other resources through the Logistics Section.	
Report to the Operations Section Chief when: • EOC Action Plan needs modification. • Additional resources are needed or surplus resources are available. • Significant events occur.	
Report to the Operational Area Fire & Rescue Coordinator on major problems, actions taken and resources available or needed.	
Alert all emergency responders to the dangers associated with hazardous materials and fire.	
Provide emergency medical care and transportation to appropriate facilities.	
Assist in dissemination of warning to the public.	
Provide fire protection and safety assessment of shelters.	
Provide support for decontamination operations.	
Check with the other Operations Section Units for a briefing on the status of the emergency.	
Coordinate with the Supply & Procurement Unit and Facilities Unit in Logistics Section for feeding and shelter of Fire personnel.	
Determine if current and forecasted weather conditions will complicate large and intense fires, hazardous material releases, major medical incidents and/or other potential problems.	
Review and approve accident and medical reports originating within the Fire & Rescue Unit.	
Resolve logistical problems reported by the field units.	
DEACTIVATION	√
Ensure that all required forms or reports are completed prior to your release and departure.	
Be prepared to provide input to the After-Action Report.	

Determine what follow-up to your assignment might be required before you leave.	
Deactivate the Fire & Rescue Unit position and close out logs when authorized by the Operations Section Chief or EOC Director.	
Leave forwarding phone number where you can be reached.	

OPERATIONS: LAW ENFORCEMENT UNIT LEADER

PRIMARY: **Los Angeles County Sheriff's Department**

ALTERNATE: **Los Angeles County Sheriff's Department**

SUPERVISOR: **Operations Section Chief**

GENERAL DUTIES:

- Coordinate movement and evacuation operations during the disaster.
- Alert and notify the public of the pending or existing emergency.
- Activate any public warning systems.
- Coordinate all law enforcement and traffic control operations during the disaster.
- Ensure the provision of security at incident facilities**.**
- Coordinate incoming law enforcement mutual aid resources during the emergency.
- Coordinate and assume responsibility as necessary for Medical Examiner Operations.
- Refer to Los Angeles County Operational Area Plan.

YOUR RESPONSIBILITY:

Alert and warn the public, coordinate evacuations, enforce laws and emergency orders, establish safe traffic routes, ensure that security is provided at incident facilities, ensure access control to damaged areas, order and coordinate appropriate mutual aid resources and assume responsibility for the Coroner function in the absence of the Los Angeles County Coroner. Necessary units or groups may be activated as needed to carry out these functions.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT	
START-UP ACTION	√
Check in upon arrival at the EOC.	
Report to the Operations Section Chief and obtain a briefing.	
Determine your personal operating location and set up as necessary.	
Review your position responsibilities.	
Obtain a briefing from the field Incident Command Post(s) prior to assuming EOC assignment and brief the Operations Section Chief.	
Identify yourself as the Law Enforcement Unit Leader by putting on the vest with your title. Print your name on the EOC organization chart next to your assignment.	
Clarify any issues regarding our authority and assignment and what others in the organization do.	
Activate elements of your Branch, establish work area, assign duties and ensure Branch journal/log is opened.	
Determine 24-hour staffing requirement and request additional support as required.	
Request additional resources through the Logistics Section or established ordering procedures, as needed.	
Ensure that all your incoming Branch personnel are fully briefed.	
Based on the situation as known or forecast, determine likely future Unit needs.	
Think ahead and anticipate situations and problems before they occur.	
Using activity log (EOC 134), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document: • Messages received • Action taken • Decision justification and documentation • Requests filled • EOC personnel, time on duty and assignments ***Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA.***	
GENERAL OPERATIONAL DUTIES	√
Develop a plan for your Unit operations and support of field operations as requested. Assign specific responsibilities.	
Keep up to date on the situation and resources associated with your Unit. Maintain current status reports and displays.	
Obtain regular briefings from field command post(s).	
Ensure that field units are conducting a safety/damage assessment.	
Keep the Operations Section Chief advised of your Unit status and activity and on any problem areas that now need or will require solutions.	
Provide periodic situation or status report to your Section Chief for updating information to the Planning & Intelligence Section.	
Establish operating procedure with the Communications/Information Systems Unit of the Logistics Section for use of telephone, radio and data systems. Make any	

priorities or special requests known.	
Review situation reports as they are received. Verify information where questions exist.	
Anticipate potential situation changes, such as severe aftershocks, in all Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.	
Determine and anticipate your support needs and forward to your Section Chief.	
Conduct periodic briefings for your Unit. Ensure they are award of priorities.	
Monitor your Unit Activities and adjust staffing and organization as appropriate to meet current needs.	
Use face-to-face communication in the EOC whenever possible and document decisions and policy.	
Refer all media contact to your Section Chief.	
Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.	
Ensure that all your Unit personnel and equipment time records and record of expendable materials used are provided to your Section Chief at the end of each operational period.	
Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.	
UNIT OPERATIONAL DUTIES - MOBILIZATION	√
Ensure that all on-duty Law Enforcement and Public Safety personnel have been alerted and notified of the current situation.	
Ensure that all off-duty Law Enforcement and Public Safety personnel have been notified of call-back status (when they should report) in accordance with current department emergency procedures.	
Ensure that Law Enforcement and Public Safety personnel have completed status checks on equipment, facilities, and operational capabilities.	
Alter normal patrol procedures to accommodate the emergency situation.	
UNIT OPERATIONAL DUTIES – INITIAL RESPONSE	√
Ensure that field units begin safety/damage assessment survey of critical facilities and report status information to the Planning & Intelligence Section through the Operations Section.	
Notify Los Angeles County Sheriff's Station of status.	
Coordinate with the appropriate units of the Logistics Section for supplies, equipment, personnel, and transpiration for field operations.	
Establish a multi-purpose staging area as required.	
Direct field units to report pertinent information (casualties, damage observations, evacuation status, chemical exposure, etc.) to the appropriate EOC Unit.	
Designate area to be warned and/or evacuated.	
Develop the warning/evacuation message to be delivered. At a minimum the message should include: • Nature of the emergency and exact threat to public • Threat areas • Time available for evacuation	

• Evacuation routes • Location of evacuee assistance center • Radio stations carrying instructions and details	
Coordinate all emergency warning and messages with the EOC Director and the PIO. Consider the following dissemination methods: • Notifying police units to use loudspeakers and sirens to announce warning messages. • Determining if helicopters are available and/or appropriate for announcing warnings. • Using cable TV, local radio stations or local low-power radio stations to deliver warning or emergency messages upon approval of the EOC Director. • Using the Emergency Alert System (EAS) for local radio and television delivery of warnings. • Using Explorer Scouts, volunteers, reserves and other city personnel as necessary to help with warnings. Request through the Supply & Procurement Unit in the Logistics Section.	
Ensure that dispatch notifies special facilities requiring warning and/or notifications (i.e. hospitals, schools, government facilities, special industries, etc.).	
Warn all non-English speaking; hearing, visually or mobility impaired persons; and other special needs population of the emergency situation/hazard by: • Using bilingual employees whenever possible. • Translating all warnings, written and spoken, into appropriate languages. • Contacting media outlets (radio/television) that serve the languages you need. • Utilizing TDD machines and 9-1-1 translation services to contact the deaf. • Using pre-identified lists of disabled and hearing impaired person for individual contact.	
Check vacated areas to ensure that all people have received warnings.	
UNIT OPERATIONAL DUTIES - EVACUATION	√
Implement the evacuation portion of the EOC Action Plan.	
Establish emergency traffic routes in coordination with the Construction & Engineering Unit, utilizing the Operational Area Law Enforcement Coordinator.	
Coordinate with the Construction & Engineering Unit to determine capacity and safety of evacuation routes and time to complete evacuation.	
Ensure that evacuation routes do not pass through hazard zones.	
Identify alternate evacuation routes where necessary.	
Through field unit requests, identify person/facilities that have special evacuation requirements; i.e. disabled, hospitalized, elderly, institutionalized, incarcerated. Check status. Evacuate if necessary. Coordinate with the Transportation Unit of the Logistics Section for transportation.	
Consider use of city vehicles if threat is imminent. Coordinate use of city vehicles (trucks, vans, etc.) with the Transportation Unit of the Logistics Section. Encourage the use of private vehicles if possible.	
Establish evacuation assembly points.	
Coordinate the evacuation of hazardous areas with neighboring jurisdictions and other affected agencies.	

Coordinate with Health & Welfare Unit of the Operations Section to open evacuation centers.	
Establish traffic control points and provide traffic control for evacuation and perimeter control for affected areas.	
Place towing services on stand-by to assist disabled vehicles on evacuation routes.	
Monitor status of warning and evacuation processes.	
Coordinate with the Construction & Engineering Unit to obtain necessary barricades and signs.	
SECURITY	√
Enforce curfew and other emergency orders, as identified in the EOC Action Plan.	
Request mutual aid assistance through the Los Angeles County Sheriff.	
Coordinate security in the affected areas to protect public and private property.	
Coordinate security for critical facilities and resources.	
Coordinate with the Construction & Engineering Unit for street closures and board up of buildings.	
Coordinate law enforcement and crowd control services at mass care and evacuation centers.	
Provide information to the PIO on matters relative to public safety.	
Ensure that detained inmates are protected from potential hazards. Ensure adequate security and relocate if necessary.	
Consider vehicle security and parking issues at incident facilities and coordinate security if necessary.	
Develop procedures for safe re-entry into evacuated areas.	
OTHER	√
Coordinate with appropriate animal care agencies and the Facilities Unit and the Supply & Procurement Units of the Logistics Section. Take required animal control measures as necessary.	
If requested, assist the Medical Examiner with removal and disposition of the dead.	
ADDITIONAL ACTIONS IN RESPONSE TO HAZARDOUS MATERIALS INCIDENTS	√
Insure that all personnel remain upwind or upstream of the incident site. This may require repositioning of personnel and equipment as conditions change.	
Notify appropriate local, state, and federal hazard response agencies.	
Consider wind direction and other weather conditions. Contact the Situation Analysis Unit of the Planning & Intelligence Section for updates.	
Assist with the needs at the Unified Command Post as requested.	
Assist in efforts to identify spoiled substances, including locating shipping papers and placards, and contacting as required: County Department of Environmental Health, State OES, chipper, manufacturer, CHEMTREC, etc.	
ADDITIONAL ACTIONS IN RESPONSE TO FLOODING AND/OR DAM FAILURE	√
Notify all units in and near inundation areas of flood arrival time.	
Direct mobile units to warn public to move to higher ground immediately. Continue warning as long as needed.	
Coordinate with PIO to notify radio stations to broadcast warnings.	
DEACTIVATION	√

Ensure that all required forms or reports are completed prior to your release and departure.	
Be prepared to provide input to the After-Action Report.	
Determine what follow-up to your assignment might be required before you leave.	
Deactivate the Law Enforcement Unit position and close out logs when authorized by the Operations Section Chief or EOC Director.	
Leave forwarding phone number where you can be reached.	

OPERATIONS: CONSTRUCTION & ENGINEERING UNIT LEADER

PRIMARY: **Senior Engineer (PW)**

ALTERNATE: **Engineering Technician (PW)**

SUPERVISOR: **Operations Section Chief**

GENERAL DUTIES:

- Receive and process all field resource requests for Public Works resources. Coordinate those requests internally and externally as necessary to make sure there are no duplicate orders.

- Coordinate with the Logistics Section on the acquisition of all resources and support supplies, materials and equipment.

- Determine the need for and location of general staging areas for unassigned resources. Coordinate with the Facilities Unit of the Logistics Section and participate in any action planning meetings pertaining to the establishment of additional locations.

- Prioritize the allocation of resources to individual incidents. Monitor resource assignments. Make adjustments to assignments based on requirements.

YOUR RESPONSIBILITY:

Coordinate all public works operations; maintain public facilities, surviving utilities and services, as well as restore those that are damaged or destroyed; assist other functions with traffic issues, heavy search and rescue, transportation, etc. as needed.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT	
START-UP ACTION	√
Check in upon arrival at the EOC.	
Report to the Operations Section Chief and obtain a briefing.	
Determine your personal operating location and set up as necessary.	
Review your position responsibilities.	
Obtain a briefing from the field Incident Command Post(s), if activated, prior to assuming EOC assignment and brief the Operations Section Chief.	
Identify yourself as the Construction & Engineering Unit Leader *by putting on the vest with your title.* Print your name on the EOC organization chart next to your assignment.	
Ensure that all required supplies are available and equipment is working properly (phones, radios, forms, lists, maps, etc.).	
Ascertain if all key Public Works Department personnel are in the EOC or have been notified.	
Clarify any issues regarding your authority and assignment and what others in the organization do.	
Activate elements of your Unit, establish work area, assign duties and ensure Unit journal/log is opened.	
Ensure that all on-duty Public Works personnel have been alerted and notified of the current situation.	
Ensure that all off-duty Public Works personnel have been notified of call-back status (when they should report), in accordance with current department emergency procedures.	
Ensure that all Public Works personnel have completed status check on equipment, facilities and operational capabilities.	
Ensure that field units begin safety/damage assessment survey of critical facilities and report status information to the Planning & Intelligence Section through the Operations Section.	

Determine 24-hour staffing requirement and request additional support as required.	
Request additional resources through the Logistics Section or established ordering procedures, as needed.	
Ensure that all your incoming Unit personnel are fully briefed.	
Based on the situation as known or forecast, determine likely future Unit needs.	
Think ahead and **anticipate** situations and problems before they occur.	
Using activity log (EOC 134), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document: • Messages received • Action taken • Decision justification and documentation • Requests filled • EOC personnel, time on duty and assignments ***Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA.***	
GENERAL OPERATIONAL DUTIES	√
Develop a plan for your Unit operations and support of field operations as requested. Assign specific responsibilities.	
Keep up to date on the situation and resources associated with your Unit. Maintain current status reports and displays.	
Ensure that field units are conducting a safety/damage assessment.	
Obtain regular briefings from field command post(s).	
Direct field units to report pertinent information (casualties, damage observations, evacuation status, chemical exposures, etc.) to the appropriate EOC Unit.	
Keep the Operations Section Chief advised of your Unit status and activity and on any problem areas that now need or will require solutions.	
Provide periodic situation or status reports to your Section Chief for updating information to the Planning & Intelligence Section.	
Establish operating procedure with the Communications/Information Systems Unit of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.	
Review situation reports as they are received. Verify information where questions exist.	
Anticipate potential situation changes, such as severe aftershocks, in all Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.	
Determine and anticipate your support needs and forward to your Section Chief.	

Conduct periodic briefings for your Unit. Ensure they are aware of priorities.	
Monitor your Unit activities and adjust staffing and organization as appropriate to meet current needs.	
Use face-to-face communication in the EOC whenever possible and document decisions and policy.	
Refer all media contacts to your Section Chief.	
Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.	
Ensure that all your Unit personnel and equipment time records and record of expendable materials used are provided to your Section Chief at the end of each operational period.	
Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.	
BRANCH OPERATIONAL DUTIES	√
Receive and process all requests for Public Works resources.	
Maintain back-up power in the EOC.	
Assure that all emergency equipment has been moved from unsafe areas.	
Mobilize personnel, heavy equipment and vehicles to designated general staging areas.	
Obtain resources through the Logistics Section, utilizing mutual aid process when appropriate.	
Allocate available resources based on requests and EOC priorities.	
Determine priorities for identifying, inspecting and designating hazardous structures to be demolished.	
Ensure that sources of potable water and sanitary sewage systems are available and protected from potential hazards.	
Develop priorities and coordinate with utility companies for restoration of utilities to critical and essential facilities.	
In coordination with the Los Angeles County Department of Public Works, determine status of the Disaster Routes and other transportation routes into and within the affected area. Determine present priorities and estimated times for restoration. Clear and reopen Disaster Routes on a priority basis.	
Coordinate with the Law Enforcement Unit to ensure the safety of evacuation routes following a devastating event.	
Coordinate with the Supply & Procurement Unit of the Logistics Section for sanitation service during an emergency.	
Support clean-up and recovery operations during disaster events.	

Clear debris from waterways to prevent flooding. Drain flooded areas, as needed.	
Develop a debris removal plan to facilitate city clean-up operations, which addresses: • Identification of agencies that could assist with the coordination of the debris removal process • Identification of and cooperation with landfills (consider fee waivers, modification of landfill operating hours, and public concerns) • Cooperation with various waste management regulatory agencies to address associated debris removal problems. • Identification and establishment of debris collection sites. • Evaluation of potential recycling of debris. • Prioritization and completion of the debris removal process.	
DEACTIVATION	√
Ensure that all required forms or reports are completed prior to your release and departure.	
Be prepared to provide input to the After-Action Report.	
Determine what follow-up to your assignment might be required before you leave.	
Deactivate the Construction & Engineering Unit Leader position and close out logs when authorized by the Operations Section Chief or EOC Director.	

OPERATIONS: HEALTH & WELFARE UNIT LEADER

PRIMARY: Recreation Services Manager

ALTERNATE: Recreation Leader II (R & P)

SUPERVISOR: Operations Section Chief

In the event of a major disaster, there may be an extended period of time before Los Angeles County multi-casualty services can be provided. As resources allow, the Health & Welfare Unit will coordinate the appropriate actions until the County responds.

The Los Angeles County Health Services in coordination with the private hospitals designated as Casualty Collection Points (CCP) sites is responsible for assigning medical staff to CCPs.

GENERAL DUTIES:

- Monitor and coordinate all tactical operations of triage, emergency medical care and treatment of the sick and injured resulting from the incident.
- Assess medical casualties and needs.
- Coordinate resources and communication with medical/health care facilities and transportation companies for the evacuation and continual patient care consistent with the EOC Action Plan.
- Coordinate preventive health services and other health-related activities and advise on general sanitation matters.

YOUR RESPONSIBILITY:

Manage personnel, equipment and resources to provide the best patient care possible consistent with the EOC Action Plan. Coordinate the provision of public health and sanitation consistent with the EOC Action Plan.

In this jurisdiction, this checklist may pose potential issues as opposed to serving as a functional checklist.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT	
START-UP ACTION	√
Check in upon arrival at the EOC.	
Report to the Operations Section Chief and obtain a briefing.	
Determine your personal operating location and set up as necessary.	
Review your position responsibilities.	
Obtain a briefing from the field Incident Command Post(s), if activated, prior to assuming EOC assignment and brief the Operations Section Chief.	
Identify yourself as the Health & Welfare Unit Leader *by putting on the vest with your title*. Print your name on the EOC organization chart next to your assignment.	
Ensure that all required supplies are available and equipment is working properly (phones, radios, forms, lists, maps, etc.).	
Clarify any issues regarding your authority and assignment and what others in the organization do.	
Activate elements of your Unit, establish work area, assign duties and ensure Unit journal/log is opened.	
Ensure that a status check on equipment, facilities and operational capabilities has been completed.	
Ensure that field units begin safety/damage assessment survey of critical facilities and report status information to the Planning & Intelligence Section through the Operations Section.	
Determine 24-hour staffing requirement and request additional support as required.	
Request additional resources through the Logistics Section or established ordering procedures, as needed.	
Ensure that all your incoming Unit personnel are fully briefed.	
Based on the situation as known or forecast, determine likely future Unit needs.	
Think ahead and anticipate situations and problems before they occur.	
Using activity log (EOC 134), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document: • Messages received • Action taken • Decision justification and documentation • Requests filled • EOC personnel, time on duty and assignments ***Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA.***	
GENERAL OPERATIONAL DUTIES	√
Develop a plan for your Unit operations and support of field operations as requested. Assign specific responsibilities.	
Keep up to date on the situation and resources associated with your Unit. Maintain current status reports and displays.	
Obtain regular briefings from field command post(s).	

Direct field units to report pertinent information (casualties, damage observations, evacuation status, chemical exposures, etc.) to the appropriate EOC Unit.	
Keep the Operations Section Chief advised of your Unit status and activity and on any problem areas that now need or will require solutions.	
Provide periodic situation or status reports to your Section Chief.	
Establish operating procedure with the Communications/Information Systems Unit of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.	
Review situation reports as they are received. Verify information where questions exist.	
Anticipate potential situation changes, such as severe aftershocks, in all Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.	
Determine and anticipate your support needs and forward to your Section Chief.	
Conduct periodic briefings for your Unit. Ensure they are aware of priorities.	
Monitor your Unit activities and adjust staffing and organization as appropriate to meet current needs.	
Use face-to-face communication in the EOC whenever possible and document decisions and policy.	
Refer all media contacts to your Section Chief.	
Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.	
Ensure that all your Unit personnel time records and record of expendable materials used are provided to your Section Chief at the end of each operational period.	
Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.	
UNIT OPERATIONAL DUTIES	√
Access County medical/health response by contacting the Los Angeles County Operational Area.	
Arrange for emergency medical support and hospital care for disaster victims during and after an incident.	
Determine number and location of causalities that require hospitalization.	
Identify hospitals, nursing homes and other facilities that could be expanded into emergency treatment centers for disaster victims and inform the Los Angeles County OAEOC.	
In the event of an evacuation, coordinate with the Law Enforcement Unit to reduce the patient population in hospitals, nursing homes and other care facilities.	
Provide continued medical care for patients who cannot be moved when hospitals, nursing homes and other health care facilities are evacuated.	
Coordinate with Construction & Engineering Unit to provide on-site assistance with hazardous materials operations at the request of team leaders.	
In conjunction with the Health & Welfare Unit in the Operations Section, establish and staff medical care stations at shelter facilities.	
Establish and operate first aid stations for emergency workers as appropriate to the incident.	
Coordinate with the Supply & Procurement Unit of the Logistics Section to obtain additional health/medical personnel.	

In conjunction with the Transportation Unit of the Logistics Section, coordinate transportation and care of injured persons to treatment areas.	
Provide information on the disaster routes established within the EOC Action Plan to local hospitals, health care facilities, ambulance companies, etc.	
Provide to the PIO the locations of shelters, first aid facilities, Casualty Collection Points (CCPs), public health hazards and mitigation procedures and other information for press release.	
In conjunction with the Situation Analysis Unit of the Planning & Intelligence Section, establish a patient tracking system.	
Protect sources of potable water and sanitary sewage systems from effects of potential hazards.	
Identify sources of contamination dangerous to the health of the community and post as needed.	
Coordinate inspection of health hazards in damaged buildings.	
Coordinate with the Los Angeles County Operational Area in developing procedures to distribute medications to shelters or treatment areas as needed.	
Coordinate with the Los Angeles County Operational Area in appropriate disease prevention measures, i.e., inoculation, water purification, pest control, inspection of foodstuffs and other consumable's, etc.	
Additional Actions in Response to Hazardous Material Incidents	√
Identify patients and notify hospitals if contaminated or exposed patients are involved.	
Additional Actions in Response to Flooding and/or Dam Failures	√
Identify facilities subject to flooding and prepare to move people from facilities.	
DEACTIVATION	√
Ensure that all required forms or reports are completed prior to your release and departure.	
Be prepared to provide input to the After-Action Report.	
Determine what follow-up to your assignment might be required before you leave.	
Deactivate the Health & Welfare Unit Leader position and close out logs when authorized by the Operations Section Chief or EOC Director.	
Leave forwarding phone number where you can be reached.	

BUILDING OFFICIAL

PRIMARY: **Building Official (CD)**

ALTERNATE: **Building Inspector II (CD)**

SUPERVISOR: **Operations Section Chief**

GENERAL DUTIES:

- Begin the immediate inspection for re-occupancy of key City facilities by department responsible for emergency response and recovery.

- Provide the engineering support as requested for other Operations Section Braches.

- Coordinate investigation and safety assessment of damage to buildings, structures and property within the City for the purpose of:
    - Identifying life-threatening hazardous conditions for immediate abatement.
    - Inspecting and identifying buildings and property for re-occupancy and posting and declaring unsafe conditions.
    - Determining the cost and percentage of damage to all buildings, structures and properties.

- Impose emergency building regulations as determined from the performance of structures.

- Coordinate investigation of building code performance. Determine the extent of damage to buildings and structures and develop recommendations for building code changes.

YOUR RESPONSIBILITY:

Evaluation of all city-owned and private structures that may have been damaged in an incident. The Building Official in the City of Rancho Palos Verdes is the ultimate authority in determining whether or not a building is inhabitable or safely accessible, and those orders will be enforced by local law enforcement.

In a large incident, the need for outside resources to accomplish building inspection will be required. The coordination of such incoming resources is handled by this bra branch.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT	
START-UP ACTION	√
Check in upon arrival at the EOC.	
Report to the Operations Section Chief and obtain a briefing.	
Determine your personal operating location and set up as necessary.	
Review your position responsibilities.	
Obtain a briefing from the field Incident Command Post(s), if activated, prior to assuming EOC assignment and brief the Operations Section Chief.	
Identify yourself as the Building Official *by putting on the vest with your title.* Print your name on the EOC organization chart next to your assignment.	
Ensure that all required supplies are available and equipment is working properly (phones, radios, forms, lists, maps, etc.).	
Ascertain if all key Public Works Department personnel are in the EOC or have been notified.	
Clarify any issues regarding your authority and assignment and what others in the organization do.	
Activate elements of your Unit, establish work area, assign duties and ensure Unit journal/log is opened.	
Ensure that all on-duty Public Works personnel have been alerted and notified of the current situation.	
Ensure that all off-duty Public Works personnel have been notified of call-back status (when they should report), in accordance with current department emergency procedures.	
Ensure that all Public Works personnel have completed status check on equipment, facilities and operational capabilities.	
Ensure that field units begin safety/damage assessment survey of critical facilities and report status information to the Planning & Intelligence Section through the Operations Section.	
Determine 24-hour staffing requirement and request additional support as required.	
Request additional resources through the Logistics Section or established ordering procedures, as needed.	
Ensure that all your incoming Unit personnel are fully briefed.	
Based on the situation as known or forecast, determine likely future Unit needs.	
Think ahead and **anticipate** situations and problems before they occur.	
Using activity log (EOC 134), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document: • Messages received • Action taken • Decision justification and documentation • Requests filled • EOC personnel, time on duty and assignments	

Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA.	
GENERAL OPERATIONAL DUTIES	√
Develop a plan for your Unit operations and support of field operations as requested. Assign specific responsibilities.	
Keep up to date on the situation and resources associated with your Unit. Maintain current status reports and displays.	
Ensure that field units are conducting a safety/damage assessment.	
Obtain regular briefings from field command post(s).	
Direct field units to report pertinent information (casualties, damage observations, evacuation status, chemical exposures, etc.) to the appropriate EOC Unit.	
Keep the Operations Section Chief advised of your Unit status and activity and on any problem areas that now need or will require solutions.	
Provide periodic situation or status reports to your Section Chief for updating information to the Planning & Intelligence Section.	
Establish operating procedure with the Communications/Information Systems Unit of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.	
Review situation reports as they are received. Verify information where questions exist.	
Anticipate potential situation changes, such as severe aftershocks, in all Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.	
Determine and anticipate your support needs and forward to your Section Chief.	
Conduct periodic briefings for your Unit. Ensure they are aware of priorities.	
Monitor your Unit activities and adjust staffing and organization as appropriate to meet current needs.	
Use face-to-face communication in the EOC whenever possible and document decisions and policy.	
Refer all media contacts to your Section Chief.	
Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.	
Ensure that all your Unit personnel and equipment time records and record of expendable materials used are provided to your Section Chief at the end of each operational period.	
Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.	
BRANCH OPERATIONAL DUTIES	√
Coordinate with Los Angeles County Building and Safety regarding local jurisdictional needs.	

Activate the Operational Area Safety/Damage Assessment Plan. It should include inspection of the following critical facilities (priority) and other facilities: • EOCs • Fire stations • Congregate care facilities • Public Works facilities Potential HazMat facilities, including gas stations • Designated shelters • Unreinforced masonry buildings • Multi-story structures, commercial, industrial and residential • Mobile homes/modular structures* • Single-family dwellings ***Note:** Certain facilities may fall under the jurisdiction of State or County inspectors. These agencies may exercise their jurisdictional authority to inspect these facilities. As a practical matter, there are very few State inspectors available, and they may not be able to respond in a timely manner during the initial stages of the emergency/disaster.	
Be prepared to start over due to aftershocks.	
After completion of the safety/damage survey, develop a preliminary estimate of the need for mutual aid assistance.	
Assess the need and establish contacts for requesting or providing mutual aid assistance.	
Alert and stage safety assessment teams as needed.	
Implement procedures for posting of building occupancy safety status using ATC-20 guidelines.	
Arrange for necessary communications equipment from the Information Systems Branch of the Logistics Section and distribute to all field personnel (e.g., radios, cellular phone, etc.)	
Assess the need to require potentially unsafe structures to be vacated.	
Provide structural evaluation of mass care and shelter facilities to the Health & Welfare Branch.	
Coordinate with the Public Works Branch on immediate post-event issues (i.e., debris removal, demolition, fences, etc.)	
Coordinate with the PIO to establish public information and assistance hotlines.	
Consider using 24-hour inspection call-in lines to take damage reports and requests for safety inspections.	
If needed, request Sherriff's escort of safety assessment and inspection personnel.	
DEACTIVATION	√
Ensure that all required forms or reports are completed prior to your release and departure.	
Be prepared to provide input to the After-Action Report.	
Determine what follow-up to your assignment might be required before you leave.	
Deactivate the Building Official Unit Leader position and close out logs when authorized by the Operations Section Chief or EOC Director.	

OPERATIONS SECTION

SUPPORTING DOCUMENTS

PROCEDURAL INFORMATION

SHELTER-IN-PLACE

—Bring people and pets inside and—

1. Close all doors to the outside and close and lock all windows (windows sometimes seal better when locked).

2. Use tape and plastic food wrapping, wax paper, or aluminum wrap to cover and seal bathroom exhaust fan grilles, range vents, dryer vents, and other openings to the outside to the extent possible (including any obvious gaps around external windows and doors).

3. Where possible, ventilation systems should be turned off. Where this is not possible, building superintendents should set all ventilation systems to 100 percent recirculation so that no outside air is drawn into the structure.

4. Turn off all heating systems.

5. Turn off all air conditioners and switch inlets to the "closed" position. Seal any gaps around window-type air conditioners with tape and plastic sheeting, wax paper, or aluminum wrap.

6. Turn off all exhaust fans in kitchens, bathrooms and other areas. *This is the responsibility of the Floor Coordinator.*

7. Close all fireplace dampers.

8. Close as many internal doors as possible in your home or other building.

9. If the gas or vapor is soluble or even partially soluble in water—hold a wet cloth or handkerchief over your nose and mouth if the gases start to bother you. For a higher degree of protection, go into the bathroom, close the door and turn on the shower in a strong spray to "wash" the air. Seal any openings to the outside of the bathroom as best as you can. Don't worry about running out of air to breathe. That is highly unlikely in normal homes and buildings.

10. In case of an earthquake, aftershocks will occur—close drapes, curtains and shades over windows. Stay away from external windows to prevent potential injury from flying glass.

11. Minimize the use of elevators in buildings. These tend to "pump" outdoor air in and out of a building as they travel up and down. Elevators can also fail.

12. Tune in to your local radio news station.

CRITICAL FACILITIES

Extracted from Guidelines for Rapid Damage Intelligence "The First Two Hours," The Emergency Preparedness Commission for the County and Cities of Los Angeles, May 1994

LOCAL JURISDICTION CRITICAL FACILITIES -Sample

Critical facilities are those locations providing essential lifeline services to the community, or qualifies as a high occupancy structure, or qualifies as a high risk hazard to the community. Critical facilities and their priority will vary from city to city but some examples of their priority would be:

PRIORITY 1:

Major Government Buildings

- Fire Stations
- Police/Sheriff Stations
- Public Works Yards
- City Halls

Medical Facilities

- Hospitals
- Emergency Clinics
- Convalescent /Residential Care Facilities

PRIORITY 2:

Transportation

- Freeways
- Major Arterial Roads
- Airports
- Railways
- Bridges, Overpasses

Essential Lifeline/Utility System Sites

- Electric
- Gas
- Water
- Sewage
- Telephone

Educational Facilities

- All Schools

PRIORITY 3:

High Occupancy Structures/Locations

- Shopping Malls
- Stadiums, arenas
- High Rise Buildings
- Large Industrial Complexes

High Risk Construction/Engineering

- Dam
- Reservoirs/Flood control basins
- Tilt-up Buildings
- Unreinforced Masonry Buildings

High Risk HAZMAT Locations

- Oil Refineries
- Chemical/Waste Processing and Treatment Plants
- Gas Stations
- Identified High Risk HAZMAT carriers/handlers
- Pipelines for petroleum

INFORMATION ON CRITICAL FACILITIES LISTS WOULD INCLUDE:

- Critical facility number designation
- Name of facility
- Street address
- Thomas Brothers map coordinates
- Title/name of facility contact person
- Telephone number (optional)
- Type of hazard potential (optional)

CRITICAL FACILITIES LIST - Sample

Number	Facility	Location	TB	Contact
1-1	Police Dept	1122 Main St.	67A4	Commander
1-2	City Jail	4431 Madison	67E4	Desk Sergeant
1-3	Fire Station 1	4493 Concord	67F4	Battalion Chief
1-4	Fire Station 2	1949 Elm St.	66G2	Captain
1-5	Public Works Yard	2809 E. Valley	68B3	Yard Supervisor
1-6	City Hall	1402 Main St.	67E3	Bldg Supervisor
2-1	Madison Overpass	4400 Block	67F5	
2-2	Airport	14000 Jefferson	69E5	Control Tower
2-3	Edison Substation	201 N. Elm	66A2	Supervisor
2- 4	Water Tower	2804 Concord	67B3	
2-5	North Junior High	6992 Wellington Ave.	65Cl	Principal
2-6	Columbia School	5136 Elm St.	66B5	Principal
3-1	Chemical Mixers Inc.	9835 Walnut Dr.	65E2	Plant Manager
3-2	Valley Mall	12000 Maple	66E5	
3-3	ARCO Gas Station	1206 Wellington	64C2	Manager

*All facilities listed by priority (1- facilities to be surveyed first, then 2- facilities and 3- facilities)

*TB denotes Thomas Brothers map coordinates

DISASTER ROUTE PRIORITY PLAN

LOS ANGELES COUNTY OPERATIONAL AREA DISASTER ROUTE PRIORITY PLAN FACT SHEET

WHAT IS THE DISASTER ROUTE PRIORITY PLAN?

The Disaster Route Priority Plan is a Countywide multi-jurisdictional plan to quickly assess the condition of the highway system, identify emergency access into heavily damaged areas, and critical facilities and prioritize the clearing, repair, and restoration of key regional highway routes following a major disaster, such as a large earthquake. The Disaster Routes would also serve as alternate interim transportation routes to the freeway system should portions of the freeway system be destroyed or damaged.

The Plan was developed by public works directors and city engineers from throughout the County of Los Angeles and its neighboring counties following the 1971 Sylmar earthquake. It has been approved by the County of Los Angeles Board of Supervisors, most of the cities in the county and the Los Angeles Emergency Preparedness Commission.

WHY DO WE NEED IT?

The Disaster Route Plan is critically needed by first-line emergency responders such as fire, search and rescue and emergency medical personnel in the early period immediately following the disaster to gain access to the impacted areas to save lives and protect property. It is also critically needed to provide access to these areas as the recovery and restoration efforts begin, so that the needed resources can be brought in as quickly as possible.

WHAT DOES THE PLAN CONSIST OF?

The Disaster Route Priority Plan consists of a network of key major highways providing access to all areas of the County. A critical element of the Plan is that it calls upon the public work's/city engineer's departments of the County and all the cities to work together in a **coordinated** effort to assess the condition of the selected Disaster Routes and clear and reopen them on a priority basis.

WHAT ARE THE COUNTY'S AND CITIES' ROLES IN CARRYING OUT THE PLAN?

The State of California by law requires that the Counties and cities throughout the State respond to disasters under the adopted Standardized Emergency Management System (SEMS) Operational Area concept in order to be eligible for State disaster reimbursement of personnel costs. Under this concept, the County is to act as the coordinator of emergency response and point of contact for State emergency assistance. The Disaster Route Priority Plan carries out this concept by designating the Director of the County of Los Angeles Department of Public Works (DPW) to work with the cities in a disaster to quickly determine the condition of the Disaster Routes (and other transportation routes) and to coordinate assistance to those cities who need it in

POST EARTHQUAKE BUILDING PERMIT AND INSPECTION PROCEDURES

In a major disaster, such as a large earthquake which creates widespread major damage, the County DPW's road maintenance force will immediately survey and report the condition of the portions of the Disaster Routes in the unincorporated areas and contract cities. The County DPW will also dispatch City Services personnel to non-contract cities' Emergency Operations Centers (EOCs) or DPW's to gather this information from the non-contract city DPW personnel on the status of the portions of the Disaster Routes in those cities. County DPW personnel will also gather information on the status of the freeway system from Caltrans and the California Highway Patrol. This information will all be reported to and analyzed at the County DPW's EOC where it will be disseminated immediately to the main County EOC for further dissemination to all emergency response agencies, cities' EOCs and the public.

County DPW City Services personnel will also work closely with the impacted cities to coordinate any needed assistance in clearing and repairing damaged portions of the Disaster routes in those cities.

These questions and answers are based on the experience of Santa Cruz County after the Loma Prieta Earthquake in October 1989. Santa Cruz County is 441 square miles in area with approximately 60,000 primarily residential parcels.

Based upon our experience, someone is going to have to answer the questions below within days (and sometimes hours) of a major earthquake. You can avoid many long and stressful hours spent when you can least afford them by having emergency ordinances on the books addressing these questions before the event!

POST EARTHQUAKE BUILDING PERMIT AND INSPECTION PROCEDURES

1. How can I get a permit and start repairing my building?

   (a) TEMPORARY PERMITS - Within hours of the event our inspectors were issuing temporary repair permits in the field. Within days we were issuing them at the County Building. We also sent our counter technicians to FEMA Disaster Centers to issue temporary permits. These permits allowed people to start work, while requiring that they apply for a permanent permit within 60 days.

   (b) NO PLANS FOR REPAIR IN KIND UP TO 25% - When no foundation damage was involved, our policy was to issue permits with no plans for repairs with a value of up to 25% of the value of the house. The inspector could require plans if he felt it was necessary, based on the specific site conditions or because the work was not conventional construction.

   (c) NO PLANS FOR NON-HABITABLE ACCESSORY BUILDINGS - No plans were required for the repair or reconstruction of garages, carports, storage sheds, etc. less than 1,000 square feet in floor area. Once again, the inspector could require plans if he felt it was necessary, based on the specific site conditions or because the work was not conventional construction.

2. Can I repair my unreinforced masonry chimney?
   Some jurisdictions required such chimneys to be demolished and replaced. Others (including Santa Cruz County) allowed them to be repaired. We obtained details of repairs from the City of Los Angeles and distributed them with the permits. When the next earthquake happens we will see if this was a wise policy.

3. What type of inspection is required on my chimney repair?
   We required an initial inspection after any demolition was done. The inspector would determine that the damaged portions had been removed and that the proposed repair method was acceptable. Because of the workload, we accepted a

certification that the work was to code accompanied by pictures showing the work in lieu of subsequent inspections.

4. Can I repair-in-kind work that doesn't meet code?
   We required that all new work meet present codes. Existing work could remain unless the new work made the old work unsafe.

5. Can I repair my post and pier foundation?
   There were hundreds of single family dwellings in our jurisdiction with pier and mudsill foundations, which no longer comply with the code. We did allow these to be repaired — if the piers or posts were replaced, the portion involved was required to be a perimeter foundation. We did permit these foundations to be straightened and/or braced.

6. Can I put a mobile home on my property while doing my repairs?
   We issued permits for mobile homes and temporary power to anyone who asked for one and could show that the lot in question had a residence on it. (Many are now illegal rental units, of course.)

7. Can I live in a detached garage or other non-habitable structure while I repair my building?
   We issued permits for temporary power to owners under these circumstances. The inspector checked the electrical inspection to be sure they were safe. (Many of these also became illegal second units.)

8. Can I rebuild a non-conforming structure?
   We passed an emergency ordinance allowing nonconforming structures damaged in the earthquake to be repaired/or reconstructed in the present location, and they could be expanded by a maximum of 10% if the expansion did not increase the nonconformity.

9. Is a sprinkler system required in an earthquake reconstruction?
   In Santa Cruz County a sprinkler is required in all new family dwellings. Over the objections of the fire agencies, the Board passed an ordinance exempting earthquake reconstructions from this requirement.

10. I have a violation on the property. Does this affect my permit for earthquake repair?
    Our ordinance prohibits the issuance of a permit when there is a violation on the property unless the permit reflects the violation. We modified this to allow repair permits in the area not affected by the violation.

11. Do I need a permit for a temporary repair, such as shoring?
    Temporary repair could be done with no permits. We defined a temporary repair as follows: (1) the work is intended to be replaced later with permanent work and (2) no portions of the work are concealed.

EMERGENCY POTABLE WATER

in the case of clearly immediate danger, we did not call the Sheriff to evict people occupying posted buildings.

13. Can I get a permit to partially repair my building, or does the permit have to include all known damage?
    Our policy was to issue permits for partial repairs. The UBC does not really address this issue, but the proposed CAL EMA ordinances do.

14. When is your department going to be open for normal business?
    Our file room was severely damaged and our staff stretched to the limit with earthquake work. We didn't open for intake of non-earthquake related applications and issuance of non-earthquake related permits for 3 months. I would not advise this if you can avoid it. Thanks to the work of many volunteer inspectors, we were able to begin inspections of work permitted before the earthquake within 4 weeks of the event.

15. Are you going to take punitive measures when work that was permitted before the earthquake was continued without inspections?
    We did not take punitive measures when an appropriate "inspection audit trail" was maintained. This could be done with pictures, documented inspections by engineers or other qualified persons. We were fairly ruthless with contractors who took advantage of the earthquake to proceed with no inspections of any kind.

16. Are you going to charge permit fees?
    By carefully documenting our activities to FEMA, and by setting up an independent Earthquake Recovery Division, we were able to avoid charging fees. We warned applicants that we might have to retroactively charge fees if FEMA stopped reimbursing us, and eventually we had to do just that. Collecting these fees retroactively was not a very enjoyable experience.

The following questions were added by Mike Martinet, Area "G" Coordinator.

Recovery Issues
Identify critical policy issues to be considered by the City Council before the disaster:

- Will the City charge for building permits for structural repairs and replacement?
- Will exact rebuilding (on conforming structures) be permitted without planning commission approval?
- Will rebuilding be permitted in redevelopment areas?
- Will non-conforming structures be allowed to be rebuilt?
- Will conditional use permits be continued on heavily damaged or destroyed structures?
- How will asbestos abatement be handled in damaged structures?

The following information is extracted from the "Multi-Agency Emergency Response Procedures for Potable Water Procurement and Distribution", California Potable Water Task Force, January 1996. Extracts are relative to the local jurisdiction.

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Response Level:
Field 9
Local Emergency Operations Center ..... 10 and also see Part Two—Operations Section, Water Unit

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Attachment B—Sample Local Drinking Water Distribution Program 17

INTRODUCTION

The following procedures are designed to facilitate acquisition and distribution of alternative potable water to populations in California in the event of a state or local emergency. They set forth specific activities that should be considered by each level Emergency Operations Center **(EOC)** to evaluate emergency situations and then to procure and distribute potable water to critical locations if needed.

Successful implementation of these procedures will require the support of public, private and volunteer agencies. The following is a summary of the primary response agency(s) functions. **Attachment A of these procedures identifies all agencies which have primary and supporting roles for emergency procurement and distribution of alternative potable water. Attachment A also includes a detailed outline of each agency's specific responsibilities.**

Primary Response Agency Roles and Responsibilities:

Agent:	**Function:**
Local Government (Cities/Counties)	**Primary responsibility for purchase and distribution of alternate source of potable water for populations within its jurisdiction.** Operates Local Emergency Operations Center (LEOC): Coordinates resources and manages operations for distribution of alternative potable water to affected populations.
County Government (Operational Area)	Operates Operational Area Emergency Operations Center (OAEOC): Coordinates county resources and assists LEOC(s) in providing potable water to affected population(s).
State—Governor's Office of Emergency Services (Cal EMA)	Coordinates federal, state, and regional resources to assist OAEOC(s) in providing alternative source of potable water to affected populations. Operates Regional Emergency Operations Center (REOC) and State Operations Center (SOC).
Federal Emergency Management Agency (FEMA)	Coordinates federal emergency response resources and provides alternate source of potable water to affected populations, as requested by State.

Note: For the purpose of this document: "alternative potable water" and "emergency potable water" means water that is supplied from an alternative source and/or delivery system.

The Governor's Office of Emergency Services will assist local government in pursuing possible Federal reimbursement for costs incurred.

CONCEPT OF OPERATIONS

INFORMATION FLOW

To avoid duplication of efforts and to expedite delivery of potable water to populations affected by an emergency, it is critical that information regarding the situation be transmitted to the appropriate emergency response level(s). During the initial hours following an emergency it is especially important to ascertain the scale of the emergency and the areas where the potable water supply and delivery system has been affected. Such information will help facilitate decisions on whether and when to activate the various SEMS response level EOCs. Figure I outlines the basic information flow upon which these procedures are dependent. Standardized forms (state) for transmittal of situation status information and resource requests are included in these procedures as Attachments E and F.

PROCUREMENT AND DISTRIBUTION PROCESS

Successful implementation of these procedures will require the support of public, private, and volunteer agencies. Attachment A of this document identifies the public, private, and volunteer agencies which will play a part in the acquisition and distribution of emergency potable water and assigns to them specific roles and responsibilities.

The **local government** (Cities and Counties) are the primary agents responsible for the purchase and distribution of emergency potable water to populations within their jurisdiction. The State, coordinated by the Cal EMA, serves as support to operational areas if the magnitude of the emergency requires resources beyond the limits of the operational area and local jurisdiction. If the emergency response requires resources beyond the capability of the state, federal resources (coordinated by the Federal Emergency Management Agency [FEMA]) may be requested. Such requests will be made by the Cal EMA. Figure 2 outlines the basic process flow for emergency procurement and distribution of potable water.

LOCAL POTABLE WATER DISTRIBUTION OPERATIONS

The local government is the lead agency for establishing and operating emergency potable water distribution sites. Attachment B of this document is a detailed outline which addresses the full spectrum of decisions which must be made and the actions that must be taken to effectively develop and implement a local emergency drinking water program.

EOC WATER COORDINATOR

To support local government efforts, the standard operating procedures for each level EOC will include provisions for establishment of a water coordinator position if needed. ***The water coordinator function may be located within the Care and Shelter Branch of the EOCs Operations Section.***

The water coordinator is responsible for evaluating situation assessments and prioritizing resource allocation. When necessary, the water coordinator will activate a water task group to help establish or assist in the establishment and operation of the alternative potable water procurement and distribution program. The size, makeup and specific assignment of the water task group will be dependent on the magnitude of the problem at hand. Attachment B of these procedures contains an example Water Task Group designed to support a local water distribution program following a major earthquake.

Duties of the water coordinator/water task group are as follows:

1. Serve as EOC primary contact for all potable water procurement and distribution matters.

2. Coordinate conference calls with other level EOC water coordinators to assess potable water needs.

3. Obtain consolidated situation information compiled by the Planning/Intelligence Section and other sources. This information would include:

   a) cause and extent of water system damage
   b) estimated duration of system outage
   c) geographical area affected
   d) population affected
   e) actions taken to restore system
   f) resources needed to reactivate system
   g) emergency potable water needs (quantity and prioritized areas)

4. Prioritize distribution locations (include needs of critical facilities) and make recommendations to Operations Section Chief.

5. Identify and secure potable water resources with assistance from the Logistics Section, Procurement Branch.

6. Identify transportation and equipment needs and secure required resources through the Logistics Section, Procurement Branch.

7. Coordinate with DHS, water utilities, and EOC Public Information Officer for appropriate public information announcements and Media interface.

Note: Water Coordinators at the Field, Local, Operational Area and REOC levels will coordinate with the DHS District Office.

1. Document all information related to expenditures, resource commitments, contracts and other costs related to procurement and distribution of potable water and provide such information to the Finance and Administration Section.

ALTERNATIVE POTABLE WATER PROCUREMENT and DISTRIBUTION

STAFFING EOC WATER COORDINATOR/WATER TASK GROUP

At the local level, the Water Coordinator and Water Task Group could be staffed by a fire department, public works or a water utility. At the Operational/County level, the Water Coordinator and Water Task Group could be staffed by county health departments, public works, fire department, or the county department of social services. In the event that sufficient staffing is not available at the local or operational level, a request may be made through the REOC for Emergency Management Mutual Aid (EMMA).

At the REOC and SOC levels, the Water Coordinator and Water Task Group could be staffed by CAL EMA, Department of Social Services (Care and Shelter) or the Department of Health Services.

EMERGENCY POTABLE WATER SUPPLY CONSIDERATIONS

When there is a need for emergency potable water, water utility and local government should work with the State Department of Health Services, Division of Drinking Water and Environmental Management. When there is a "Boil Water" advisory, the public should be advised to bring water to a rapid boil for 1-2 minutes. In the event of any other situation that may require supplying potable water, the Local Emergency Operations Center (LEOC) and Operational Area Emergency Operations Center (OAEOC) will utilize the following options in the order listed:

1. **Bottled Water**

- Water in one gallon plastic containers is by far the most convenient and effective way to initially provide emergency water to the public. A list of approved commercial vendors is maintained by the State Department of Health Services, Food and Drug Branch is available through the REOC Operations Section Water Coordinator.

- The Regional Emergency Operations Center (REOC) can arrange transportation, if necessary, with state assets. Water and beverage bottlers sometimes offer free bottled water and delivery. Check with the REOC Operations Section Water Coordinator for contacts.

2. **Bulk Potable Water Deliveries**: (If bottled water is not a viable option)

- Bulk potable water deliveries are for limited use and should only be employed for immediate crisis situations when the first option is not available. Bulk potable water may also be needed for critical facilities such as hospitals, clinics and other health facilities.

- Portions of the existing potable water system, or near by systems, may continue to have potable water in their normal distribution systems. These sources are closest and easiest to access and should be used for bulk water deliveries.

- National Guard water buffalo (500 gallon trailers) are available in limited numbers and should only be used to support evacuation efforts and immediate crisis situations. The small volume necessitates that water tenders keep buffalo filled.

3. **Water Purification Systems**: (If bulk potable water deliveries are not a viable option).

Commercial portable water purification systems are available where connection to an approved water source and some means of storing or distributing water is available. Approved and licensed commercial vendors can provide limited water storage (approximately 1,000 gallons). The State Department of Health Services Drinking Water Program or County Health Department must approve the water source to assure that the treatment is sufficient to deal with the level of contamination, and confirm the integrity of the system. The National Guard has limited purification capability which should only be requested when all other options are exhausted.

ATTACHMENT A

Emergency Potable Water Procurement/Distribution

RESPONSE LEVEL ROLES AND RESPONSIBILITIES

Responsibility: **FIELD RESPONSE** (Public or private and include, but not limited to, water utilities, public works, local law enforcement and fire protection).

Function: Provide assessment of incident to Local Emergency Operations Center (LEOC) and respond as directed by Incident Command and/or individual department management.

Duties:

1. Within the purview of individual agency, assess impact of incident based on field observations and provide emergency situation reports to LEOC. See Attachments E and F for standardized forms (state) for transmittal of situation report and resource request information.

   Critical information would include:
   - cause and extent of water system damage
   - estimated duration of system outage
   - geographical area affected
   - population affected
   - actions taken to restore system
   - resources needed to reactivate system
   - emergency potable water needs (quantity and prioritized areas)

4. Respond to incident as directed by Incident Command and/or individual department management.

5. Request needed resources through LEOC and/or through existing mutual aid agreement systems.

6. Ensure water utilities are informed of bottled/hauled water activities within their service area.

7. Coordinate with Department of Health Services (DHS) District Office, water utilities and LEOC Public Information Office for appropriate public information announcements and Media interface.

Emergency Potable Water Procurement/Distribution

RESPONSE LEVEL ROLES AND RESPONSIBILITIES

Responsible Agent: LOCAL EMERGENCY OPERATIONS CENTER (LEOC)

Checklist included in Part Two—Operations Section, Public Works Branch, Water Unit

Emergency Potable Water Procurement/Distribution

AGENCY ROLES AND RESPONSIBILITIES

Responsible Agent: LOCAL GOVERNMENT (CITIES AND COUNTIES)
Provide alternate source of potable water to affected populations. Deploy Field Response personnel, activate Local Emergency Operations Center(s) (LEOC) and Operational Area Emergency Operations Center (OAEOC). Implement duties pursuant to Field Response Agent, LEOC and OAEOC roles and responsibilities.

Responsible Agent: GOVERNOR'S OFFICE OF EMERGENCY SERVICES (Cal EMA)
Assist Local Government in providing alternate source of potable water to affected populations. Activate Regional Emergency Operations Center(s) (REOC) and State Operations Center (SOC). Implement duties pursuant to REOC and SOC roles and responsibilities.

Responsible Agent: FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA)
Provide alternate source of potable water to affected populations, as requested by State.
Implement duties pursuant to FEMA roles and responsibilities.

Emergency Potable Water Procurement/Distribution

AGENCY ROLES AND RESPONSIBILITIES

Responsible Agent(s): WATER UTILITIES

Function: Provide assessment of incident to the LEOC and coordinate/implement utility restoration.

Duties:

1. Secure information needed to determine potable water needs in affected service areas including:
   - extent of damage
   - geographic area affected
   - population affected
   - estimated duration of system outage
   - alternative water supply
   - service area water quality status

2. Secure information to support utility restoration activities including:
   - resources needed to reactivate system
   - mutual aid agreements activated

3. Coordinate with other types of utilities upon which your operations are dependent (i.e. electric and telecommunications) for restoration support/priority as needed.

4. Transmit situation assessment information to the LEOC and DHS District Office.

5. Request resources directly through mutual aid agreements or through the State CAL EMA Utilities Branch/CUEA.

6. Coordinate water quality related issues with local health department, DHS District Office of Drinking Water, and LEOC. Issue "boil water" orders as needed.

7. Restore system and obtain DHS approvals to operate.

Emergency Potable Water Procurement/Distribution

AGENCY ROLES AND RESPONSIBILITIES

Responsible Agent: STATE Cal EMA UTILITIES BRANCH/CALIFORNIA UTILITIES EMERGENCY ASSOCIATION (CUEA)

Function: Conduct damage assessments and facilitate the restoration of water utilities.

Duties:

1. Conduct damage assessments of water utilities and related water outages. Determine the anticipated duration and estimated population affected by outages (in coordination with DHS).

2. Provide information to the REOC and SOC on geographical areas of water outages and approximate populations affected where alternate potable water supplies (bottled/hauled) may be needed (in coordination with DHS). See Attachments E and F for standardized forms (state) for transmittal of situation report and resource request information.

3. Identify needs and facilitate coordination for impacted water systems with other utilities (i.e. electrical, telecommunications, etc.) for:
   - restoration support
   - prioritization of service and mutual aid from non-affected water systems
   - damage assessment and restoration, including manpower, equipment and supplies.

4. Assist water utilities regarding facilitation of security access, incident command post interface, etc.

5. Assist in the coordination of water restoration priorities.

6. Provide statewide coordination and representation for all utilities (power, water, telecommunication, pipelines, etc.) on emergency related issues.

Emergency Potable Water Procurement/Distribution

AGENCY ROLES AND RESPONSIBILITIES

Responsible Agent: **DEPARTMENT OF HEALTH SERVICES (DHS), Division of Drinking Water (DDW), Food and Drug Branch (FDB)**

Function:

(1) Ensure the safety and reliability of the public (piped) water supply.

(2) Ensure the safety of interim (emergency) water supply (i.e. bottled and hauled water).

Duties:

1. Evaluate the safety of the public water supply in the impacted area to determine the need for "boil water" orders; issue boil water orders in coordination with water utility and local health department.

2. Through field investigation or other methods, assess damage to water utilities and related water outages. Determine the anticipated duration and estimated population affected by outages (in coordination with State Cal EMA Utilities Branch/California Utilities Emergency Association (CLJEA). Provide this information to the REOC and SOC.

3. Provide information to the REOC and SOC on the issuance of boil water orders and on areas of water outages where alternate potable water supplies (bottled/hauled) may be needed (in coordination with CLJEA).

4. Oversee the restoration of public water systems (reliability and safety) and approve the lifting of boil orders.

5. Assist CUEA in identifying the needs of impacted water systems for assistance from other utilities (i.e. electrical, telecommunications, etc.) for restoration support prioritization of service, and mutual aid from other non-affected water systems, including manpower, equipment and supplies. Provide this information to the REOC and SOC.

6. Assist in the coordination of water restoration priorities.

7. Assist the Water Coordinator in the identification of alternative water supplies including non impacted water systems, water bottlers and haulers, and private water sources (approved private wells and springs) by providing lists of these resources to the REOC and SOC.

8. Ensure that water vending machines in areas impacted by boil water orders are not used.

9. Assist the Local Health Department in identification of individual and small (non-public) water systems impacted by the emergency, and advise the Water Coordinator of potential alternative water supply needs. Provide procedures for well disinfection, water sampling and lists of approved laboratories on request to local health departments.

10. Coordinate with local health officials to identify waterborne disease outbreaks related to the emergency, and identify and correct the cause of such outbreaks.

Note: The Local Health Department is the lead agency for providing information on sampling procedures, water disinfection, and availability of alternative drinking water

supplies for small water systems which are not regulated by DHS and for individual wells which serve private residences and businesses.

Emergency Potable Water Procurement/Distribution

AGENCY ROLES AND RESPONSIBILITIES

Responsible Agent: CALIFORNIA NATIONAL GUARD (CNG)

Function: Coordinate transportation of CNG resources to provide distribution of bottled/hauled water.

Duties:

1. On order, transport/deliver bottled water from CAL EMA established collection sites to predetermined distribution sites in the area of operations.

2. Be prepared to assist in distribution/delivery operations to the affected population.

3. Be prepared to provide engineer equipment/personnel support to assist water utilities in restoring water distribution systems (when requested).

4. Be prepared to provide Reverse Osmosis Water Purification Units (ROWPUs) with operators to designated sites.

Note: In the event of a catastrophic incident requiring activation of multiple CNG units, the CNG will not be able to provide potable water distribution by water buffalo. The CNG will be restricted to provide distribution of bottled water only.

Responsible Agent: AMERICAN RED CROSS (ARC)

Function: Provide needs assessment for shelter and distribution point potable water requirements to Local Emergency Operations Center (LEOC) and assist in the distribution of alternative potable water supply.

Duties:

1. Assist LEOC in identifying bottled and hauled potable water needs.

2. Place requests for specific amounts (bottled and hauled water) and identify delivery sites (mass care facilities and staging areas) to LEOC.

3. Assist LEOC in the distribution of alternative water supplies at ARC mass care facilities (shelters, fixed and mobile feeding sites).

ATTACHMENT B

SAMPLE LOCAL DRINKING WATER DISTRIBUTION PROGRAM

Provided by L.A. COUNTY FIRE DEPARTMENT

The following is an actual Drinking Water Distribution Program which was implemented by the Los Angeles County Fire Department in response to the Northridge Earthquake of January 17, 1994. The strategies and procedures outlined below are offered as an example for local jurisdictions to use in developing their own emergency drinking water distribution programs. Emergency drinking water distribution programs may vary dependent on the severity of the emergency situation and local conditions.

BACKGROUND:

The Northridge earthquake of January 17, 1994 inflicted severe damage to the water distribution grids and the major water supply system serving the Santa Clarita Valley. It would take three weeks to fully restore the quantity and quality of water to the community. A community of some 150,000 people was under orders to boil water, if they had service at all. While recovery efforts were well under way, people needed a reliable supply of safe drinking water in order to travel to work, and send their children to school. All other efforts to recover from the devastation were at risk without dependable water service.

Under the direction of County Chief Administrative Officer and Fire Chief, the Drinking Water Distribution Group was formed. A team of four Fire Prevention Inspectors from Special Units, their Captain and a Battalion Chief were dispatched to organize and manage this unusual mission. Over the next eighteen days, the group worked around the clock to develop a team of two hundred people who provided bottled water from up to twenty-three distribution sites. Over an eighteen day mission, the group distributed nearly two million gallons of bottled drinking water to the citizens of the Santa Clarita Valley. This guideline reflects the skills learned during that mission.

A. TACTICAL EMA GUIDELINES:

1. Establish staff positions:

    a. Group Supervisor
    b. Water Company Coordinator
    c. Community Coordinator
    d. Water Staging Manager
    e. Water Distribution Manager
    f. Distribution Site Managers
    g. Camp Crew Coordinators and crews
    h. Planning Section (for independent operation)
    i. Logistics Section (for independent operation)

2. Determine water resources needed and secure resources.

   Is the community in need of water for domestic use, personal hygiene and sanitation, as well as for drinking? Potable water tenders will supply water for domestic uses, minimizing the requirement for bottled water. Order the type and volume of resources needed, including, but not limited to:

   Bottled water
   a. Potable water tenders.
   b. Potable tanks and piping.
   c. Water purification units.
   d. Cross connections to other water systems.

3. Establish a water staging area that will accommodate the resources ordered.

4. Order the equipment needed to support the mission of the group, including, but not limited to:

   a. Portable radios with batteries and chargers.
   b. Tactical radio frequencies.
   c. Cellular telephones with batteries and chargers.
   d. Flat-bed trailers with tractors and drivers.
   e. Fork lifts with operators.
   f. Fuel for equipment.
   g. Word processing computer.
   h. Fax machine with phone line.
   i. Photo-copy machine.
   j. Plans or communications trailer.

5. Assure proper documentation of events at all levels of the operation.

6. Assure proper reporting of situation, progress and needs to the Incident Commander, the Fire Department Communications Center, the Fire Department Emergency Command Center, the County Emergency Operations Center, and any community or City Emergency Operations Centers.

7. Establish a schedule for relief to assure a maximum working shift of twelve hours for all personnel assigned to the unit.

STRATEGIC GUIDELINES: The operation of the distribution process, once the organization is established, and product has been ordered, is outlined below:

1. Truckloads of bottled water are delivered to the staging area by contract venders.

2. Trucks are immediately unloaded by forklift to allow them to return for another

load without delay.

3. Pallets of water are stored on the ground in staging.

4. Pallets of water are loaded by forklift onto flatbed trucks.

5. When orders are received, the flatbed trucks filled with pallets of water are dispatched by the Staging Manager to the distribution sites.

6. One Camp Crew is dispatched concurrently to unload the truck at the distribution sites. Moving the forklifts was not practical. Many sites did not have enough room to work.

7. The Distribution Site Crew loads one box (six gallons) of water in the vehicles as they pass through the site. More was given upon request. The lines moved faster by keeping people in their cars.

FACILITIES

1. Establish a receiving and distribution point for water. A Water Receiving and Distribution Point shall be opened in or near an established incident base. Priorities for choosing a Water Receiving and Distribution Point include:

   200' by 200' minimum.

   a. Paved surface.

   Access restricted by curbs.

   Electricity and phone service, if possible.

   b. Location accessible to major routes of transportation into the area, and into the community.

   Lot with clear access to tractor-trailer rigs.

   c. Large parking lots of shopping areas, schools, or recreational facilities may work well.

2. Establish Water Distribution Sites as needed. Priorities for choosing Water Distribution Sites include:

   100' by 100' minimum.

   Surface: Paved.

a. Access restricted by curbs.

Electricity and phone service preferred.

b. Central and accessible to the community in need.

Parking lots of schools and recreation facilities work best; shopping areas are less desirable.

c. Location near public safety facilities such as fire stations, medical and law enforcement installations is discouraged. The operational efficiency of these facilities is reduced by people in line to receive their water.

3. Criteria for selection of Distribution Site locations:

Safety of Staff. (Protection from traffic hazards and any hostile environment).

Areas of population density in need of water.

a. Proximity to elder population.

Areas that are geographically remote.

b. Areas isolated by disaster.

c. Sites shall be accessible to delivery trucks.

PRE-IDENTIFIED SHELTER SITES

Facility Name/Address	Phone #	Contact Name	24-Hr. Phone #

Note: Refer to RPV 2010 EOP Confidential Supplemental Plan kept on file in the offices of the City Manager, Deputy City Manager, City Clerk, and select off-site locations.

USE OF SCHOOL BUILDINGS AS SHELTERS

Assembly Bill No. 2786 (Katz Bill)

CHAPTER 1659

An act to amend Sections 40041 and 40042 of, to add Section 40041.5 to, and to add Article 10.5 (commencing with Section 35295) to Chapter 2 of Part 21 of the Education Code, relating to emergency procedures.

(Approved by Governor September 30, 1984. Filed with
Secretary of State September 30, 1904.)

LEGISLATIVE COUNSEL'S DIGEST

AB. 2786, Katz. Emergency procedures: earthquakes and disasters.

(1) Under existing law, the governing board of each school district is required to maintain schools and classes as provided by law.

This bill would impose a state-mandated local program by requiring the governing board of each school district and the county superintendent of schools of each county to establish an earthquake emergency procedure system, as specified, in every public school building under its jurisdiction having an occupant capacity of 50 or more students or more than one classroom.

This bill would also require the governing board of each private school to establish emergency earthquake procedure systems in every school building having an occupied capacity of 50 or more students or more than one classroom.

(2) Under current provisions of the so-called "Civic Center Act", the governing board of a school district may grant the use of school facilities or grounds to public agencies, including the American Red Cross, for mass care and shelters during disasters or other emergencies affecting the public health and welfare. In addition, the governing board of a school district is authorized to provide any services deemed necessary by the governing board to meet the needs of the community.

This bill would impose a state-mandated local program by requiring the governing board of a school district to grant the use of school buildings, grounds, and equipment to public agencies including the American Red Cross, for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The governing board of a school district would also be required to cooperate with these public agencies in furnishing and maintaining such services as the governing board may deem necessary to meet the needs of the community.

(3) Article XIII B of the California Constitution and Sections 2231 and 2234 of the Revenue and Taxation Code require the state to reimburse local agencies and school districts for certain costs mandated by the state. Other provisions require the Department of Finance to review statutes disclaiming these costs and provide certain cases, for making claims to the State Board of Control for reimbursement.

This bill would provide that no appropriation is made by this act for the purpose of making reimbursement pursuant to the conditional mandate of Section 2231 or 2234, but would recognize that local agencies and school districts may pursue their other available remedies to seek reimbursement for these costs.

(4) This bill would provide that not withstanding Section 2231.5 of the Revenue and Taxation code, this act does not contain a repealer, as required by that section; therefore, the provisions of the act would remain in effect unless and until they are amended or repealed by a later enacted act.

The people of the State of California do enact as follows:

Section 1. Article 10.5 (commencing with Section 35295) is added to Chapter 2 of Part 21 of the Education Code, to read:

Article 10.5. Earthquake Emergency Procedures

35295. The Legislature finds and declares the following:

(a) Because of the generally acknowledged fact that California will experience moderate to severe earthquakes in the foreseeable future, increased efforts to reduce earthquake hazards should be encouraged and supported.

(b) In order to minimize loss of life and disruption, it is necessary for all public or private elementary and high schools to develop school disaster plans and specifically an earthquake emergency procedure system so that students and staff will act instinctively and correctly when an earthquake disaster strikes.

(c) It is therefore the intent of the Legislature in enacting this article to authorize the establishment of earthquake emergency procedure systems in kindergarten and grades 1 through 12 in all the public or private schools in California.

35296. The governing board of each private school and school district and the county superintendent of schools of each county shall establish an earthquake emergency procedure system in every public or private school building under its jurisdiction having an occupant capacity of 50 or more students or more than one classroom. Governing boards and county superintendents may work with the Office of Emergency Services and the Seismic Safety Commission to develop and establish the earthquake emergency procedure systems.

35297. The earthquake emergency procedure system shall include, but not be limited to, all of the following:

(a) A school building disaster plan, ready for implementation at any time, for maintaining the safety and care of students and staffs.

(b) A drop procedure. As used in this article, “drop procedure” means an activity whereby each student and staff member take cover under a table or desk, dropping to his or her knees, with the head protected by the arms, and the back to the windows. A drop procedure practice shall be held at least once each school quarter in elementary schools and at least once a semester in secondary schools.

(c) Protective measures to be taken before, during, and following an earthquake.

(d) A program to ensure that the students and staff are aware of, and properly trained in, the earthquake emergency procedure system.

SEC. 2. Section 40041 of the Education Code is amended to read:

40041. (a) There is a civic center at each and every public school facility and grounds within the state where the citizens, parent-teachers' associations, camp fire girls, boy scout troops, farmer's organizations, school community advisory councils, senior citizens' organizations, clubs and associations formed for recreational, political, economic, artistic or moral activities of the public school districts may engage in supervised recreational activities, and where they may meet and discuss, from time to time, as they may desire, any subjects and questions which in their judgment pertain to the educational, political, economical, artistic, and moral interests of the citizens of the communities in which they reside.

(b) The governing board of any school district may grant the use of school facilities or grounds as a civic center upon the terms and conditions the board deems proper, subject to the limitation requirements, and restrictions set forth in this article, for any of the following purposes:

(1) Public literary, scientific, recreational, educational, or public agency meetings.

(2) The discussion of matter of general or public interest.

(3) The conduct of religious services for temporary periods by any church or religious organization which has no suitable meeting place for the conduct of the services, provided the governing board charges the church or religious organization using the school facilities or grounds a fee as specified in subdivision (c) of Section 40043.

(4) Child care or day care programs to provide supervision and activities for children of preschool and elementary age.

(5) The administration of examinations for the selection of personnel or the instruction of precinct board members by public agencies.

(6) Supervised recreational activities.

(7) Other purposes deemed appropriate by the governing board.

SEC. 3. Section 40041.5 is added to the Education Code, to read:

40041.5. Notwithstanding Section 40043, the governing board of any school district shall grant the use of school buildings, grounds and equipment to public agencies, including the American Red Cross, for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The governing board shall cooperate with these agencies in furnishing and maintaining such services as the governing board may deem necessary to meet the needs of the community.

SEC. 4. Section 40042 of the Education code is amended to read:

40042. The management, direction, and control of school facilities under this article is vested in the governing board of the school district which shall promulgate all rules and regulations necessary to provide, at a minimum, for the following:

(1) Aid, assistance, and encouragement to any of the activities authorized in Sections 40041 and 40041.5.

(2) Preservation of order in school facilities and on school grounds, and protection of school facilities and school grounds, including, if the governing board deems necessary, appointment of a person who shall have charge of the school facilities and grounds for purposes of their preservation and protection.

(3) That the use of school facilities or grounds is not inconsistent with the use of the school facilities or grounds for school purposes or interferes with the regular conduct of schoolwork.

SEC. 5. Notwithstanding Section 6 of Article XIII B of the California Constitution and Section 2231 or 2234 of the Revenue and Taxation Code, no appropriation is made by this act for the purpose of making reimbursement pursuant to these sections. It is recognized, however, that a local agency or school district may pursue any remedies to obtain reimbursement available to it under Chapter 3 (commencing with Section 2201) of Part 4 of Division 1 of that code.

SEC. 6. Notwithstanding Section 2231.5 of the Revenue and Taxation Code, this act does not contain a repealer, as required by that section; therefore, the provisions of this act shall remain in effect unless and until they are amended or repealed by a later enacted act.

EVACUATION AND SHELTER LOG

Evacuation & Closed Area Status

Date: _____ Time: _____ A.M. / P.M.

Evacuation/ Area Name	Evacuation / Area Boundaries	Number Evacuated	Evacuation / Closure Status

Shelter Status

Shelter Address	Phone Number	Population ? Special Needs ?	Notes

EOC-306

AMERICAN RED CROSS (ARC) SHELTER OPERATIONS FORMS

Form Number	***Form Name***	***Description***
ARC-6564	Mass Care Facility Survey	Survey of building and information for opening the shelter
ARC-6621	Facility Agreement	Agreement to use facility for a specific disaster operation
ARC-6513	Staff Roster	List of people working in the shelter
ARC-5972	Registration Form	Registration of Families located at the Shelter
ARC-6455	Disaster Resource	Vendors used, donations received
ARC-6450	Mass Care—Feeding Control	Supplies used, meals served at shelter or other feeding operation
ARC-6505	Self-Inspection Worksheet	Facility inspection for liability and safety concerns

It is important that each city establish contact with their local American Red Cross Chapter before a major event occurs*. It is advisable to house a shelter activation kit in an appropriate location for use by your trained personnel before Red Cross arrives. Copies of the above-mentioned forms are attached to this document and can be obtained through your Red Cross Chapter.*

MASS CARE FACILITY SURVEY (FORM ARC-6564):

This form is primarily a planning document to maintain a record of suitable facilities utilized as shelters in your City by the American Red Cross. This form identifies and describes each facility and provides information about feeding, sleeping and sanitation capabilities of the building. The form also provides a list of contacts to gain access to the facility. *This form can be utilized for City emergency planning uses.* ***Coordinate with your local American Red Cross Chapter to identify facilities and complete the facility survey forms.*** *From these completed Facility Survey reports, develop a master list of approved shelter sites (****see listing of Pre-Identified Shelter Sites).***

FACILITY AGREEMENT (FORM ARC-6621):

This is a contract between the American Red Cross, who is ultimately responsible for the management of the shelter, and the owner of the building. This agreement establishes the terms and conditions under which the American Red Cross will use the facility, liabilities, and payment responsibilities. As most facilities used by the American Red Cross for sheltering are publicly owned, it is very important that government officials be familiar with the form and its use. This contract becomes effective when approved and signed by a Red Cross representative designated by the Job Director.

STAFF ROSTER (FORM ARC-6513):

Under California law, disaster workers are covered under the State's Workers' Compensation Plan but they must be registered by a designated authority within your jurisdiction. Registration must include worker's name and social security number which is included on this form. Even if City employees open a shelter, Red Cross requires the use of the Staff Roster. It is also an excellent management tool to assist cities in tracking employees committed to the disaster operation.

SHELTER REGISTRATION (FORM ARC-5972):

This form, which is also printed in Spanish, is used to register and track your shelter population. This form is ***the most important*** form used in a shelter operation because it provides the American Red Cross and other interested authorized organizations with documentation of who was sheltered and for how long. It provides information about people displaced by the emergency as well as statistical information which will be needed for reimbursement of costs.

DISASTER RESOURCE (FORM ARC-6455):

This form is used to identify providers (usually vendors) from whom purchases have been made and/or donations received and tracks all contacts with a vendor. It can be used to document expenditures so that timely payment of bills and proper recognition can be made at the end of the disaster. This form provides Finance/Administration with a record of vendors and donors.

MASS CARE FEEDING CONTROL (FORM ARC-6450):

This form can be used to account for the feeding supplies, including meals, used at the shelter or in other disaster feeding operations. When authorized by the American Red Cross, they will assume responsibility for reimbursement or payment of the bills. For reimbursement, the City must also track costs incurred during the operation. The key items on this form are the ***date, route/area*** (location where food was served), ***number of supplies used*** and ***number of meals served.***

SELF-INSPECTION WORKSHEET (FORM ARC-6505):

This form is used to inspect premises for liability and safety concerns covering exits and access, the exterior of the building, walking and work surfaces, and the kitchen area.

CONSIDERATION FOR ANIMAL CARE DURING DISASTERS

Note: Animals will not be kept where their owners are sheltered. They will be sheltered in various locations depending on the disaster and the area of the city affected.

Identify within the local jurisdiction:

_ Small animal veterinarians
_ Large animal veterinarians
_ Small animal shelters
_ Potential large animal shelters

- Determine animal shelter needs.
- Identify appropriate areas to accommodate animals.
- Manage animal rescue and care activities.
- Coordinate rescue of trapped animals.
- Coordinate evacuation of animals which might be endangered by hazardous conditions.
- Coordinate transport of animals.
- Activate an Animal Registration System.
- Maintain an updated list of animals and their locations.
- Coordinate disposal of dead animals.
- Evaluate and relocate any animal shelter areas which become endangered by hazardous conditions.
- Coordinate return of animals to their owners when disaster has ended.

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OPERATIONS SECTION

EOC FORMS

EOC 137 – DAILY SHELTER ACTIVITY REPORT

CITY OF RPV EOC DAILY SHELTER ACTIVITY REPORT	1. EVENT NAME	2. REPORT PERIOD	3. DATE/ TIME SUBMITTED

SUBMIT THIS REPORT TO THE EOC CARE AND SHELTER BRANCH DAILY (NO LATER THAN 8:00 A.M.)

4. SHELTER SITE:		5. ADDRESS:	
6. CONTACT NUMBER:			

7. SHELTER CAPACITY

OVERALL	OVERNIGHT	BREAKFAST	LUNCH	DINNER

	DAY SHIFT	EVENING SHIFT
8. SHELTER MANAGER		
9. ASST. SHELTER MANAGER		
10. NURSE		
11. WORKERS		

12. NARRATIVE (DAY SHIFT)

13. NARRATIVE (EVENING SHIFT)

14. SUPPLIES NEEDED:

IMMEDIATE	FUTURE

EOC 137 – DAILY SHELTER ACTIVITY REPORT

15. ADDITIONAL COMMENTS	

EOC 180 – BODY IDENTIFICATION SHEET

BODY IDENTIFICATION SHEET	1. EVENT NAME	2. DATE PREPARED	3. TIME PREPARED

EOC 137	16. PREPARED BY (NAME/POSITION)	Page of

EOC 131 – SECTION ACTIVITY LOG

CITY OF RPV EOC UNIT ACTIVITY LOG

4. NAME:			
	1. EVENT NAME	**2. DATE PREPARED**	**3. TIME PREPARED**
5. METHOD OF IDENTIFICATION:	☐ **VISUAL RECOGNITION:** ☐ **ID FOUND ON BODY:**		

6. DOE (UNIDENTIFIED):	

7. WHERE FOUND (ROOM NUMBER, FLOOR, STREET, NEAREST INTERSECTION, ETC.):

8. TIME FOUND:		**AM/PM**

THERE WERE NO SIGNS OF LIFE WHEN FOUND (E.G., OBVIOUS SIGNS OF DECOMPOSITION, NO MOVEMENT, NO HEART BEAT, DID NOT REACT TO PAIN). THE DECEDENT WAS DECLARED DEAD BY THE PERSON SIGNING THIS DOCUMENT.

9. THE FOLLOWING VALUABLES AND PERSONAL EFFECTS WERE FOUND WITH THE BODY HAVE BEEN WRAPPED WITH THE BODY:

☐ Clothing:

☐ Wristwatch:

☐ Jewelry:

☐ Other:

I (PRINT NAME) _____ **HEREBY ATTEST TO THE INFORMATION CITED ABOVE.**

_____ _____

SIGNATURE OF PARTY COMPLETING DOCUMENT **DATE**

_____

ADDRESS

_____

CITY, STATE, ZIP

_____

IDENTIFICATION (DRIVER'S LICENSE, CAL-ID, SSN)

EOC 180		Page 1 of 1

4. BRANCH NAME	5. BRANCH COORDINATOR (NAME AND POSITION)	6. OPERATIONAL PERIOD

7. PERSONNEL ROSTER ASSIGNED		
NAME	**EOC POSITION**	**CONTACT NUMBER**

EOC 131 – SECTION ACTIVITY LOG

8. ACTIVITY LOG	
TIME	MAJOR EVENTS

EOC 131		

EOC 132 – BRANCH ACTIVITY LOG

CITY OF RPV EOC BRANCH ACTIVITY LOG	1. EVENT NAME	2. DATE PREPARED	3. TIME PREPARED
4. BRANCH NAME	5. BRANCH COORDINATOR (NAME AND POSITION)		6. OPERATIONAL PERIOD

7. PERSONNEL ROSTER ASSIGNED

NAME	EOC POSITION	CONTACT NUMBER

EOC 132 – BRANCH ACTIVITY LOG

8. ACTIVITY LOG	
TIME	**MAJOR EVENTS**

EOC 132	**9. PREPARED BY (NAME/POSITION)**	Page of

EOC 133 – UNIT ACTIVITY LOG

CITY OF RPV EOC UNIT ACTIVITY LOG	1. EVENT NAME	2. DATE PREPARED	3. TIME PREPARED
4. BRANCH NAME	5. BRANCH COORDINATOR (NAME AND POSITION)	6. OPERATIONAL PERIOD	

7. PERSONNEL ROSTER ASSIGNED

NAME	EOC POSITION	CONTACT NUMBER

EOC 133 – UNIT ACTIVITY LOG

CITY OF RPV EOC INDIVIDUAL ACTIVITY LOG	1. EVENT NAME	2. DATE PREPARED	3. TIME PREPARED
	8. ACTIVITY LOG		
TIME	MAJOR EVENTS		
EOC 133	9. PREPARED BY (NAME/POSITION)		Page of

EOC 135 – GENERAL MESSAGE

CITY OF RPV EOC GENERAL MESSAGE	1. EVENT NAME	2. DATE	3. TIME

TIME	EVENT/ACTION/OBSERVATION

EOC 134	8. PREPARED BY (NAME/POSITION)	Page of

4. TO:		**5. POSITION:**	
6. FROM:		**7. POSITION:**	
8. SUBJECT:			

9. PRIORITY

CRITICAL/LIFE SAFETY	☐	**URGENT**	☐	**ROUTINE**	☐

10. MESSAGE

11. REPLY

12. NAME:		**13. POSITION:**	
14. DATE:		**15. TIME:**	

EOC 135	**16. PREPARED BY (NAME/POSITION)**	Page of

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PLANNING
&
INTELLIGENCE
SECTION

INTRODUCTION

GENERAL

PURPOSE

The Planning & Intelligence Section's primary responsibility is to collect, evaluate, display and disseminate incident information and status of resources. This Section functions as the primary support for decision-making to the overall emergency organization. This Section also maintains damage assessment estimates, develops plans necessary to cope with changing field events, and conducts safety inspections to establish occupancy standards. During a disaster/emergency, other department heads will advise the Planning & Intelligence Section Chief on various courses of action from their departmental level perspective.

OVERVIEW

The Planning & Intelligence Section's primary responsibility is to collect, evaluate, display and disseminate incident information and status of resources. This Section functions as the primary support for decision making to the overall emergency organization. This Section also provides anticipatory appraisals and develops plans necessary to cope with changing field events. During a disaster/emergency, other department heads will advise the Planning & Intelligence Chief on various courses of action from their departmental level perspective.

OBJECTIVES

The Planning & Intelligence Section ensures that damage/safety assessment information is compiled, assembled and reported in an expeditious manner to the various EOC sections, City departments and the Los Angeles County Operational Area. The Planning & Intelligence Section is also responsible for the detailed recording (Documentation Unit) of the entire response effort and the preservation of these records during and following the disaster. The Planning & Intelligence Section will accomplish the following specific objectives during a disaster/emergency:

- Collect initial situation and damage/safety assessment information.
- Display situation and operational information in the Emergency Operations Center (EOC) using maps and visual aids.
- Disseminate intelligence information to the EOC Director, EOC Coordinator, Public Information Officer, General Staff and the Los Angeles County Operational Area.
- Conduct mapping and recording operations.
- Prepare summary damage/safety assessment reports for dissemination to other sections, City departments, State OES, FEMA and the Los Angeles County Operational Area.
- Prepare required reports identifying the extent of damage and financial losses.
- Determine the City's post-event condition.
- Provide Planning & Intelligence support to other sections.
- Ensure accurate recording and documentation of the incident.

- Prepare the City's EOC Action Plan.
- Prepare the City's After-Action Report.
- Prepare a post-disaster Recovery and Reconstruction Plan.
- Maintain proper and accurate documentation of all actions taken to ensure that all required records are preserved for future use and Cal EMA and FEMA filing requirements.
- Acquire technical experts for special interest topics or special technical knowledge subjects.

CONCEPT OF OPERATIONS

The Planning & Intelligence Section will operate under the following policies during a disaster/emergency as the situation dictates:

- The Standardized Emergency Management System (SEMS) will be followed.
- All existing City and departmental operating procedures will be adhered to unless modified by the City Council or EOC Director. All on-duty personnel are expected to remain on duty until properly relieved of duty. Off-duty personnel will be expected to return to work in accordance with City of Rancho Palos Verdes Emergency Operations Center Reporting to Work Following a Disaster Policy.
- While in a disaster mode, operational periods will be 12 hours for the duration of the event. Operational periods will normally change at 6:00 a.m. and 6:00 p.m. Operational periods should be event driven.

IDENTIFICATION OF RISKS

As part of the City's General Plan, the Public Safety Element identifies safety risks throughout the City related to goals, objectives and implementing policies and action programs for:

- Geology and Seismic Safety
- Flood Hazards
- Fire and Emergency Medical Services
- Disaster Preparedness
- Hazardous Materials
- Crime Hazards
- Airport Hazards
- Oil Spills
- Electro-Magnetic Fields

The Hazard Analysis summarized in the Emergency Operations Plan identifies the following hazards and their associated vulnerabilities and impacts:

- Earthquake
- Landslide
- Transportation Accident – Air & Shipping
- Flood – Coastal & Urban
- Severe Weather – Windstorms
- Fire – Wildland Fire, Urban
- Terrorism

SECTION ACTIVATION PROCEDURES

The EOC Director is authorized to activate the Planning & Intelligence Section.

When to Activate

The Planning & Intelligence Section may be activated when the City's Emergency Operations Center (EOC) is activated or upon the order of the EOC Director.

Where to Report

The EOC is located at City Hall (Community Room) at 30940 Hawthorne Boulevard. The Alternate EOC is located at Hesse Park (Multi-Purpose Room) at 29301 Hawthorne Boulevard.

When to Report

Off-duty personnel are expected to return to work in accordance with the City of Rancho Palos Verdes' Reporting to Work Following a Disaster Policy.

CHART 1: LOCAL EOC STAFFING GUIDE

Event/Situation	Activation Level	Minimum Staffing
Unusual occurrences with severe potential impacts on the health and safety of the public and/or environment	One	EOC Director EOC Coordinator Other Designees
Severe Weather Issuance's (see Operations Section Supporting Documents - NWS)		
Significant incidents involving 2 or more Departments		
Earthquake Advisory/Prediction Level One		
Earthquake with damage reported	Two	EOC Director Section Chiefs, Units as appropriate to situation Liaison/Agency representatives as appropriate
Earthquake Advisory/Prediction Level Two or Three		
Major wind or rainstorm		
Two or more large incidents involving 2 or more departments		
Wildfire affecting developed area		
Major scheduled event		
Severe hazardous materials incident involving large-scale or possible large-scale evacuations		
Unusual occurrences with severe potential impacts on the health and safety of the public and/or environment		
Major city or regional emergency—multiple departments with heavy resource involvement	Three	All EOC positions
Earthquake with damage		
Unusual occurrences with severe potential impacts on the health and safety of the public and/or environment		

CHART 2: RANCHO PALOS VERDES EMERGENCY MANAGEMENT ORGANIZATION STAFFING CHART

2010 City of Rancho Palos Verdes EOC Staff Assignments

EOC Section	Position	Shift A	Shift B
Management	EOC Director	City Manager	Deputy Director of Public Works
	EOC Director Assistant	Executive Staff Assistant	TBD
	EOC Coordinator	Deputy City Manager	Administrative Analyst
	Safety Officer	Human Resources Manager	Associate Planner
	Security Officer In EOC	Permit Technician	Senior Administrative Analyst
	Security Officer In Field	Administrative Assistant I	Recreation Leader II
	Public Information Officer	Director of Finance and Information Technology	Deputy Director of Community Development
	Public Information Officer Assistant	Senior Management Analyst	Senior Management Analyst
	Liaison Officer	Recreation Program Supervisor II	Recreation Program Supervisor II
	Agency Representatives	Assigned as Needed	Assigned as Needed
EOC Section	**Position**	**Shift A**	**Shift B**
Operations	Section Chief	Senior Engineer	Senior Engineer
	Assistant Operations Chief – In Field	Maintenance Superintendant	Associate Engineer
	Fire & Rescue	Los Angeles County Fire Department – Community Services Representative/Liaison	Los Angeles County Fire Department – Battalion Chief
	Law Enforcement	Los Angeles County Sheriff's Department	Los Angeles County Sheriff's Department
	Construction & Engineering – Public Works	Senior Engineer	TBD
	Health & Welfare – Recreation & Parks	Recreation Services Manager	Administrative Assistant I
	Building Official	Building Official	Building Inspector II
EOC Section	**Position**	**Shift A**	**Shift B**

Planning & Intelligence	Section Chief	Director of Community Development	Deputy Director of Community Development
	Situation Analysis – Planning & Building	Senior Planner	Planning Technician
	Advance Planning – Planning & Building	Senior Planner	Assistant Planner
	Documentation & Demobilization – City Clerks Office	City Clerk	Deputy City Clerk
	Documentation & Demobilization Assistant – City Clerks Office	Associate Planner	Assistant Planner
	OARRS Operator	Associate Planner	Code Enforcement Officer
EOC Section	**Position**	**Shift A**	**Shift B**
Logistics	Section Chief	Associate Engineer	Administrative Analyst II
	Resource Tracking – Public Works	Permit Clerk	Administrative Staff Assistant
	Communications & Information Technology	Executive Director of PVNET	Manager of Computer Services at PVNET
	Transportation – Public Works	Associate Engineer	TBD
	Supply & Procurement – Public Works	Senior Administrative Analyst	Administrative Analyst
	Facilities Recreation & Parks	Administrative Analyst II	Recreation Leader II
Volunteer Amateur Radio Staff In Emergency Com. Center (ECC)	**Position**	**Shift A**	**Shift B**
	Amateur Radio Operator	PVAN	PVAN
	Amateur Radio Operator	DCS	DCS
	Amateur Radio Operator	PVAN	PVAN

EOC Section	Position	Shift A	Shift B
Finance & Administration	Section Chief	Deputy Director of Finance and Information Technology	Senior Administrative Analyst
	Compensation & Claims	Permit Technician	Administrative Staff Assistant
	Recovery - Finance & IT	Senior Accountant	Senior Accountant
	Purchasing – Finance & IT	Account Clerk	Staff Assistant I
	Time Keeping	Accounting Technician	Staff Assistant II
	Cost Accounting – Finance & IT	Accountant	Accountant

CHART 3: PLANNING & INTELLIGENCE SECTION STAFFING CHART

EOC Section	Position	Shift A	Shift B
Planning & Intelligence	Section Chief	Director of Community Development	Deputy Director of Community Development
	Situation Analysis – Planning & Building	Senior Planner	Planning Technician
	Advance Planning – Planning & Building	Senior Planner	Assistant Planner
	Documentation & Demobilization – City Clerks Office	City Clerk	Deputy City Clerk
	Documentation & Demobilization Assistant – City Clerks Office	Associate Planner	Assistant Planner
	OARRS Operator	Associate Planner	Code Enforcement Officer

PLANNNING & INTELLIGENCE SECTION

POSITION DESCRIPTIONS AND CHECKLISTS

PLANNING & INTELLIGENCE: STAFF

The Director of Community Development will fill the position of Planning & Intelligence Section Chief. The Deputy Director of Community Development shall serve as first alternate to the Planning & Intelligence Section Chief. The EOC Director also may designate the Chief.

The Planning & Intelligence Section Chief will determine, based on present and projected requirements, the need for establishing specific and/or specialized branches/units. The following may be established as the need arises:

- Situation Analysis Unit Leader
- Advance Planning Unit Leader
- Documentation and Demobilization Unit Leader
- Assistant Documentation and Demobilization Unit Leader
- OARRS Operator

The Planning & Intelligence Section Chief may activate additional branches/units as necessary to fulfill an expanded role.

Planning & Intelligence Section Chief
The Planning & Intelligence Section Chief, a member of the EOC Director's General Staff, is responsible for the collection, evaluation, forecasting, dissemination and use of information about the development of the incident and status of resources. Information is needed to:

- Understand the current situation.
- Predict probable course of incident events.
- Prepare alternative strategies for the incident.

Situation Analysis Unit Leader
The Situation Analysis Unit is responsible for the collection and organization of incident status and situation information. The Unit is also responsible for the evaluation, analysis and display of information for use by EOC staff.

Advance Planning Unit Leader
The Advance Planning Unit is responsible for developing reports and recommendations for future time periods and for preparing reports and briefings for use in strategy and/or planning meetings. The primary responsibility for this position is to coordinate the development of the EOC Action Plan.

Documentation Unit Leader
The Documentation Unit is responsible for compiling and distributing the City's Action Plans and After-Action Reports; maintaining accurate and complete incident files; establishing and operating an EOC Message Center; providing copying services to EOC personnel and preserving incident files for legal, analytical and historical purposes.

Documentation Unit Leader Assistant
The Documentation Unit Leader Assistant is responsible for providing assistance to the Documentation Unit Leader.

Demobilization Unit Leader
The Demobilization Unit Leader develops a Demobilization Plan for the EOC based on a review of all pertinent planning documents, and status reports. The process of demobilization involves closing down processes and positions no longer necessary to the effective functioning of the EOC. The decision to demobilize sections are to be confirmed by the EOC Director/Management Section.

Demobilization Unit Leader Assistant
The Demobilization Unit Leader Assistant is responsible for providing assistance to the Demobilization Unit Leader.

OARRS Operator
The OARRS Operator is responsible for entering information into Los Angeles County's Operational Area Response and Recovery System (OARRS) and provides updates to the Situation Analysis Unit of pertinent information received from the County.

PLANNING & INTELLIGENCE: SECTION CHIEF

PRIMARY: **Director of Community Development**

ALTERNATE: **Deputy Director of Community Development**

SUPERVISOR: **EOC Director**

GENERAL DUTIES:

Ensure that the Planning & Intelligence function is performed consistent with SEMS Guidelines, including:

- Preparing periodic situation reports.
- Initiating and documenting the City's Action Plan and After-Action Report.
- Advance planning.
- Recovery planning.
- Providing Geographic Information Services and other technical support services to the various organizational elements within the EOC.
- Establish the appropriate level of organization within the Section, and continuously monitor the effectiveness of that organization. Make changes as required.
- Be prepared to form additional branches/groups/units as dictated by the situation.
- Exercise overall responsibility for the coordination of branch/group/unit activities within the Section.
- Report to the EOC Director on all matters pertaining to Section activities.

YOUR RESPONSIBILITY:

Collect, evaluate, forecast, formulate, disseminate and use of information about the development of the incident and status of resources.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT	
START - UP ACTION	√
Check in upon arrival at the EOC.	
Report to the EOC Director.	
Obtain a briefing on the situation.	
Set up your Section workstation, including maps and status boards. Use your EOC Section materials and on-site supplies.	
Review your position responsibilities.	
Identify yourself as the Planning & Intelligence Section Chief *by putting on the vest with your title.* Print your name on the EOC organization chart next to your assignment.	
Clarify any issues you may have regarding your authority and assignment and what others in the organization do.	
Review organization in place at the EOC. Know where to go for information or support.	
Determine if other Section staff is at the EOC.	
Confirm that all key Planning & Intelligence Section personnel or alternates are in the EOC or have been notified. Recall the required staff members necessary for the emergency.	
Activate organizational elements within your Section as needed and designate leaders for each element or combination of elements: • Situation Analysis Unit • Advance Planning Unit • Documentation & Demobilization Unit • OARRS Operator	
Request additional personnel for the Section to maintain a 24-hour operation as required.	
Brief incoming Section personnel prior to their assuming their duties. Briefings should include: • Current situation assessment. • Identification of specific job responsibilities. • Identification of co-workers within the job function and/or geographical assignment. • Availability of communications. • Location of work area. • Identification of eating and sleeping arrangements as appropriate. • Procedural instruction for obtaining additional supplies, services and personnel. • Identification of operational period work shifts.	
Inform the EOC Director and General Staff when your Section is fully operational.	
Open and maintain Section logs.	
Using activity log (EOC 134), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document: • Messages received • Action taken • Decision justification and documentation • Requests filled • EOC personnel, time on duty and assignments ***Precise information is essential to meet requirements for possible reimbursement***	

by the State OES and FEMA.	
Review responsibilities of the units in your Section. Develop plan for carrying out all responsibilities.	
Prepare work objectives for Section staff and make staff assignments.	
Meet with other activated Section Chiefs.	
Review major incident reports and additional field operational information that may pertain to or affect Section operations.	
Obtain and review major incident reports and other reports from adjacent areas that have arrived at the EOC.	
Direct the Situation Analysis Unit Leader to initiate collection and display of significant disaster events.	
Direct the Documentation Unit Leader to initiate collection and display of disaster information.	
Based on the situation as known or forecast, determine likely future Planning & Intelligence Section needs.	
Think ahead and **anticipate** situations and problems before they occur.	
Request additional resources through the appropriate Logistics Section Unit, as needed.	
GENERAL OPERATIONAL DUTIES	√
Carry out responsibilities of the Planning & Intelligence Section branches/units that are not currently staffed.	
Evaluate the need for Critical Incident Stress Debriefing for all affected personnel, victims and bystanders. Arrange debriefings through the Supply & Procurement Unit of the Logistics Section.	
Make a list of key issues currently facing your Section to be accomplished within the next operational period.	
Keep up to date on situation and resources associated with your Section. Maintain current status and displays at all times.	
Brief the EOC Director on major problem areas that need or will require solutions.	
Establish operating procedure with the Communications/Information Systems Unit of the Logistics Section for use of telephone, data and radio systems. Make any priorities or special requests known.	
Determine status of transportation system into and within the affected area in coordination with the Transportation Unit of the Logistics Section. Find out present priorities and estimated times for restoration of the disaster route system. Provide information to appropriate Units.	
Ensure that your Section logs and files are maintained.	
Monitor your Section activities and adjust Section organization as appropriate.	
Ensure internal coordination between unit leaders.	
Update status information with other Sections as appropriate.	
Resolve problems that arise in conducting your Section responsibilities.	

Anticipate potential situation changes, such as severe aftershocks, in all Section planning and develop a backup plan for all plans and procedures requiring off-site communications.	
Conduct periodic briefings for your Section. Ensure that all organizational elements are aware of priorities.	
Use face-to-face communication in the EOC whenever possible and document decisions and policy.	
Make sure that all contacts with the media are fully coordinated first with the Public Information Officer (PIO).	
Participate in the EOC Director's Action Planning meetings.	
Ensure that all your Section personnel and equipment time records and record of expendable materials used are provided to the Time Keeping and Cost Accounting Units of the Finance & Administration Section at the end of each operational period.	
Brief your relief at shift change time. Ensure that in-progress activities are identified and follow-up requirements are known.	
SECTION OPERATIONAL DUTIES	√
Assess the impact of the disaster/emergency on the City of Rancho Palos Verdes, including the initial damage/safety assessment by field units.	
Develop situation analysis information on the impact of the emergency from the following sources: • Los Angeles County Fire Department • Los Angeles County Sheriff's Department • Rancho Palos Verdes Public Works Department • Rancho Palos Verdes Community Development Department • Palos Verdes Peninsula Unified School District • American Red Cross, local chapter • Media (Radio and Television)	
Ensure that pertinent disaster/emergency information is disseminated through appropriate channels to response personnel, City EOC section staff, City departments, and Los Angeles County Operational Area. Also ensure that the public is kept informed.	
Review and approve Incident Reports, Reconnaissance, and City Status and damage/safety assessment reports for transmission by the Situation Analysis Unit to the Los Angeles County Operational Area.	
Working with the EOC Management Team and the Documentation Unit, prepare an EOC Action Plan to identify priorities and objectives.	
Assemble information on alternative strategies.	
Identify the need for use of special resources.	
Initiate the EOC Action Plan development for the current and forthcoming operational periods.	
Direct the coordination of periodic disaster and strategy plans briefings to the EOC Director and General Staff, including analysis and forecast of incident potential	
Ensure coordination of collection and dissemination of disaster information and intelligence with other sections.	
Begin planning for recovery.	

DEACTIVATION	√
Authorize deactivation of organizational elements within your Section when they are no longer required.	
Ensure that any open actions are handled by your Section or transferred to other EOC elements as appropriate.	
Ensure that any required forms or reports are completed prior to your release and departure.	
Be prepared to provide input to the After-Action Report.	
Deactivate your Section and close out logs when authorized by the EOC Director.	
Leave forwarding phone number where you can be reached.	

PLANNING & INTELLIGENCE: SITUATION ANALYSIS UNIT LEADER

PRIMARY: **Senior Planner**

ALTERNATE: **Planning Technician**

SUPERVISOR: **Planning & Intelligence Section Chief**

GENERAL DUTIES:

- Collect, organize and analyze situation information from EOC sources.
- Provide current situation assessments based on analysis of information received from a variety of sources and reports.
- Develop situation reports for dissemination to Planning & Intelligence Section Chief, EOC Director and other section Chiefs to initiate the action planning process.
- Develop and maintain current maps and other displays (locations and types of incidents).
- Assess, verify and prioritize situation information into situation intelligence briefings and situation status reports.
- Seek from any verifiable source available information that may be useful in the development of current situation assessments of the affected area.
- Evaluate the content of all incoming field situation and major incident reports. Provide incoming intelligence information directly to appropriate EOC Sections, summarize and provide current information on central maps and displays.
- Monitor and ensure the orderly flow of disaster intelligence information within the EOC.
- Refer to Los Angeles County Operational Area Plan.

YOUR RESPONSIBILITY:

Collect and organize incident status and situation information and evaluate, analyze and display information for use by EOC staff.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT	
START-UP ACTION	√
Check in upon arrival at the EOC.	
Report to the Planning & Intelligence Section Chief.	
Obtain a briefing on the situation.	
Determine your personal operating location and set up as necessary.	
Review your position responsibilities.	
Identify yourself as the Situation Analysis Unit Leader *by putting on the vest with your title*. Print your name on the EOC organization chart next to your assignment.	
Clarify any issues regarding your authority and assignment and what others in the organization do.	
Activate elements of your Unit, establish work area, assign duties and ensure Unit journal/log is opened.	
Determine 24-hour staffing requirement and request additional support as required.	
Request additional resources through the appropriate Logistics Section Unit, as needed.	
Ensure that all your incoming Unit personnel are fully briefed.	
Based on the situation as known or forecast, determine likely future Unit needs.	
Think ahead and **anticipate** situations and problems before they occur.	
Using activity log (EOC 134), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document: • Messages received • Action taken • Decision justification and documentation • Requests filled • EOC personnel, time on duty and assignments ***Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA.***	
GENERAL OPERATIONAL DUTIES	√
Develop a plan for your Unit operations and support of field operations as requested. Assign specific responsibilities.	
Keep up to date on the situation and resources associated with your Unit. Maintain current status reports and displays.	
Keep the Planning & Intelligence Section Chief advised of your Unit status and activity and on any problem areas that now need or will require solutions.	
Provide periodic situation or status reports to your Section Chief.	
Establish operating procedure with the Communications Branch of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.	
Review situation reports as they are received. Verify information where questions exist.	
Anticipate potential situation changes, such as severe aftershocks, in all Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.	

Determine and anticipate your support needs and forward to your Section Chief.	
Conduct periodic briefings for your Unit. Ensure they are aware of priorities.	
Monitor your Unit activities and adjust staffing and organization as appropriate to meet current needs.	
Use face-to-face communication in the EOC whenever possible and document decisions and policy.	
Refer all media contacts to your Section Chief.	
Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.	
Ensure that all your Unit personnel and equipment time records and record of expendable materials used are provided to your Section Chief at the end of each operational period.	
Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.	
UNIT OPERATIONAL DUTIES	√
Direct the collection, organization and display of status of disaster events according to the format that the Documentation Unit is utilizing, including: • Location and nature of the disaster/emergency. • Special hazards. • Number of injured persons. • Number of deceased persons. • Road closures and disaster routes. • Structural property damage (estimated dollar value). • Personal property damage (estimated dollar value). • City of Rancho Palos Verdes resources committed to the disaster/emergency. • City of Rancho Palos Verdes resources available. • Assistance provided by outside agencies and resources committed. • Shelters, type, location and number of people that can be accommodated. • Prepare and maintain EOC displays.	
Post to the significant events log casualty information, health concerns, property damage, fire status, size of risk area, scope of the hazard to the public, number of evacuees, etc.	
Develop sources of information and assist the Planning & Intelligence Section Chief in collecting, organizing and analyzing data from the following: • Management Section • Operations Section • Logistics Section • Finance & Administration Section	
Provide for an authentication process in case of conflicting status reports on events.	
Meet with the Planning & Intelligence Section Chief and the EOC Director to determine needs for planning meetings and briefings. Determine if there are any special information needs.	
Meet with the PIO to determine best methods for exchanging information and providing the PIO with Situation Analysis Unit information.	
Provide information to the PIO for use in developing media and other briefings.	

Establish and maintain an open file of situation reports and major incident reports for review by other sections/units.	
Determine weather conditions, current and upcoming. Keep up-to-date weather information posted.	
Identify potential problem areas along evacuation routes; i.e., weight restrictions, narrow bridges, road sections susceptible to secondary effects of an incident, etc.	
In coordination with the Operations Section, estimate the number of people who will require transportation out of the risk areas. Coordinate with the Transportation Unit of the Logistics Section on transportation methods.	
Provide resource and situation status information in response to specific requests.	
Prepare an evaluation of the disaster situation and a forecast on the potential course of the disaster event(s) at periodic intervals or upon request of the Planning & Intelligence Section Chief.	
Prepare written situation reports at periodic intervals at the direction of the Planning & Intelligence Section Chief.	
Assist at planning meetings as required. Provide technical assistance.	
DEACTIVATION	√
Ensure that all required forms or reports are completed prior to your release and departure.	
Be prepared to provide input to the After-Action Report.	
Determine what follow-up to your assignment might be required before you leave.	
Deactivate the Situation Analysis Unit position and close out logs when authorized by the Planning & Intelligence Section Chief or EOC Director.	
Leave forwarding phone number where you can be reached.	

PLANNING & INTELLIGENCE: ADVANCE PLANNING UNIT

PRIMARY: **Senior Planner**

ALTERNATE: **Assistant Planner**

SUPERVISOR: **Planning & Intelligence Section Chief**

GENERAL DUTIES:

- Develop issues and requirements related to a time period, normally 36 to 72 hours in advance.
- Prepare special reports and briefings as necessary for use in strategy and/or planning meetings.
- Monitor action planning activity to determine the shift in operational objectives from response to recovery.

YOUR RESPONSIBILITY:

Develop reports and recommendations for future time periods and prepare reports and briefings for use in strategy and/or planning meetings.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT	
START - UP ACTION	√
Check in upon arrival at the EOC.	
Report to the Planning & Intelligence Section Chief.	
Obtain a briefing on the situation.	
Determine your personal operating location and set up as necessary.	
Review your position responsibilities.	
Identify yourself as the Advance Planning Unit Leader *by putting on the vest with your title*. Print your name on the EOC organization chart next to your assignment.	
Clarify any issues regarding your authority and assignment and what others in the organization do.	
Activate elements of your Unit, establish work area, assign duties and ensure Unit journal/log is opened.	
Determine 24-hour staffing requirement and request additional support as required.	
Request additional resources through the appropriate Logistics Section Unit, as needed.	
Ensure that all your incoming Unit personnel are fully briefed.	
Based on the situation as known or forecast, determine likely future Unit needs.	
Think ahead and anticipate situations and problems before they occur.	
Using activity log (EOC 134), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document: • Messages received • Action taken • Decision justification and documentation • Requests filled • EOC personnel, time on duty and assignments ***Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA.***	
GENERAL OPERATIONAL DUTIES	√
Develop a plan for your Unit operations and support of field operations as requested. Assign specific responsibilities.	
Keep up to date on the situation and resources associated with your Unit. Maintain current status reports and displays.	
Keep the Planning & Intelligence Section Chief advised of your Unit status and activity and on any problem areas that now need or will require solutions.	
Provide periodic situation or status reports to your Section Chief.	
Establish operating procedure with the Communications Branch of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.	
Review situation reports as they are received. Verify information where questions exist.	
Anticipate potential situation changes, such as severe aftershocks, in all Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.	
Determine and anticipate your support needs and forward to your Section Chief.	
Conduct periodic briefings for your Unit. Ensure they are aware of priorities.	

Monitor your Unit activities and adjust staffing and organization as appropriate to meet current needs.	
Use face-to-face communication in the EOC whenever possible and document decisions and policy.	
Refer all media contacts to your Section Chief.	
Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.	
Ensure that all your Unit personnel and equipment time records and record of expendable materials used are provided to your Section Chief at the end of each operational period.	
Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.	
UNIT OPERATIONAL DUTIES	√
Obtain current briefing on the operational situation from the Situation Analysis Unit. Determine best estimate of duration of the situation from available information.	
Determine current priorities and policies from the Planning & Intelligence Section Chief and EOC Director.	
In coordination with other EOC sections, develop written forecasts for future time periods as requested. These should include any or all of the following: • Best estimate of likely situation in 36 to 72 hours given current direction and policy. • Determine top priorities for actions and resources. • Identify recommended changes to EOC policy, organization or procedures to better address the possible situation. • Identify any issues and constraints that should be addressed now in light of the probable situation in 36-72 hours.	
Provide reports to the Planning & Intelligence Section Chief and/or EOC Director and others as directed.	
Develop specific recommendations on areas and issues, which will require continuing and/or expanded City involvement.	
Periodically evaluate the operational situation and assist the Planning & Intelligence Section staff in making recommendations on priority response and recovery actions.	
DEACTIVATION	√
Ensure that all required forms or reports are completed prior to your release and departure.	
Be prepared to provide input to the After-Action Report.	
Determine what follow-up to your assignment might be required before you leave.	
Deactivate the Advance Planning Unit position and close out logs when authorized by the Planning & Intelligence Section Chief or EOC Director.	
Leave forwarding phone number where you can be reached.	

PLANNING & INTELLIGENCE: DOCUMENTATION & DEMOBILIZATION UNIT

PRIMARY: **City Clerk**

ALTERNATE: **Deputy City Clerk**

SUPERVISOR: **Planning & Intelligence Section Chief**

GENERAL DUTIES:

- Maintain an accurate and complete record of significant disaster events.
- Assist other parts of the EOC organization in setting up and maintaining files, journals and special reports.
- Collect and organize all written forms, logs, journals and reports at completion of each shift from all sections.
- Establish and operate a Message Center at the EOC, and assign appropriate internal and external message routing.
- Provide documentation and copying services to EOC staff.
- Maintain and preserve disaster/emergency files for legal, analytical and historical purposes.
- Compile copy and distribute the EOC Action Plans as directed by the Section Chiefs.
- Compile copy and distribute the After-Action Report with input from other sections/units.
- Provide assistance to the Planning & Intelligence Section Chief and EOC Director in planning for the EOC demobilization.
- Develop demobilization strategy and plan with Section Chiefs.
- Prepare written demobilization plan or procedures for all responding departments and agencies if necessary.

- Follow through on the implementation of the plan and monitor its operation.

YOUR RESPONSIBILITY:

Compile and distribute the City's EOC Action Plans and After-Action Reports; maintain accurate and complete incident files; establish and operate an EOC Message Center; provide copying services to EOC personnel and preserve incident files for legal, analytical and historical purposes.

Prepare a Demobilization Plan to ensure the orderly, safe and cost-effective release of personnel and equipment

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT	
	√
START-UP ACTION	
Check in upon arrival at the EOC.	
Report to the Planning & Intelligence Section Chief.	
Obtain a briefing on the situation.	
Determine your personal operating location and set up as necessary.	
Review your position responsibilities.	
Identify yourself as the Documentation Unit Leader *by putting on the vest with your title*. Print your name on the EOC organization chart next to your assignment.	
Clarify any issues regarding your authority and assignment and what others in the organization do.	
Activate elements of your Unit, establish work area, assign duties and ensure Unit journal/log is opened.	
Determine 24-hour staffing requirement and request additional support as required.	
Request additional resources through the appropriate Logistics Section Unit, as needed. Obtain necessary equipment and supplies (forms, paper, pens, date/time stamp, copy machine, computer, software, etc.).	
Ensure that all your incoming Unit personnel are fully briefed.	
Based on the situation as known or forecast, determine likely future Branch/Unit needs.	
Think ahead and **anticipate** situations and problems before they occur.	
Using activity log (EOC 134), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document: • Messages received • Action taken • Decision justification and documentation • Requests filled • EOC personnel, time on duty and assignments ***Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA.***	
GENERAL OPERATIONAL DUTIES	√
Develop a plan for your Unit operations and support of field operations as requested. Assign specific responsibilities.	
Keep up to date on the situation and resources associated with your Unit. Maintain current status reports and displays.	
Keep the Planning & Intelligence Section Chief advised of your Unit status and activity and on any problem areas that now need or will require solutions.	
Provide periodic situation or status reports to your Section Chief.	
Establish operating procedure with the Communications Branch of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.	
Review situation reports as they are received. Verify information where questions exist.	
Anticipate potential situation changes, such as severe aftershocks, in all Unit planning.	

Develop a backup plan for all plans and procedures requiring off-site communications.	
Determine and **anticipate** your support needs and forward to your Section Chief.	
Conduct periodic briefings for your Unit. Ensure they are aware of priorities.	
Monitor your Unit activities and adjust staffing and organization as appropriate to meet current needs.	
Use face-to-face communication in the EOC whenever possible and document decisions and policy.	
Refer all media contacts to your Section Chief.	
Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.	
Ensure that all your Unit personnel and equipment time records and record of expendable materials used are provided to your Section Chief at the end of each operational period.	
Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.	
UNIT OPERATIONAL DUTIES- Documentation	√
Meet with the Planning & Intelligence Section Chief to determine what EOC materials should be maintained for official records.	
Contact other EOC sections and units and inform them of the requirement to maintain official records. Assist them as necessary in setting up a file records system.	
Coordinate documentation with the Situation Analysis Unit.	
Following planning meetings, assist in the preparation of any written action plans or procedures.	
Ensure that the EOC Action Plans and After-Action Report are compiled, approved, copied and distributed to EOC Sections and Units.	
Ensure distribution and use of message center forms to capture a written record of actions requiring application of resources, requests for resources or other directions/information requiring use of the message center form.	
Ensure the development of a filing system to collect, log and compile copies of message center forms according to procedures approved by the Planning & Intelligence Section Chief.	
Identify and establish a **"runner"** support system for collecting, duplicating journals, logs and message center forms throughout the EOC.	
Establish copying service and respond to authorized copying requests.	
Establish a system for collecting all section and unit journal/logs at completion of each operational period.	
Periodically collect, maintain and store messages, records, reports, logs, journals and forms submitted by all sections and units for the official record.	
Prepare an overview of the documented disaster events at periodic intervals or upon request from the Planning & Intelligence Section Chief.	
UNIT OPERATIONAL DUTIES - Demobilization	
Coordinate with the field level Demobilization Unit Leader if possible.	√
Review the organization and current staffing to determine the likely size and extent of demobilization effort.	
Request the General Staff to assess long-term staffing needs within their sections and provide listing of positions and personnel for release by priority.	

Coordinate with the Agency Representatives to determine: • Agencies not requiring formal demobilization. • Personal rest and safety needs. • Coordination procedures with cooperating/assisting agencies.	
Evaluate logistics and transportation capabilities to support the demobilization effort.	
Prepare a Demobilization Plan to include the following: • Release plan strategies and general information. • Priorities for release (according to agency and kind and type of resource). • Phase over or transfer of authorities. • Completion and submittal of all required documentation.	
Obtain approval of the Demobilization Plan from the EOC Director.	
Ensure that all sections and branches/groups/units understand their specific demobilization responsibilities.	
Supervise execution of the Demobilization Plan.	
Brief Planning & Intelligence Section Chief on demobilization progress.	
DEACTIVATION	
Ensure that all required forms or reports are completed prior to your release and departure.	
Be prepared to provide input to the After-Action Report.	
Determine what follow-up to your assignment might be required before you leave.	
Deactivate the Documentation & Demobilization Unit position and close out logs when authorized by the Planning & Intelligence Section Chief or EOC Director.	
Leave forwarding phone number where you can be reached.	

PLANNING & INTELLIGENCE: DOCUMENTATION & DEMOBILIZATION UNIT ASSISTANT

PRIMARY: **Associate Planner (CD)**

ALTERNATE: **Assistant Planner (CD)**

SUPERVISOR: **City Clerk**

GENERAL DUTIES TO ASSIST THE DOCUMENTATION & DEMOBILIZATION UNIT LEADER WITH:

- Maintaining an accurate and complete record of significant disaster events.
- Assisting other parts of the EOC organization in setting up and maintaining files, journals and special reports.
- Collecting and organizing all written forms, logs, journals and reports at completion of each shift from all sections.
- Establishing and operating a Message Center at the EOC, and assigning appropriate internal and external message routing.
- Providing documentation and copying services to EOC staff.
- Maintaining and preserving disaster/emergency files for legal, analytical and historical purposes.
- Compiling copy and distributing the EOC Action Plans as directed by the Section Chiefs.
- Compiling, copying, and distributing the After-Action Report with input from other sections/units.
- Providing assistance to the Planning & Intelligence Section Chief and EOC Director in planning for the EOC demobilization.
- Developing demobilization strategy and plan with Section Chiefs.
- Preparing written demobilization plan or procedures for all responding departments and agencies if necessary.

- Following through on the implementation of the plan and monitoring its operation.
- Using the following checklist as a guide to assist the Documentation Unit Leader with whatever duties necessary.

YOUR RESPONSIBILITY:

Be available to assist the Documentation and Demobilization Leader with the City of Rancho Palos Verdes emergency response and recovery effort.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT	
	√
START-UP ACTION	
Check in upon arrival at the EOC.	
Report to the Planning & Intelligence Section Chief.	
Obtain a briefing on the situation.	
Determine your personal operating location and set up as necessary.	
Review your position responsibilities.	
Identify yourself as the Documentation Unit Leader *by putting on the vest with your title*. Print your name on the EOC organization chart next to your assignment.	
Clarify any issues regarding your authority and assignment and what others in the organization do.	
Activate elements of your Unit, establish work area, assign duties and ensure Unit journal/log is opened.	
Determine 24-hour staffing requirement and request additional support as required.	
Request additional resources through the appropriate Logistics Section Unit, as needed. Obtain necessary equipment and supplies (forms, paper, pens, date/time stamp, copy machine, computer, software, etc.).	
Ensure that all your incoming Unit personnel are fully briefed.	
Based on the situation as known or forecast, determine likely future Branch/Unit needs.	
Think ahead and **anticipate** situations and problems before they occur.	
Using activity log (EOC 134), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document: • Messages received • Action taken • Decision justification and documentation • Requests filled • EOC personnel, time on duty and assignments ***Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA.***	
GENERAL OPERATIONAL DUTIES	√
Develop a plan for your Unit operations and support of field operations as requested. Assign specific responsibilities.	
Keep up to date on the situation and resources associated with your Unit. Maintain current status reports and displays.	
Keep the Planning & Intelligence Section Chief advised of your Unit status and activity and on any problem areas that now need or will require solutions.	
Provide periodic situation or status reports to your Section Chief.	
Establish operating procedure with the Communications Branch of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.	
Review situation reports as they are received. Verify information where questions exist.	
Anticipate potential situation changes, such as severe aftershocks, in all Unit planning.	

Develop a backup plan for all plans and procedures requiring off-site communications.	
Determine and **anticipate** your support needs and forward to your Section Chief.	
Conduct periodic briefings for your Unit. Ensure they are aware of priorities.	
Monitor your Unit activities and adjust staffing and organization as appropriate to meet current needs.	
Use face-to-face communication in the EOC whenever possible and document decisions and policy.	
Refer all media contacts to your Section Chief.	
Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.	
Ensure that all your Unit personnel and equipment time records and record of expendable materials used are provided to your Section Chief at the end of each operational period.	
Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.	
UNIT OPERATIONAL DUTIES- Documentation	√
Meet with the Planning & Intelligence Section Chief to determine what EOC materials should be maintained for official records.	
Contact other EOC sections and units and inform them of the requirement to maintain official records. Assist them as necessary in setting up a file records system.	
Coordinate documentation with the Situation Analysis Unit.	
Following planning meetings, assist in the preparation of any written action plans or procedures.	
Ensure that the EOC Action Plans and After-Action Report are compiled, approved, copied and distributed to EOC Sections and Units.	
Ensure distribution and use of message center forms to capture a written record of actions requiring application of resources, requests for resources or other directions/information requiring use of the message center form.	
Ensure the development of a filing system to collect, log and compile copies of message center forms according to procedures approved by the Planning & Intelligence Section Chief.	
Identify and establish a **"runner"** support system for collecting, duplicating journals, logs and message center forms throughout the EOC.	
Establish copying service and respond to authorized copying requests.	
Establish a system for collecting all section and unit journal/logs at completion of each operational period.	
Periodically collect, maintain and store messages, records, reports, logs, journals and forms submitted by all sections and units for the official record.	
Prepare an overview of the documented disaster events at periodic intervals or upon request from the Planning & Intelligence Section Chief.	
UNIT OPERATIONAL DUTIES - Demobilization	
Coordinate with the field level Demobilization Unit Leader if possible.	√
Review the organization and current staffing to determine the likely size and extent of demobilization effort.	
Request the General Staff to assess long-term staffing needs within their sections and provide listing of positions and personnel for release by priority.	

Coordinate with the Agency Representatives to determine: • Agencies not requiring formal demobilization. • Personal rest and safety needs. • Coordination procedures with cooperating/assisting agencies.	
Evaluate logistics and transportation capabilities to support the demobilization effort.	
Prepare a Demobilization Plan to include the following: • Release plan strategies and general information. • Priorities for release (according to agency and kind and type of resource). • Phase over or transfer of authorities. • Completion and submittal of all required documentation.	
Obtain approval of the Demobilization Plan from the EOC Director.	
Ensure that all sections and branches/groups/units understand their specific demobilization responsibilities.	
Supervise execution of the Demobilization Plan.	
Brief Planning & Intelligence Section Chief on demobilization progress.	
DEACTIVATION	
Ensure that all required forms or reports are completed prior to your release and departure.	
Be prepared to provide input to the After-Action Report.	
Determine what follow-up to your assignment might be required before you leave.	
Deactivate the Documentation & Demobilization Unit position and close out logs when authorized by the Planning & Intelligence Section Chief or EOC Director.	
Leave forwarding phone number where you can be reached.	

PLANNING & INTELLIGENCE: OARRS OPERATOR

PRIMARY: **Associate Planner (CD)**

ALTERNATE: **TBD**

SUPERVISOR: **Planning & Intelligence Section Chief**

GENERAL DUTIES:

- Operation of the OARRS Terminal.

YOUR RESPONSIBILITY:

Entering jurisdiction status information into Los Angeles County's Operational Area Response and Recovery System (OARRS) and providing updates to the Situation Analysis Unit of pertinent information received from the County and working with the Logistics Section to process and enter into OARRS requests for mutual aid, supplies and equipment.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT	
START-UP ACTION	√
Check in upon arrival at the EOC.	
Report to the Planning & Intelligence Section Chief.	
Obtain a briefing on the situation.	
Determine your personal operating location and set up as necessary.	
Review your position responsibilities.	
Identify yourself as the OARRS Operator by putting on the vest with your title. Print your name on the EOC organization chart next to your assignment.	
Clarify any issues regarding your authority and assignment and what others in the organization do.	
Activate elements of your Unit, establish work area, assign duties and ensure your journal/log is opened.	
Determine 24-hour staffing requirement and request additional support as required.	
Request additional resources through the appropriate Logistics Section Unit, as needed.	
Ensure that all your incoming personnel are fully briefed.	
Based on the situation as known or forecast, determine likely future needs.	
Think ahead and **anticipate** situations and problems before they occur.	
Using the activity log (EOC 134), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document: • Messages received • Action taken • Decision justification and documentation • Requests filled • EOC personnel, time on duty and assignments ***Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA.***	
GENERAL OPERATIONAL DUTIES	√
Develop a plan for operations and support of field operations as requested. Assign specific responsibilities.	
Keep up to date on the situation and resources. Maintain current status reports and displays.	
Keep the Planning & Intelligence Section Chief advised of your status and activity and on any problem areas that now need or will require solutions.	
Provide periodic situation or status reports to your Section Chief.	
Establish operating procedure with the Communications Branch of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.	
Review situation reports as they are received. Verify information where questions exist.	
Anticipate potential situation changes, such as severe aftershocks, in all planning. Develop a backup plan for all plans and procedures requiring off-site communications.	
Determine and anticipate your support needs and forward to your Section Chief.	
Conduct periodic briefings. Ensure they are aware of priorities.	

Monitor your activities and adjust staffing and organization as appropriate to meet current needs.	
Use face-to-face communication in the EOC whenever possible and document decisions and policy.	
Refer all media contacts to your Section Chief.	
Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.	
Ensure that all your Unit personnel and equipment time records and record of expendable materials used are provided to your Section Chief at the end of each operational period.	
Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.	
UNIT OPERATIONAL DUTIES	√
Enter information related to the current situation into Los Angeles County Operational Area Response and Recovery System (OARRS).	
Provide updates to the Situation Status Unit of pertinent information received from the County.	
DEACTIVATION	√
Consider deactivation of organizational elements when they are no longer required.	
Ensure that any open actions are handled or transferred to other EOC elements as appropriate.	
Ensure that any required forms or reports are completed prior release and departure.	
Be prepared to provide input to the After-Action Report.	
Account for all equipment, personnel, and supplies.	
Deactivate the OARRS Specialist position and close out logs when authorized by the Planning & Intelligence Section Chief.	
Leave forwarding phone number where you can be reached.	

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ACTION PLANNING

PLANNING
&
INTELLIGENCE

SUPPORTING DOCUMENTS

PROCEDURAL INFORMATION

Action Plans are an essential part of SEMS at all levels. Action Planning is an effective management tool involving two essential items:

- A process to identify objectives, priorities and assignments related to emergency response or recovery actions.
- Plans which document the priorities, objectives, tasks and personnel assignments associated with meeting the objectives.

There are two kinds of action plans—Incident Action Plans and EOC Action Plans. EOC Action Plans (known as action plans) should focus on jurisdictional related issues. The format and content for Action Plans at the Incident level and at EOC levels will vary. The process for developing Action Plans is quite similar for all SEMS levels.

Incident Action Plans (Field Level)
At the field level, Action Plans developed for use at incidents are called Incident Action Plans (IAP). Incident Action Plans are required for each operational period. (An operational period is the length of time scheduled for the execution of a given set of operational actions as specified in the IAP.) Incident Action Plans may be either verbal or written.

Written Incident Action Plans are recommended for:

- Any multi-agency and multi-jurisdictional incident.

- Complex incidents.

- Long-term incidents when operational periods would span across shift changes.

Special forms are used within ICS to record information for written Incident Action Plans. These forms should be used whenever possible. The format for an Incident Action Plan will generally include the following elements:

- Incident objectives and priorities (overall, what do we want to achieve?).

- Primary and alternative strategies (as appropriate) to achieve incident objectives. What are the ways in which we can achieve the objectives? How do the strategies compare in safety, speed, environmental impact, cost, etc.? Is current resource availability a limiting or dictating factor in strategy selection?

- Tactics appropriate to the selected strategy. Given a selected strategy, what are the specific tactics necessary to implement the strategy?

- The kinds and number of resources to be assigned (determined by the tactics to be used).

- The operations organization necessary for the selected strategy and tactics (can include describing the incident geographically or functionally).

- Overall support organization including logistical, planning and finance/administration functions.

- A communications plan.

- Safety messages.

- Other supporting documentation needed, e.g. an incident map showing access, key facilities, etc.; a medical support plan, etc.

Action Planning at EOC Levels
Action planning at all EOC levels, like that of the field level, is based around the use of an operational period. The length of the operational period for the EOC is determined by first establishing a set of objectives and priority actions that need to be performed and then establishing a reasonable time frame for accomplishing those actions. Generally, the actions requiring the longest time period will define the length of the operational period.

Typically, operational periods at the beginning of an emergency are short, sometimes only a few hours. As the emergency progresses, operational periods may be longer, but should not exceed twenty-four hours. Operational periods should not be confused with staffing patterns or shift change periods. They may be the same, but need not be.

The initial EOC Action Plan may be a verbal plan put together in the first hour after EOC activation. The EOC Director in concert with the General Staff usually does it. Once the EOC is fully activated, EOC Action Plans should be written.

EOC Action Plans should not be complex or create a time-consuming process. The format may vary somewhat within the several EOC SEMS levels, but the EOC Action Plan should generally cover the following elements:

- Listing of objectives to be accomplished (should be measurable).

- Statement of current priorities related to objectives.

- Statement of strategy to achieve the objectives. (Identify if there is more than one way to accomplish the objective, and which way is preferred.)

- Assignments and actions necessary to implement the strategy.

- Operational period designation, the time frame necessary to accomplish the actions.

- Organizational elements to be activated to support the assignments. (Also, later EOC Action Plans may list organizational elements that will be activated during or at the end of the period.)

- Logistical or other technical support required.

Focus of the EOC Action Plan
The primary focus of the EOC Action Plan should be on jurisdictional issues. The plan sets overall objectives for the jurisdiction and may establish the priorities as determined by the jurisdictional authority. It can also include mission assignments to departments; provide policy and cost constraints, inter-agency considerations, etc. Properly prepared, the EOC Action Plan becomes an essential input to developing departmental action plans.

The action planning process and guidance materials are in the Planning & Intelligence Section Supporting Documents section of this plan.

After-Action Reports
The completion of After-Action Reports is a part of the required SEMS reporting process. The Emergency Services Act, Section 8607(f) mandates that the State Office of Emergency Services (OES) in cooperation with involved state and local agencies, complete an After-Action Report within 120 days after each declared disaster.

Section 2450(a) of the SEMS Regulations states that....”Any city, city and county, or county declaring a local emergency for which the governor proclaims a state of emergency, and any state agency responding to that emergency shall complete and transmit an After-Action Report to OES within ninety (90) days of the close of the incident period as specified in the California Code of Regulations, section 2900(j).”

Use of After-Action Reports
After-Action Reports are made available to all interested public safety and emergency management organizations and serve the following important functions:

- A source for documentation of response activities.
- Identification of problems/successes during emergency operations.
- Analysis of the effectiveness of the components of SEMS.
- Describe and define a plan of action for implementation of improvements.

The SEMS approach to the use of After-Action Reports emphasizes the improvement of emergency management at all levels. The After-Action Report provides a vehicle for not only documenting system improvements, but also can, if desired; provide a work plan for how these improvements can be implemented.

It may be useful to coordinate the After-Action Report process when multiple agencies/jurisdictions are involved in the same emergency. Jurisdictions are encouraged to work together in the development of After-Action Reports when appropriate and feasible. For example, an operational area may take the lead in coordinating the development of an After-Action Report that involves several jurisdictions. If appropriate, jurisdictional reports may become part of an overall operational area report.

ACTION PLANNING PROCESS

The Action Planning process is an essential tool for the jurisdiction, particularly in managing sustained operations. If the emergency organization is to have a well planned and executed approach to resolving the problems posed by the disaster, the organization must remain focused and unified in its efforts. The Action Planning process is a key element in ensuring that the entire organization will be focused and acting as a unified, coordinated body. If the organization is going to move forward in a unified manner, there must be clear understanding of what goals are being pursued, what time frame is being used (the Operational Period) and how individual unit efforts are a part of the overall organizational efforts.

For the organization to continue its efforts, it is important that common organizational goals are maintained and pursued. These goals are set by the Management Section of the SEMS organization. For the Management Section to draft appropriate goals, it must have a good understanding of the current situation and some idea of where the situation is going. They need to know not only what has happened in the last operational period, but also what is likely to occur in the next and future operational periods. This information should be provided by the Planning and Intelligence Section in the form of a Situation Status Report. The Situation Status Report must contain all key information and should also illustrate what outcomes are to be expected.

Once the Situation Status Report has been delivered, the Management Section shall determine the Strategic Goals for the next operational period. Are these different from the operational goals from the last period? This short list of organizational goals must be verifiable and measurable.

Once the goals are set, they should be communicated to the other SEMS elements so that they can be considered as to how the sections will tactically address the problems identified in the Situation Status Report, based on the objectives set by the Management Section. The various branches in the Operations Section should each address this issue.

Next it falls on the Logistics Section to determine how they will support the Operations Section's efforts to meet the established strategic objectives and to anticipate equipment and supply procurement and personnel acquisition.

The Finance/Administration Section must determine how they will support the Operations Section's efforts to meet the established strategic objectives and to establish specific cost tracking and contracting methods.

The Planning and Intelligence Section must also consider their ongoing efforts to continue to produce and post situation status reports and information as well as continuing to support the Action Planning process throughout future operational periods.

This will require continual briefing and rotation of staff in key information gathering roles in the EOC.

Importance of Written Action Plans
Written Incident Action Plans are a significant tool and provide:

- A clear statement of objectives and actions.
- A basis for measuring work effectiveness and cost effectiveness.
- A basis for measuring work progress and providing accountability.

Operational Periods
Operational Periods can be of various lengths, but are usually no longer than 24 hours. The length of the Operational Period is determined based on a number of issues.

- Length of time needed to achieve tactical objectives.
- Availability of fresh resources.
- Future involvement of additional resources.
- Environmental considerations. (Light, weather).
- Safety considerations.

Essential Elements in the Written Action Plan

1. **Statement of Objectives**—This is a statement of what we expect to achieve. Objectives must be Attainable, Measurable and Flexible.

2. **Organization**—Describes what elements of the SEMS organization will be active and in place for the next Operational period.

3. **Tactics and Assignments**—This describes the tactics and operations to be employed to achieve the Objectives set. Tactics will normally be set by the Operations Section. Resource support and acquisition of necessary personnel and materials will be accomplished by the Supply & Procurement Unit of the Logistics Section.

4. **Supporting Material**—Examples include maps, weather information, special information, the Communications Plan, Medical Plan, and any other special data.

Responsibilities for Action Planning
The Planning and Intelligence Section Coordinator is responsible for developing the Incident Action Plan in large events. The Section will provide a great deal of support in the construction of the Plan. The Situation Status Unit will provide a comprehensive situation status report at the beginning of the Action Planning meeting.

Sequence of Activities in the Action Planning Process

1. The PLANNING and INTELLIGENCE Section will present a formal current Situation Status Report. This report should include all key categories and be based on messages from Los Angeles County Fire Department (LACFD), Los Angeles County Sheriff's Department (LASD), Rancho Palos Verdes Incident Management (IMS) forms, the Palos Verdes Area Alert Network (PVAN), and any other methods deemed appropriate by the EOC Director.

2. The MANAGEMENT Section will define the organizational priorities for the next Operational Period (short term) as well as for the intermediate goals. This should include no more than four or five broad goals and represents the strategic goals of the organization. Goals should be measurable and verifiable. (Example: water issue; short term goal is providing bottled drinking water for those who need it, while the intermediate goal is restoration of water purification and delivery systems.)

3. The PLANNING and INTELLIGENCE Section posts the goals as determined by MANAGEMENT.

4. The OPERATIONS Section will then address how it will tactically address the problems identified in the Situation Status Report, based on the MANAGEMENT Section's priorities. Each branch must develop tactical plans. The liaison agencies should address how they will support the overall goals of the City, keeping in mind that they will also address within their own organizations the same process for their own organizational goals.

5. The LOGISTICS Section determines what is required for them to obtain the needed personnel, supplies and materials to support the OPERATIONS Section in their pursuit of the organizational goals, as well as what the specific needs are.

6. The FINANCE and ADMINISTRATION Section determines what is required for them to pay for, document and recover the funds for the needed personnel, supplies and materials to support the OPERATIONS Section in their pursuit of the organizational goals.

7. The PLANNING and INTELLIGENCE Section continues to capture the information necessary to produce reliable and current situation status reports, project future needs and outcomes and to facilitate the Action Planning process and Action Planning meetings.

The Action Planning Meeting

This meeting is critical and there may be a tendency for these meetings to last longer than necessary unless they are kept on track and have good focus. The Planning and Intelligence Section Coordinator will be responsible for running the Action Planning meeting. There are some important tenants for this meeting:

- All participants must come prepared.
- Strong leadership must be evident.

- Agency representatives must be able to commit resources for their agencies.
- Cell phones off; pagers on vibrate only.

SUMMARY OF ACTIVITIES BY SECTION

1.	PLANNING and INTELLIGENCE	Presents the Situation Status Report
2.	MANAGEMENT	Sets goals
3.	PLANNING and INTELLIGENCE	Posts goals for organization's use
4.	OPERATIONS	Determines tactics to achieve goals
5.	LOGISTICS	Determines how it will support operations
6.	FINANCE and ADMINISTRATION	Determines how it will support operations
7.	PLANNING and INTELLIGENCE	Prepares Action Plan (document); continues collecting, analyzing and displaying information and continues Action Planning process

SAMPLE
City of Pasadena
Emergency Operations Center
Action Plan

Incident Name: Sierra Madre Earthquake

Date Prepared: Sept. 15, 1996 **Time Prepared:** 0800

Operational Period (date/time): 15Sept96 0800 - 16Sept96 0800

Situation:
An earthquake registering 6.7 on the Richter scale affecting Los Angeles, Orange, and Ventura Counties, occurred at 4:31 am PST, September 15, 1996. To date there are over 400 injuries, 9 deaths and more than 100 structures that have sustained major damage in the City of Pasadena. Aftershocks in the range of 4.0 to 5.0 have been occurring regularly since the initial quake.

Major Incidents/Events:

1. Propane leak, 1 ton cylinder, Sunset and Mountain
2. Building collapse, Pasadena Plaza, 300 Colorado Blvd.
3. Multiple house fires in the Linda Vista Hills on Patrician Way, 200 block
4. Parking structure collapse, Union and Holly
5. Power outage Allen St. east to city limit
6. Freeway bridge collapse, 7 locations
7. Major damage to the water system throughout the city

Objectives:

1. Protect residents in the vicinity of Sunset and Mountain St.
2. Protect against a conflagration in the Linda Vista Hills
3. Provide one unit for command and control at each major incident
4. Complete a windshield survey of city
5. Compile initial damage assessment information and provide same to operational area
6. Maximize utilization of city employees
7. Fill EOC positions as needed and provide for relief
8. Coordinate with Operational Area to maximize allocation of resources

Tactics and Assignments:

Objective #1 - Evacuate, Lincoln, Hammond, Fair Oaks Ave. and Orange Grove Blvd. due to chlorine leak; Shelter as needed. (Law Branch)
Objective #2 - Confine the fires on Patrician Way south of Glen Oaks and north of the 134 Fwy. (Fire Branch)
Objective #3 - Advise fire DOC to discontinue medical responses and place one Engine/Truck at each significant incident (Fire Branch)

Objective #4 - Utilize Police Officers to survey districts (Law Branch)
Objective #5 - Provide building inspectors with a scribe and a public relations person to increase productivity (Building and Safety Branch)
Objective #6 - Identify City Departments who have personnel working in nonessential functions and redirect those individuals as needed (Personnel Unit)
Objective #7 - Make contact with "B" team members and fill with additional personnel as needed (Personnel Unit)
Objective #8 - Proactively order additional resources through the Operational Area once local resources area exhausted, anticipate needs (Logistics)

Resource Support Needed:

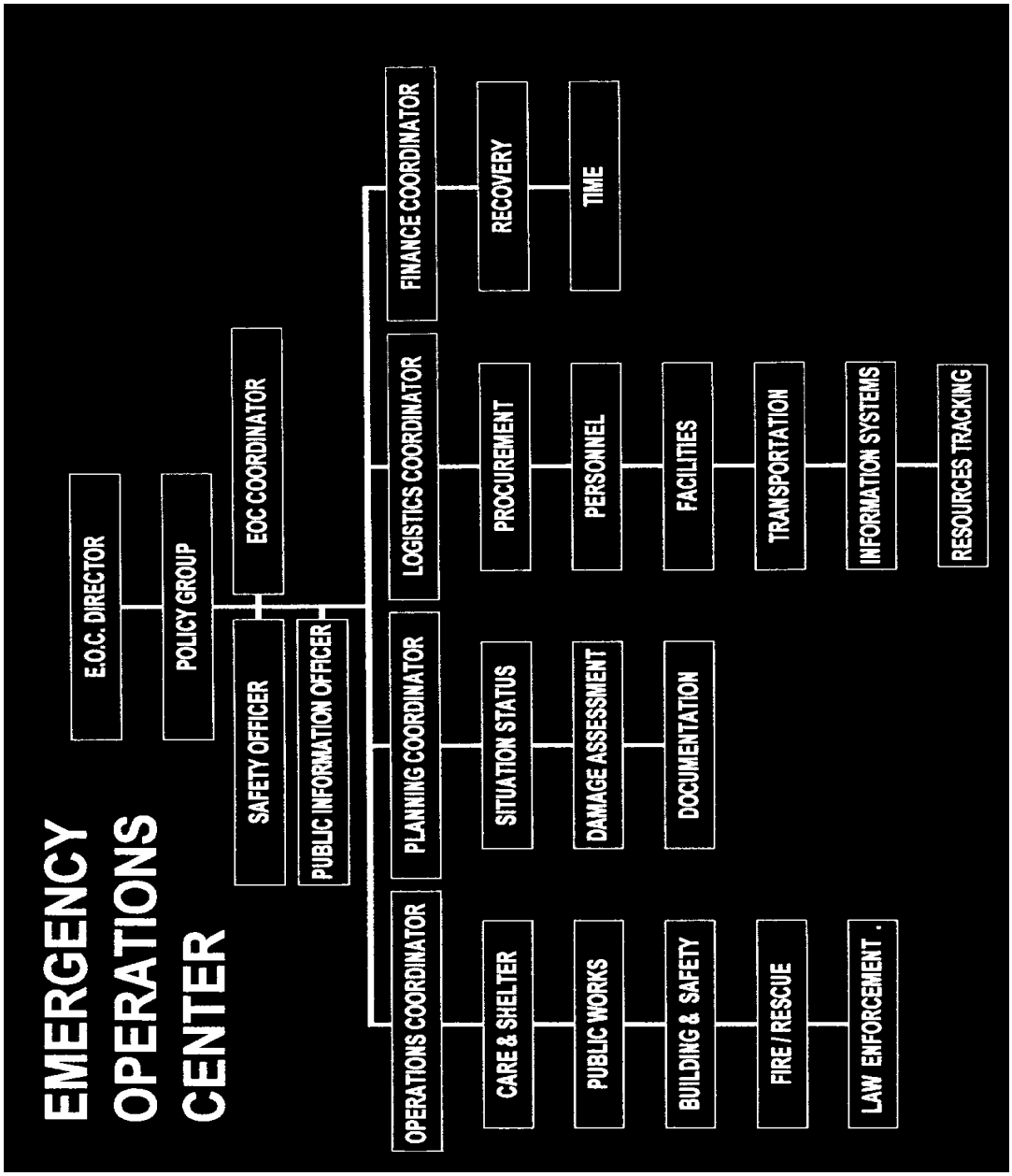
Fire Branch - 5 Strike Teams
HazMat Team
Search and Rescue Team
Law Branch - 25 officers w/vehicles
Building and Safety - 25 inspectors (ATC 20 trained)
"B" Team of trained EOC Staff

Attachments:

(x) Organization chart	( ) Medical Plan	( ) Safety Plan
( ) Weather Forecast	( ) Operating Facilities List	
( ) Communications Plan	( ) DAC locations	( ) Maps
( ) Other_____		

Prepared By: (Planning Coordinator) _____

Approved By: (EOC Director) _____


EMERGENCY OPERATIONS CENTER
E.O.C. DIRECTOR
POLICY GROUP
SAFETY OFFICER
PUBLIC INFORMATION OFFICER
EOC COORDINATOR
OPERATIONS COORDINATOR
PLANNING COORDINATOR
LOGISTICS COORDINATOR
FINANCE COORDINATOR
CARE & SHELTER
PUBLIC WORKS
BUILDING & SAFETY
FIRE / RESCUE
LAW ENFORCEMENT .
SITUATION STATUS
DAMAGE ASSESSMENT
DOCUMENTATION
PROCUREMENT
PERSONNEL
FACILITIES
TRANSPORTATION
INFORMATION SYSTEMS
RESOURCES TRACKING
RECOVERY
TIME

AFTER ACTION REPORTS

The following material is extracted from the **SEMS Bulletin No. PP-2**
After Action Reports dated June 1996

State law specifies that the Office of Emergency Services (Cal EMA) must develop After Action Reports in conjunction with involved jurisdictions following a disaster as part of compliance with SEMS. In addition, cities and counties declaring local emergencies for which the governor proclaims a state of emergency, shall complete and transmit an After Action Report to Cal EMA within ninety (90) days of the close of a disaster. In the past, Cal EMA has prepared After Action Reports from a variety of different approaches, and sometimes for different purposes and different audiences. Various methods have been used to collect the information from local agencies necessary for After Action Reports. A specialist committee was appointed by the SEMS Technical EMA Group to study this issue.

As a result of this study, it was recommended that After Action Reports focus on SEMS usage. After Action Reports will provide recommendations for improving response actions using SEMS. While the primary audience will be the emergency management community, the report will be accessible to anyone who requests a copy and will be distributed to state libraries. After Action Reports will be well structured, geared to multiple audiences, and written in simple language. A composite document will provide an historical record of a disaster. The reports are not intended to be used for enforcement of SEMS.

Finally, information for the preparation of After Action Reports should be collected from local and state agencies through a questionnaire and the RIMS (Response Information Management System). Computerization of the questionnaire will simplify and streamline input at all levels. Cal EMA will be responsible for the final After Action Report.

The SEMS Advisory Board approved the Technical Group's recommendations at their June 6, 1996 meeting.

AFTER ACTION REPORT QUESTIONNAIRE
INSTRUCTION SHEET

Section A.

Check the appropriate box for your agency.

"City"
A city is required to prepare an after action report only if they declared a local emergency and the Governor proclaims a State of Emergency as well.

"County"
A county is required to do an after action report if they declared a local emergency, and the Governor proclaims a State of Emergency as well.

"Operational Area"
An operational area needs to do an after action report if they activated their EOC. They may be called upon to coordinate with their cities/county to ensure they have completed their questionnaires.

"State Agency"
If a state agency responds to a declared disaster, they must do an after action report.

"Federal Agency"
SEMS regulations do not affect federal agencies however they often have a critical EMA role and their input to the after action report is vital.

"Affiliated Agencies"
These could perhaps include such agencies as ambulance companies or other agencies that contract with the jurisdiction to provide a response service and volunteer agencies like the American Red Cross and Salvation Army, and are not required to do an after action report. Like federal agencies, their input regarding their response and recovery activities is valuable to the overall report.

"Special Districts"
Only public-owned special districts, including public-owned utility districts, are required to do after action reports. Privately-owned special districts only need to do after action reports on a voluntary basis if they had any response or recovery role in the disaster.

2. The person actually filling out the questionnaire should print their name, agency, and phone number in case they need to be contacted in the future.

Section B.
Questions 1-19 are directed towards the application of SEMS during the response phase. They are designed to determine the levels of SEMS used and the coordination with other agencies.

These questions require yes or no answers or a "not applicable" (N/A) if it doesn't apply to your agency. If you wish to expand on an answer, you may do so on a separate sheet of paper.

The terms "EOC" and "DOC" are standard terms used to describe the Emergency Operations Center and Department Operation Center, respectively. Discipline-specific operations centers should be considered the same as an EOC/DOC.

Section C.
Questions 20-24 are directed towards the aspects of SEMS noted in the regulations: response actions taken, modifications needed to the system, necessary changes to plans or procedures, changes to training, and recovery activities to date. Their purpose is to obtain information from each disaster to determine how to improve the system.

AFTER ACTION REPORT QUESTIONNAIRE FORM

Disaster Name: _____ Due By: _____

Section A.

1. THIS FORM IS FOR (check one):
   - ☐ CITY (required if declared independently and the Governor proclaims as well)
   - ☐ COUNTY (required if declared independently and the Governor proclaims as well)
   - ☐ OPERATIONAL AREA (required if disaster declared by a local agency and the Governor proclaims as well)
   - ☐ STATE AGENCY (required if responded to a declared disaster)
   - ☐ FEDERAL AGENCY (not required)
   - ☐ AFFILIATED AGENCY (not required)
   - ☐ SPECIAL DISTRICT (required if publicly-owned)

2. Completed by _____

Section B.

QUESTION	YES	NO	N/A
1. Were procedures established and in place for response to the disaster?			
2. Were procedures used to organize initial and ongoing resources?			
3. Was the ICS used to manage field response?			
4. Were all ICS Sections used?			
5. Was Unified Command considered or used?			
6. Was your EOC and/or DOC activated?			
7. Was the EOC/DOC organized according to SEMS?			
8. Were subfunctions in the EOC/DOC assigned around the five SEMS functions?			
9. Were response personnel in the EOC/DOC trained?			
10. Were action plans used in the EOC/DOC?			
11. Were action planning processes used at the field response level?			
12. Was coordination performed with volunteer agencies? (such as_____)			
13. Was an Operational Area EOC activated?			
14. Was Mutual Aid requested and received?			
15. Were the EOC/DOC mutual aid efforts coordinated?			
16. Was a multi-agency or inter-agency group established at the EOC/DOC level?			
17. Was communication established and maintained between agencies?			
18. Was public warning completed according to procedure?			
19. Was there coordination with the media regarding the disaster and public safety?			

Section C.

AFTER ACTION REPORT QUESTIONNAIRE FORM

(Disaster Name)

What response actions were taken by your agency? Include such things as mutual aid, number of personnel, equipment and other resources.

21. As you responded, was there any part of SEMS that did not work for your agency? If so, how would/did you change the system to meet your needs?

As a result of your response to this incident, are any changes needed in your plans and procedures? If so, please explain.

23. As a result of your response to this incident, can you identify any specific areas not covered in the current SEMS Approved Course of Instruction?

If applicable, what recovery activities have you taken to date? Include such things as damage assessment surveys completed, hazard mitigation efforts undertaken, claims filed, and reconstruction activities.

OPERATIONS SECTION

EOC FORMS

EOC - 100 ACTION PLAN

CITY OF RPV EOC ACTION PLAN	1. EVENT NAME	2. DATE PREPARED	3. TIME PREPARED
4. OPERATIONAL PERIOD # FROM: (date) / (time) TO: (date) / (time)		5. PREPARED BY (NAME/POSITION)	

The City's Emergency Management Policy is to provide effective life safety measures, reduce property loss, and protect the environment; provide a basis for the direction and control of emergency operations; plan for continuity of government, provide for the rapid resumption of impacted businesses and community services; provide accurate documentation and records required for cost recovery efforts; provide for the protection, use and distribution of remaining resources; coordinate operations with the emergency service organizations of other jurisdictions, if necessary.

6. CURRENT SITUATION SUMMARY/MAJOR INCIDENTS & EVENTS

7. OVERALL EVENT PRIORITIES

8. WEATHER FORECAST FOR OPERATIONAL PERIOD

9. SAFETY MESSAGE

10. RESOURCE SUPPORT NEEDED

11. OTHER MESSAGES

12. ATTACHMENTS (CHECK BOX IF ATTACHED)

☐ ASSIGNMENT LIST (EOC 103)	☐ EOC SECTION OBJECTIVES (EOC 121 – 125)	☐ TRAFFIC PLAN
☐ COMMUNICATIONS PLAN (EOC 105)	☐ EOC FLOOR PLAN (EOC 120)	☐ OTHER: _____
☐ ORGANIZATION CHART (EOC 107)	☐ INCIDENT MAP(S)	☐ OTHER: _____

EOC 100	13. APPROVED BY (PLANNING SECTION CHIEF)	14. APPROVED BY (EOC DIRECTOR)

EOC 103 - ORGANIZATION ASSIGNMENT LIST

SUMMARY OF OBJECTIVES FOR OP PERIOD

FROM: (date) / (time) **TO:** (date) / (time)

SECTION	15. SECTION, BRANCH OR UNIT ASSIGNED	16. EST. TIME OF COMPLETION
17. MANAGEMENT		
18. OPERATIONS		
19. PLANNING/INTELLIGENCE		
20. LOGISTICS		
21. FINANCE/ADMINISTRATION		

CITY OF RPV EOC ORGANIZATION ASSIGNMENT LIST	1. EVENT NAME	2. DATE	3. TIME
4. OPERATIONAL PERIOD:			

5. MANAGEMENT SECTION		6. OPERATIONS SECTION	
TITLE	NAME	TITLE	NAME
EOC Director		Section Chief	
EOC Director Assistant		Assistant Operations Chief – In Field	
EOC Coordinator		Fire & Rescue Law Enforcement	
Safety Officer		Construction & Engineering	
Security Officer in EOC		Health & Welfare	
Security Officer in Field		Building Official	
Public Information Officer			
Public Information Officer Assistant			
Liaison Officer		8. LOGISTICS SECTION	
Agency Representative(s)		TITLE	NAME
Agency		Section Chief	
		Resource Tracking	
		Communications & Information Technology	
		Transportation	
7. PLANNING/INTELLIGENCE SECTION		Supply & Procurement	
TITLE	NAME	Facilities	
Section Chief			
Situation Analysis		9. FINANCE/ADMINISTRATION SECTION	
Advance Planning		TITLE	NAME
Documentation & Demobilization		Section Chief	
Assistant Documentation & Demobilization		Compensation & Claims	
OARRS Operator		Recovery	

EOC 103 - ORGANIZATION ASSIGNMENT LIST

		Purchasing	
10. VOLUNTEER STAFF IN EMERGENCY COMMUNICATIONS CENTER		**Time Keeping & Personnel**	
TITLE	**NAME**	**Cost Accounting**	
Amateur Radio Operator			
Amateur Radio Operator			
Amateur Radio Operator			
EOC 103	**10. PREPARED BY (NAME/POSITION)**	**11. APPROVED BY (PLANNING SECTION CHIEF)**	

EOC 105 – INCIDENT COMMUNICATIONS PLAN

CITY OF RPV EOC INCIDENT COMMUNICATIONS PLAN	1. EVENT NAME	2. DATE/TIME PREPARED	3. OPERATIONAL PERIOD DATE/TIME

RADIO CHANNEL UTILIZATION						
1. RADIO TYPE/ CACHE	2. SYSTEM	3. FUNCTION	4. CHANNEL/ FREQUENCY/ TONE	5. ASSIGNMENT	6. DESIGNATED CHECK-IN TIME	7. REMARKS

EOC 105	8. PREPARED BY (NAME/POSITION)	9. APPROVED BY (PLANNING SECTION CHIEF)
	10.	11.
	12.	13.

EOC PERSONNEL TELEPHONE NUMBERS (ALL NUMBERS HAVE A PREFIX OF (310) 544 - 5XXX UNLESS OTHERWISE NOTED)			
14. MANAGEMENT SECTION		**15. PLANNING/INTELLIGENCE SECTION**	
Management General Line	**381**	**Planning/Intelligence Section General Line**	**385**
EOC Director		**Section Chief**	
EOC Director Assistant		**Situation Analysis**	
EOC Coordinator		**Advance Planning**	
Safety Officer		**Documentation & Demobilization**	
Security Officer in EOC		**Assistant Documentation & Demobilization**	
Security Officer in Field		**OARRS Operator**	
Public Information Officer		**16. LOGISTICS SECTION**	
Public Information Officer Assistant		**Logistics Section General Line**	**383**
Liaison Officer		**Section Chief**	
Agency Representative(s)		**Resource Tracking**	
17. OPERATIONS SECTION		**Communications & Information Technology**	
Operations Section General Line	**384**	**Transportation**	
Section Chief		**Supply & Procurement**	
Assistant Operations Chief – In Field		**Facilities**	
Fire & Rescue			
Construction & Engineering		**18. FINANCE/ADMINISTRATION SECTION**	
Law Enforcement		**Finance Section General Line**	**382**
Health & Welfare		**Section Chief**	
Building Official		**Compensation & Claims**	
OTHER IMPORTANT NUMBERS		**Recovery**	
Disaster Hotline - Public	**380**	**Purchasing**	
		Time Keeping & Personnel	
		Cost Accounting	
		19. VOLUNTEER STAFF IN EMERGENCY COMMUNICATIONS CENTER	
		PVAN	**388**

EOC 105

EOC 107 – ORGANIZATIONAL CHART

EOC 121 – MANAGEMENT OBJECTIVES

Rancho Palos Verdes Emergency Operations Center (EOC) Organization Chart

This Organizational Chart is in compliance with the California Emergency Management Agency (Cal EMA) Standardized Emergency Management System (SEMS) and the Federal Emergency Management Agency (FEMA) National Incident Management System

City Council

Advisory Position to EOC Director

- Proclaim and/or ratify a local emergency
- Establish policies to support response and recovery efforts
- Provide the EOC Director clear policy direction from the City Council
- Media relations
- Demonstrate leadership by visiting with the victims
- Meet and comfort victims who have suffered losses

EOC Director

Management Section

Management Section is responsible for facilitation of overall policy, coordination and support of the incident

EOC Director – City Manager
EOC Director Assistant – Executive Staff Assistant – CMs Office
EOC Coordinator – Deputy City Manager – CMs Office
Safety Officer – Human Resources Manager – CMs Office
Security Officer in EOC – Permit Technician - CD
Security Officer in Field – Recreation Leader II – R&P
Public Information Officer – Director of Finance & IT
Public Information Officer Asst. – Sr. Admin. Analyst – CMs Office
Liaison Officer – Recreation Program Supervisor II

Operations Section

Coordinates tactical response of all jurisdictions in support of the response to the emergency in accordance with the EOC action plan.

Section Chief
- Senior Engineer - PW
Assistant Operations Chief In Field
- Maintenance Superintendent - PW
Fire & Rescue
- Los Angeles County Fire Dept. – Community Services Representative/Liaison
Law Enforcement
- Los Angeles County Sheriff's Dept. - Deputy
Construction & Engineering
- Senior Engineer – PW
Health & Welfare
– Recreation Services Manager – R&P
Building Official
– Building Official - CD

Planning & Intelligence

Collection, evaluation, documentation and use of intelligence related to the incident

Section Chief
- Director of Community Development
Situation Analysis
- Senior Planner - CD
Advance Planning
- Senior Planner - CD
Documentation & Demobilization
- City Clerk – CMs Office
Asst. Documentation & Demobilization
- Associate Planner - CD
OARRS Operator
- Associate Planner - CD

Logistics

Providing facilities, services, personnel, equipment and materials in support of the incident as required

Section Chief
- Associate Engineer - PW
Resource Tracking
- Permit Clerk - PW
Communications & IT
- Executive Director of PVNET
Transportation
- Associate Engineer - PW
Supply & Procurement
- Senior Administrative Analyst - PW
Facilities Recreation & Parks
- Administrative Analyst II – R&P

Finance & Administration

Financial and cost analysis and administrative aspects not handled by the other functions

Section Chief
- Deputy Director of Finance & IT
Compensation & Claims
- Permit Technician - CD
Recovery - Finance & IT
- Senior Accountant – F & IT
Purchasing - Finance & IT
- Account Clerk – F & IT
Time Keeping & Personnel
- Accounting Technician – F&IT
Cost Accounting
- Accountant – F & IT

EOC 122 – OPERATIONS OBJECTIVE

CITY OF RPV EOC MANAGEMENT OBJECTIVES	1. EVENT NAME	2. DATE PREPARED	3. TIME PREPARED

4. OPERATIONAL PERIOD #

FROM: (date) / (time) **TO:** (date) / (time)

5. OBJECTIVE	6. SECTION, BRANCH OR UNIT ASSIGNED	7. EST. TIME OF COMPLETION	8. RESOURCE SUPPORT

9. ATTACHMENTS (CHECK BOX IF ATTACHED)

☐ _____ ☐ _____

☐ _____ ☐ _____

☐ _____ ☐ _____

EOC 121	10. PREPARED BY (NAME/POSITION)	11. APPROVED BY (SECTION CHIEF)

EOC 123 – PLANNING/INTELLIGENCE OBJECTIVES

CITY OF RPV EOC OPERATIONS OBJECTIVES	1. EVENT NAME	2. DATE PREPARED	3. TIME PREPARED

4. OPERATIONAL PERIOD #

FROM: (date) / (time) **TO:** (date) / (time)

5. OBJECTIVE	6. SECTION, BRANCH OR UNIT ASSIGNED	7. EST. TIME OF COMPLETION	8. RESOURCE SUPPORT

9. ATTACHMENTS (CHECK BOX IF ATTACHED)

☐ _____ ☐ _____

☐ _____ ☐ _____

☐ _____ ☐ _____

EOC 122	10. PREPARED BY (NAME/POSITION)	11. APPROVED BY (SECTION CHIEF)

EOC 124 – LOGISTICS OBJECTIVES

CITY OF RPV EOC PLANNING/INTELLIGENCE OBJECTIVES	1. EVENT NAME	2. DATE PREPARED	3. TIME PREPARED

4. OPERATIONAL PERIOD #

FROM: (date) / (time) **TO:** (date) / (time)

5. OBJECTIVE	6. SECTION, BRANCH OR UNIT ASSIGNED	7. EST. TIME OF COMPLETION	8. RESOURCE SUPPORT

9. ATTACHMENTS (CHECK BOX IF ATTACHED)

☐ _____ ☐ _____

☐ _____ ☐ _____

☐ _____ ☐ _____

EOC 123	10. PREPARED BY (NAME/POSITION)	11. APPROVED BY (SECTION CHIEF)

EOC 125 – FINANCE OBJECTIVES

CITY OF RPV EOC LOGISTICS OBJECTIVES	1. EVENT NAME	2. DATE PREPARED	3. TIME PREPARED

4. OPERATIONAL PERIOD #

FROM: (date) / (time) **TO:** (date) / (time)

5. OBJECTIVE	6. SECTION, BRANCH OR UNIT ASSIGNED	7. EST. TIME OF COMPLETION	8. RESOURCE SUPPORT

9. ATTACHMENTS (CHECK BOX IF ATTACHED)

☐ _____ ☐ _____

☐ _____ ☐ _____

☐ _____ ☐ _____

EOC 124	10. PREPARED BY (NAME/POSITION)	11. APPROVED BY (SECTION CHIEF)

EOC 126 – AFTER ACTION & CORRECTIVE ACTION REPORT

CITY OF RPV EOC FINANCE OBJECTIVES	1. EVENT NAME	2. DATE PREPARED	3. TIME PREPARED
4. OPERATIONAL PERIOD # FROM: (date) / (time) TO: (date) / (time)			

5. OBJECTIVE	6. SECTION, BRANCH OR UNIT ASSIGNED	7. EST. TIME OF COMPLETION	8. RESOURCE SUPPORT

9. ATTACHMENTS (CHECK BOX IF ATTACHED)

☐ _____ ☐ _____

☐ _____ ☐ _____

☐ _____ ☐ _____

EOC 125	10. PREPARED BY (NAME/POSITION)	11. APPROVED BY (SECTION CHIEF)

EOC 126 – AFTER ACTION & CORRECTIVE ACTION REPORT

CITY OF RPV
AFTER ACTION (AA) / CORRECTIVE ACTION (CA) REPORT

(This AA/CA Report template can be used for a declared, un-declared, or pre-planned event, an exercise, and/or training for SEMS/NIMS compliance).

1. EVENT NAME	2. REPORT DATE

GENERAL INFORMATION

3. TYPE OF EVENT	4. HAZARD OR SCENARIO	5. DATES AND DURATION OF EVENT (MM/DD/YYYY) FROM: TO:

6. NAME OF AGENCY	7. DEPARTMENT	8. TYPE OF AGENCY	9. OES REGION

10. SUBMITTED BY	11. SEMS/NIMS POSITION	12. CONTACT NUMBER	13. EMAIL ADDRESS

14. LEAD AGENCY	15. NUMBER OF AGENCIES	16. TOTAL PARTICIPANTS

17. EVENT OVERVIEW

SEMS/NIMS FUNCTION EVALUATION

MANAGEMENT (INCIDENT COMMANDER, PUBLIC INFORMATION, SAFETY, LIAISON, ETC.)

	SATISFACTORY	NEEDS IMPROVEMENT
18. OVERALL ASSESSMENT OF FUNCTION (CHECK	☐	☐

19. IF "NEEDS IMPROVEMENT' PLEASE BRIEFLY DESCRIBE IMPROVEMENTS NEED:

PLANNING

TRAINING

PERSONNEL

EQUIPMENT

FACILITIES

FIELD OPERATIONS (USE FOR ASSESSMENT OF FIELD OPERATIONS I.E. FIRE, LAW ENFORCEMENT, ETC.)

	SATISFACTORY	NEEDS IMPROVEMENT
20. OVERALL ASSESSMENT OF FUNCTION (CHECK	☐	☐

21. IF "NEEDS IMPROVEMENT' PLEASE BRIEFLY DESCRIBE IMPROVEMENTS NEED:

PLANNING

TRAINING

PERSONNEL

EQUIPMENT

FACILITIES

EOC 126	22. PREPARED BY (NAME/POSITION)	23. APPROVED BY (EOC DIRECTOR)

OPERATIONS (LAW ENFORCEMENT, FIRE/RESCUE, MEDICAL/HEALTH, CARE AND SHELTER, PUBLIC WORKS)		
	SATISFACTORY	NEEDS IMPROVEMENT
24. OVERALL ASSESSMENT OF FUNCTION	☐	☐
25. IF "NEEDS IMPROVEMENT' PLEASE BRIEFLY DESCRIBE IMPROVEMENTS NEED: PLANNING TRAINING PERSONNEL EQUIPMENT FACILITIES		

PLANNING & INTELLIGENCE (SITUATION ANALYSIS, DOCUMENTATION, GIS, ETC.)		
	SATISFACTORY	NEEDS IMPROVEMENT
26. OVERALL ASSESSMENT OF FUNCTION	☐	☐
27. IF "NEEDS IMPROVEMENT' PLEASE BRIEFLY DESCRIBE IMPROVEMENTS NEED: PLANNING TRAINING PERSONNEL EQUIPMENT FACILITIES		

LOGISTICS (SERVICES, SUPPORT, FACILITIES, ETC.)		
	SATISFACTORY	NEEDS IMPROVEMENT
28. OVERALL ASSESSMENT OF FUNCTION	☐	☐
29. IF "NEEDS IMPROVEMENT' PLEASE BRIEFLY DESCRIBE IMPROVEMENTS NEED: PLANNING TRAINING PERSONNEL EQUIPMENT FACILITIES		

FINANCE/ADMINISTRATION (PURCHASING, COST UNIT, ETC.)		
	SATISFACTORY	NEEDS IMPROVEMENT
30. OVERALL ASSESSMENT OF FUNCTION	☐	☐
31. IF "NEEDS IMPROVEMENT' PLEASE BRIEFLY DESCRIBE IMPROVEMENTS NEED: PLANNING TRAINING PERSONNEL EQUIPMENT FACILITIES		

EOC 126 – AFTER ACTION & CORRECTIVE ACTION REPORT

32. AFTER ACTION REPORT QUESTIONAIRE			
RESPONSE/PERFORMANCE ASSESSMENT QUESTIONS	**YES**	**NO**	**COMMENTS**
A. Were procedures established and in place for responding to the disaster?	☐	☐	
B. Were procedures used to organize initial and ongoing response activities?	☐	☐	
C. Was the ICS used to manage field response?	☐	☐	
D. Was Unified Command considered or used?	☐	☐	
E. Was the EOC and/or DOC activated?	☐	☐	
F. Was the EOC and/or DOC organized according to SEMS?	☐	☐	
G. Were sub-functions in the EOC/DOC assigned around the five SEMS functions?	☐	☐	
H. Were response personnel in the EOC/DOC trained for their assigned position?	☐	☐	
I. Were action plans used in the EOC/DOC?	☐	☐	
J. Were action planning processes used at the field response level?	☐	☐	
K. Was there coordination with volunteer agencies such as the Red Cross?	☐	☐	
L. Was an Operational Area EOC activated?	☐	☐	
M. Was Mutual Aid requested?	☐	☐	
N. Was Mutual Aid received?	☐	☐	
O. Was Mutual Aid coordinated from the EOC/DOC?	☐	☐	
P. Was an inter-agency group established at the EOC/DOC level? Were they involved with the shift briefings?	☐	☐	
Q. Were communications established and maintained between agencies?	☐	☐	
R. Was the public alert and warning conducted according to procedure?	☐	☐	
S. Was public safety and disaster information coordinated with the media through the JIC?	☐	☐	
T. Were risk and safety concern addressed?	☐	☐	
U. Did event use Emergency Support Function (ESFs) effectively and did ESF have clear understanding of local capability?	☐	☐	
V. Was communications inter-operability an issue?	☐	☐	

EOC 126 – AFTER ACTION & CORRECTIVE ACTION REPORT

33. ADDITIONAL QUESTIONS

W. What response actions were taken by your agency? Include such things as mutual aid, number of personnel, equipment and other resources. Note: Provide statistics on number of personnel and number/type of equipment used during this event. Describe response activities in some detail.

X. As you responded, was there any part of SEMS/NIMS that did not work for your agency? If so, how would (did) you change the system to meet your needs?

Y. As a result of your response, did you identify changes needed in your plans or procedures? Please provide a brief explanation.

Z. As a result of your response, please identify any specific areas needing training and guidance that are not covered in the current SEMS Approved Course of Instruction or SEMS Guidelines.

AA. If applicable, what recovery activities have you conducted to date? Include such things as damage assessment surveys, hazard mitigation efforts, reconstruction activities, and claims filed.

34. NARRATIVE

Use this section for additional comments.

35. POTENTIAL CORRECTIVE ACTIONS

Identify issues, recommended solutions to those issues, and agencies that might be involved in implementing these recommendations. Address any problems noted in the SEMS/NIMS Function Evaluation.

Indicate whether issues are an internal agency specific or have broader implications for emergency management.
(Code: I= Internal; R =Regional, for example, OES Mutual Aid Region, Administrative Regions, geographic regions, S=Statewide implications)

CODE	ISSUE OR PROBLEM STATEMENT	CORRECTIVE ACTION / IMPROVEMENT PLAN	AGENCY(S) / DEPTS. TO BE INVOLVED	POINT OF CONTACT	EST. DATE OF COMPLETION

EOC 126 – AFTER ACTION & CORRECTIVE ACTION REPORT

36. EMERGENCY MANAGEMENT ASSISTANCE COMPACT OF 1996 (EMAC) - SEMS AFTER ACTION / CORRECTIVE ACTION REPORT SURVEY

NOTE: Please complete the following section ONLY if you were involved with EMAC related activities.

A. Did you complete and submit the on-line EMAC After Action Survey form?

B. Have you taken an EMAC training class in the last 24 months?

C. Please indicate your work location(s) (State / County / City / Physical Address):

D. Please list the time frame for your dates of service (Example: 09/15/05 to 10/31/05):

E. Please indicate what discipline your deployment is considered (please specific):

F. Please describe your assignment(s):

37. QUESTIONS

You may answer the following questions with a "yes" or "no" answer, but if there were issues or problems, please identify them along with recommended solutions, and agencies that might be involved in implementing these recommendations.

	QUESTIONS	ISSUE OR PROBLEM STATEMENT	CORRECTIVE ACTION / IMPROVEMENT PLAN	AGENCY(S) / DEPTS. TO BE INVOLVED	POINT OF CONTACT	EST. DATE OF COMPLETION
A.	Were you familiar with EMAC processes and procedures prior to your deployment?					
B.	Was this your first deployment outside of California?					
C.	Where your travel arrangements made for you? If yes, by whom?					
D.	Were you fully briefed on your assignment prior to deployment?					
E.	Were deployment conditions (living conditions and work environment) adequately described to you?					
F.	Were mobilization instructions clear?					
G.	Were you provided the necessary tools (pager, cell phone, computer, etc.) needed to complete your assignment?					
H.	Were you briefed and given instructions upon arrival?					
I.	Did you report regularly to a supervisor during deployment? If yes, how often?					
J.	Were your mission assignment and tasks made clear?					
K.	Was the chain of command clear?					

EOC 126 – AFTER ACTION & CORRECTIVE ACTION REPORT

L. Since your return home, have you identified or experienced any symptoms you feel might require "Critical Stress Management" (i.e., Debriefing)?

M. Did you encounter any barriers or obstacles while deployed? If yes, identify.

N. Did you have communications while in the field?

O. Were you adequately debriefed after completion of your assignment?

P. Would you want to be deployed via EMAC in the future?

Please identify any ADDITIONAL issues or problems below:

Q.

R.

S.

T.

U.

V.

EOC 126 – AFTER ACTION & CORRECTIVE ACTION REPORT

ADDITIONAL QUESTIONS

Identify the areas where EMAC needs improvement (check all that apply):

- ☐ Executing Deployment
- ☐ Command and Control
- ☐ Logistics
- ☐ Field Operations
- ☐ Mobilization and Demobilization

Comments:

Identify the areas where EMAC worked well:

Identify which EMAC resource needs improvement (check all that apply):

- ☐ EMAC Education
- ☐ EMAC Training
- ☐ Electronic REQ-A forms
- ☐ Resource Typing
- ☐ Resource Descriptions
- ☐ Broadcast Notifications
- ☐ Website

Comments:

As a responder, was there any part of EMAC that did not work, or needs improvement? If so, what changes would you make to meet your needs?

Please provide any additional comments that should be considered in the After Action Review process (use attachments if necessary):

Cal EMA ONLY:	Form received on:	Form reviewed on:	Reviewed By:

EOC 142 – INCIDENT STATUS REPORT

CITY OF RPV EOC INCIDENT STATUS REPORT	1. EVENT NAME	2. DATE	3. TIME

USE TO RECORD DISASTER INFORMATION FROM ACTIVE INCIDENTS WITH AN INCIDENT COMMANDER ON SCENE.

4. INCIDENT ADDRESS:		5. FACILITY/BLDG. NAME:	
6. REPORT FROM:		7. AGENCY / DEPT:	
8. INCIDENT TYPE:			

9. PRIORITY

CRITICAL/LIFE SAFETY		URGENT		ROUTINE	

10. DESCRIPTION OF PROBLEM:	
11. ACTION TAKEN:	

INCIDENT INFORMATION

12. INCIDENT COMMANDER:		13. LEAD AGENCY / DEPT:	
14. INCIDENT NAME:		15. FIELD CONTACT :	
16. RADIO FREQUENCY:		17. PHONE NUMBER:	
18. COMMAND POST LOCATION:			

19. ESTIMATED DAMAGE TO STRUCTURE(S):	
20. ESTIMATED DAMAGE TO CONTENTS:	
21. ESTIMATED NUMBER OF INJURIES:	
22. ESTIMATED NUMBER OF DEATHS:	
23. ESTIMATED NUMBER EVACUATED	
24. EVACUATION LOCATION:	

EOC 143 – INCIDENT REPORT – GENERAL PUBLIC

25. SHELTER REQUIRED:	☐ **YES - SUBMIT RESOURCE REQUEST (EOC236)**	☐ **NO**
26. RESOURCES USED:		
27. ADDITIONAL RESOURCES REQUIRED:	☐ **YES - SUBMIT RESOURCE REQUEST (EOC236)**	☐ **NO**
28. COMMENTS:		

PREPARED BY (SIGN/DATE/TIME)

29. NAME / POSITION	

REVIEWED BY (SIGN/DATE/TIME)

30. OPERATIONS SECTION CHIEF:	
31. SITUATION STATUS UNIT LEADER:	

EOC 142		

EOC 143 – INCIDENT REPORT – GENERAL PUBLIC

CITY OF RPV EOC INCIDENT INFORMATION REPORT	1. EVENT NAME	2. DATE	3. TIME

USE TO RECORD REPORTS FROM FIELD PERSONNEL AND / OR THE GENERAL PUBLIC.

4. INCIDENT ADDRESS:		5. FACILITY/BLDG. NAME:	
6. REPORT FROM:		7. AGENCY / DEPT:	
8. INCIDENT TYPE:			

9. PRIORITY

CRITICAL/LIFE SAFETY		URGENT		ROUTINE	

10. DESCRIPTION OF PROBLEM:	
11. FOLLOW UP NEEDED:	

EOC 144 – EOC INCIDENT SUMMARY

12. ACTION TAKEN:	
13. COMMENTS:	
PREPARED BY (SIGN/DATE/TIME)	
14. NAME / POSITION	
REVIEWED BY (SIGN/DATE/TIME)	
15. OPERATIONS SECTION CHIEF:	
16. SITUATION STATUS UNIT LEADER:	

EOC 143		

EOC 146 – SITUATION STATUS REPORT

CITY OF RPV EOC INCIDENT SUMMARY	4. EVENT NAME	5. DATE/TIME PREPARED	6. OPERATIONAL PERIOD DATE/TIME

20. DATE/TIME	21. ADDRESS & FACILITY NAME	22. INCIDENT NAME	23. LEAD DEPARTMENT/ AGENCY	24. DESCRIPTION OF PROBLEM/INCIDENT	25. COMMENTS
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EOC 144	26. PREPARED BY (NAME/POSITION)	27. APPROVED BY (PLANNING SECTION CHIEF)

EOC 146 – SITUATION STATUS REPORT

CITY OF RPV EOC SITUATION STATUS REPORT	1. EVENT NAME	2. DATE PREPARED	3. TIME PREPARED
4. OPERATIONAL PERIOD #			
FROM: (date) / (time)	TO: (date) / (time)		

ASSISTING AGENCY / MUTUAL AID STATUS

AGENCY	ETA	# PERSONNEL	# UNITS	O.I.C.	ASSIGNMENT	STAGING LOCATION

CITY OF RANCHO PALOS VERDES CRITICAL FACILITIES CHECK STATUS

DEPARTMENT	STATUS	COMMENTS
City Attorney		
City Clerk		
City Manager		
Community Development		
Finance & Information Technology		
Public Works		
Recreation and Parks		
EOC 146	5. PREPARED BY (NAME/POSITION)	

COMMUNITY RESOURCES					
Current listing of available key resources donated by the community.					
ITEM	QTY	DONOR	CONTACT PERSON	PHONE	AVAILABLE AT

EVACUATION & CLOSED AREA STATUS			
EVACUATION/AREA NAME	EVACUATION/AREA BOUNDARIES	# EVACUATED	EVACUATION/CLOSURE STATUS

EOC 146 – SITUATION STATUS REPORT

EOC 146 – SITUATION STATUS REPORT

Include: Freeways, highways, arterial roads, bridges, over/under passes, etc.

ROAD/ROUTE/SITE	OPEN	CLOSED AT	COMMENTS

HOSPITAL AND MEDICAL FACILITIES STATUS

FACILITY	ADDRESS/PHONE	STATUS	COMMENTS

MENTAL HEALTH-CHURCH-COMMUNITY AGENCY STATUS

Include all non-governmental organizations (including American Red Cross) that are providing services to the community for food, shelter, clothing, first aid, mental health, housing assistance, etc.

COMMODITY	AVAILABLE AT			
DIESEL FUEL	**ORGANIZATION**	**ADDRESS/PHONE**	**SERVICES PROVIDED**	**HOURS OPEN**
GASOLINE				
WATER (PRE-PACKAGED)				
WATER BULK				
STAGING AREA (S)				

MAJOR BUSINESS & COMMERCIAL STATUS

Include all major businesses that are affected by the disaster, and are closed or at reduced capacity due to any condition related to the disaster.

COMPANY	ADDRESS/PHONE	STATUS	COMMENTS

RESOURCE REQUEST STATUS

RESOURCE	PURPOSE/USE	REQUESTED BY	SOURCE	DELIVER TO	ETA	DATE/TIME ORDERED	COMMENTS

EOC 146 – SITUATION STATUS REPORT

EOC 146 – SITUATION STATUS REPORT

SCHOOLS STATUS				
SCHOOL	ADDRESS	PHONE	STATUS	COMMENTS

EOC 131 – SECTION ACTIVITY LOG

SHELTER/ASSEMBLY AREA STATUS			
SHELTER/ASSEMBLY AREA ADDRESS	**PHONE #**	**POPULATION/SPECIAL NEEDS**	**COMMENTS**

UTILITIES STATUS		
UTILITY	STATUS	COMMENTS
WATER (FIRE MAINS)		
WATER (POTABLE)		
ELECTRICITY		
PHONES		
NATURAL GAS		
SEWERS		
STORM DRAINS		
CABLE TV		
	WEATHER NOW	**PROJECTION FOR NEXT 24 HOURS**
TEMPERATURE		
WIND DIRECTION		
WIND SPEED		
HUMIDITY		
PRECIPITATION		

EOC 132 – BRANCH ACTIVITY LOG

CITY OF RPV EOC BRANCH ACTIVITY LOG	1. EVENT NAME	2. DATE PREPARED	3. TIME PREPARED
4. BRANCH NAME	5. BRANCH COORDINATOR (NAME AND POSITION)	6. OPERATIONAL PERIOD	

7. PERSONNEL ROSTER ASSIGNED

NAME	EOC POSITION	CONTACT NUMBER	HOURS		ASSIGNED TASKS

8. ACTIVITY LOG

TIME	MAJOR EVENTS

EOC 131		

CITY OF RPV EOC BRANCH ACTIVITY LOG	1. EVENT NAME	2. DATE PREPARED	3. TIME PREPARED
4. BRANCH NAME	5. BRANCH COORDINATOR (NAME AND POSITION)	6. OPERATIONAL PERIOD	

7. PERSONNEL ROSTER ASSIGNED		
NAME	EOC POSITION	CONTACT NUMBER

EOC 133 – UNIT ACTIVITY LOG

TIME	MAJOR EVENTS

EOC 132	9. PREPARED BY (NAME/POSITION)	Page of

EOC 133 – UNIT ACTIVITY LOG

CITY OF RPV EOC UNIT ACTIVITY LOG	1. EVENT NAME	2. DATE PREPARED	3. TIME PREPARED
4. BRANCH NAME	5. BRANCH COORDINATOR (NAME AND POSITION)	6. OPERATIONAL PERIOD	

7. PERSONNEL ROSTER ASSIGNED

NAME	EOC POSITION	CONTACT NUMBER

EOC 134 – INDIVIDUAL ACTIVITY LOG

8. ACTIVITY LOG	
TIME	**MAJOR EVENTS**

EOC 133	**9. PREPARED BY (NAME/POSITION)**	Page of

EOC 134 – INDIVIDUAL ACTIVITY LOG

CITY OF RPV EOC INDIVIDUAL ACTIVITY LOG	1. EVENT NAME	2. DATE PREPARED	3. TIME PREPARED
4. EOC POSITION(S):	5. SUPERVISOR (NAME AND POSITION)		6. OPERATIONAL PERIOD

7. ACTIVITY LOG

TIME	EVENT/ACTION/OBSERVATION

EOC 134	8. PREPARED BY (NAME/POSITION)	Page of

EOC 135 – GENERAL MESSAGE

EOC 134	9. PREPARED BY (NAME/POSITION)	Page of

CITY OF RPV EOC GENERAL MESSAGE	1. EVENT NAME	2. DATE	3. TIME

4. TO:		5. POSITION:	
6. FROM:		7. POSITION:	
8. SUBJECT:			

9. PRIORITY					
CRITICAL/LIFE SAFETY		URGENT		ROUTINE	

10. MESSAGE

11. REPLY

12. NAME:		13. POSITION:	
14. DATE:		15. TIME:	

EOC 135	16. PREPARED BY (NAME/POSITION)	Page of

LOGISTICS SECTION

INTRODUCTION

GENERAL

PURPOSE
To enhance the capability of the City of Rancho Palos Verdes to respond to emergencies by establishing logistics protocols in managing personnel and equipment. It is the policy of this section that the priorities of responses are to be:

- Protect life, property and environment.
- Processing purchase orders and contracts in coordination with Finance & Administration Section.
- Resources management and tracking.
- Obtaining all materials and supplies to support emergency operations in the field and in the EOC.
- Provide operational and logistical support for emergency response personnel and optimize the utilization of resources.
- Provide support to the other sections of the City's emergency response team.
- Support the restoration of essential services and systems.

OVERVIEW
The Logistics Section's primary responsibility is to ensure the acquisition, transportation and mobilization of resources to support the response effort at the disaster sites, public shelters, and EOC. This Section provides all necessary personnel, supplies and equipment procurement support. Methods for obtaining and using facilities, equipment, supplies, services and other resources to support emergency response at all operational sites during emergency/disaster conditions will be the same as that used during normal operations unless authorized by the EOC Director or emergency orders of the City Council.

OBJECTIVES
The Logistics Section ensures that all other sections are supported for the duration of the incident. Any personnel, equipment, supplies or services required by the other sections will be ordered through the Logistics Section.

The Logistics Section will accomplish the following specific objectives during a disaster/emergency:

- Collect information from other sections to determine needs and prepare for expected operations.
- Coordinate provision of logistical support with the EOC Director.
- Prepare required reports identifying the activities performed by the Logistics Section.
- Determine the City's logistical support needs and plan for both immediate and long-term requirements.

- Maintain proper and accurate documentation of all actions taken and all items procured to ensure that all required records are preserved for future use and Cal EMA and FEMA filing requirements.

CONCEPT OF OPERATIONS

The Logistics Section will operate under the following policies during a disaster/emergency as the situation dictates:

- The Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS) will be followed.
- All existing City and departmental operating procedures will be adhered to unless modified by the City Council or EOC Director.
- All on-duty personnel are expected to remain on duty until properly relieved of duty. Off-duty personnel will be expected to return to work in accordance with the City of Rancho Palos Verdes Emergency Operations SOP.
- While in a disaster mode, operational periods will be 12 hours for the duration of the event. Operational periods will normally change at 6:00am and 6:00pm. Operational periods should be event driven.
- Available and accessible resources from neighboring jurisdictions, the private sector and volunteer organizations will be accessed through the City's own resources and private sector resources. Non-fire and non-law mutual aid will be accessed through the Los Angeles County Operational Area.

SECTION ACTIVATION PROCEDURES

The EOC Director is authorized to activate the Logistics Section.

When to Activate
The Logistics Section may be activated when the City's Emergency Operations Center (EOC) is activated or upon the order of the EOC Director.

Where to Report
The EOC is located at City Hall (Community Room) at 30940 Hawthorne Boulevard. The Alternate EOC is located at Hesse Park (Multi-Purpose Room) at 29301 Hawthorne Boulevard.

When to Report
Off-duty personnel are expected to return to work in accordance with the City of Rancho Palos Verdes' Employee Emergency Manual.

CHART 1: LOCAL EOC STAFFING GUIDE

Event/Situation	Activation Level	Minimum Staffing
Unusual occurrences with severe potential impacts on the health and safety of the public and/or environment	One	EOC Director EOC Coordinator Other Designees
Severe Weather Issuance's (see Operations Section Supporting Documents - NWS)		
Significant incidents involving 2 or more Departments		
Earthquake Advisory/Prediction Level One		
Earthquake with damage reported	Two	EOC Director Section Chiefs, Units as appropriate to situation Liaison/Agency representatives as appropriate
Earthquake Advisory/Prediction Level Two or Three		
Major wind or rainstorm		
Two or more large incidents involving 2 or more departments		
Wildfire affecting developed area		
Major scheduled event		
Severe hazardous materials incident involving large-scale or possible large-scale evacuations		
Unusual occurrences with severe potential impacts on the health and safety of the public and/or environment		
Major city or regional emergency—multiple departments with heavy resource involvement	Three	All EOC positions
Earthquake with damage		
Unusual occurrences with severe potential impacts on the health and safety of the public and/or environment		

CHART 2: RANCHO PALOS VERDES EMERGENCY ORGANIZATION STAFFING CHART

2010 City of Rancho Palos Verdes EOC Staff Assignments

EOC Section	Position	Shift A	Shift B
Management	EOC Director	City Manager	Deputy Director of Public Works
	EOC Director Assistant	Executive Staff Assistant	TBD
	EOC Coordinator	Deputy City Manager	Administrative Analyst
	Safety Officer	Human Resources Manager	Associate Planner
	Security Officer In EOC	Permit Technician	Senior Administrative Analyst
	Security Officer In Field	Administrative Assistant I	Recreation Leader II
	Public Information Officer	Director of Finance and Information Technology	Deputy Director of Community Development
	Public Information Officer Assistant	Senior Management Analyst	Senior Management Analyst
	Liaison Officer	Recreation Program Supervisor II	Recreation Program Supervisor II
	Agency Representatives	Assigned as Needed	Assigned as Needed
EOC Section	**Position**	**Shift A**	**Shift B**
Operations	Section Chief	Senior Engineer	Senior Engineer
	Assistant Operations Chief – In Field	Maintenance Superintendant	Associate Engineer
	Fire & Rescue	Los Angeles County Fire Department – Community Services Representative/Liaison	Los Angeles County Fire Department – Battalion Chief
	Law Enforcement	Los Angeles County Sheriff's Department	Los Angeles County Sheriff's Department
	Construction & Engineering – Public Works	Senior Engineer	TBD
	Health & Welfare – Recreation & Parks	Recreation Services Manager	Administrative Assistant I
	Building Official	Building Official	Building Inspector II
EOC Section	**Position**	**Shift A**	**Shift B**

Planning & Intelligence	Section Chief	Director of Community Development	Deputy Director of Community Development
	Situation Analysis – Planning & Building	Senior Planner	Planning Technician
	Advance Planning – Planning & Building	Senior Planner	Assistant Planner
	Documentation & Demobilization – City Clerks Office	City Clerk	Deputy City Clerk
	Documentation & Demobilization Assistant – City Clerks Office	Associate Planner	Assistant Planner
	OARRS Operator	Associate Planner	Code Enforcement Officer
EOC Section	**Position**	**Shift A**	**Shift B**
Logistics	Section Chief	Associate Engineer	Administrative Analyst II
	Resource Tracking – Public Works	Permit Clerk	Administrative Staff Assistant
	Communications & Information Technology	Executive Director of PVNET	Manager of Computer Services at PVNET
	Transportation – Public Works	Associate Engineer	TBD
	Supply & Procurement – Public Works	Senior Administrative Analyst	Administrative Analyst
	Facilities - Recreation & Parks	Administrative Analyst II	Recreation Leader II
Volunteer Amateur Radio Staff In Emergency Com. Center (ECC)	**Position**	**Shift A**	**Shift B**
	Amateur Radio Operator	PVAN	PVAN
	Amateur Radio Operator	DCS	DCS
	Amateur Radio Operator	PVAN	PVAN

EOC Section	Position	Shift A	Shift B
Finance & Administration	Section Chief	Deputy Director of Finance and Information Technology	Senior Administrative Analyst
	Compensation & Claims	Permit Technician	Administrative Staff Assistant
	Recovery - Finance & IT	Senior Accountant	Senior Accountant
	Purchasing – Finance & IT	Account Clerk	Staff Assistant I
	Time Keeping – Finance & IT	Accounting Technician	Staff Assistant II
	Cost Accounting – Finance & IT	Accountant	Accountant

CHART 3: LOGISTICS SECTION STAFFING

EOC Section	Position	Shift A	Shift B
Logistics	Section Chief	Associate Engineer	Administrative Analyst II
	Resource Tracking – Public Works	Permit Clerk	Administrative Staff Assistant
	Communications & Information Technology	Executive Director of PVNET	Manager of Computer Services at PVNET
	Transportation – Public Works	Associate Engineer	TBD
	Supply & Procurement – Public Works	Senior Administrative Analyst	Administrative Analyst
	Facilities Recreation & Parks	Administrative Analyst II	Recreation Leader II
Volunteer Amateur Radio Staff In Emergency Com. Center (ECC)	**Position**	**Shift A**	**Shift B**
	Amateur Radio Operator	PVAN	PVAN
	Amateur Radio Operator	DCS	DCS
	Amateur Radio Operator	PVAN	PVAN

LOGISTICS SECTION

POSITION DESCRIPTIONS AND CHECKLISTS

LOGISTICS: STAFF

The Public Works Associate Engineer will fill the position of Logistics Section Chief.
The Public Works Administrative Analyst II will serve as first alternate to the Logistics Section Chief. The EOC Director also may designate the Logistics Section Chief.

The Logistics Section Chief will determine, based on present and projected requirements, the need for establishing specific and/or specialized units. The following units may be established as the need arises:

- Resource Tracking Unit
- Communications/Information Systems Unit
- Transportation Unit
- Supply/Procurement Unit
- Facilities Unit
- Volunteer Amateur Radio Operators in the Emergency Communications Center (ECC)

The Logistics Section Chief may activate additional units as necessary to fulfill an expanded role.

Logistics Section Chief
The Logistics Section Chief, a member of the EOC Director's General Staff, is responsible for supporting the response effort and the acquisition, transportation and mobilization of resources. Information is needed to:

- Understand the current situation.
- Predict probable resource needs.
- Prepare alternative strategies for procurement and resources management.

Resource Tracking Unit
The Resource Tracking Unit is responsible for maintaining detailed tracking records of resources allocation and use (resources already in place, resources requested but not yet on scene and estimates of future resource needs); for maintaining logs and invoices to support the documentation process and for resources information displays in the EOC. It cooperates closely with the Operations Section (to determine resources currently in place and resources needed) and with the Planning & Intelligence Section (to provide resources information to the EOC Action Plan).

Communications/Information Systems Unit
The Communication/Information Systems Unit is responsible for managing all radio, data, and telephone needs of the EOC staff.

Transportation Unit
The Transportation Unit is responsible for transportation of emergency personnel, equipment and supplies and for coordinating the Disaster Route Priority Plan.

Supply/Procurement Unit
The Supply/Procurement Unit is responsible for obtaining all non-fire and non-law enforcement mutual aid materials, equipment and supplies to support emergency operations and arranging for delivery of those resources. The Supply/Procurement Unit is also responsible for providing personnel resources as requested in support of the EOC and Field Operations. The Unit is also responsible for identifying, recruiting and registering volunteers as required.

Facilities Unit
The Facilities Unit is responsible for ensuring that adequate facilities are provided for the response effort, including securing access to the facility and providing staff, furniture, supplies and materials necessary to configure the facility in a manner adequate to accomplish the mission.

Volunteer Amateur Radio Operators in the Emergency Communications Center (ECC)
The Volunteer Amateur Radio Operators in the Emergency Communications Center is responsible for assisting with response and recovery operations communications via amateur radio.

LOGISTICS SECTION CHIEF

PRIMARY: **Associate Engineer (PW)**

ALTERNATE: **Administrative Analyst II**

SUPERVISOR: **EOC Director**

GENERAL DUTIES:

- Ensure the logistics function is carried out consistent with SEMS guidelines, including:
- Managing all radio, data and telephone needs of the EOC.
- Coordinating transportation needs, issues, and the Disaster Route Priority Plan.
- Coordinating management of facilities used during disaster response and recovery.
- Managing personnel issues and registering volunteers as Disaster Services Workers.
- Coordinating care and shelter needs.
- Establish the appropriate level of organization within the Section, and continuously monitor the effectiveness of that organization. Make changes as required.
- Be prepared to form additional Branches/Units as dictated by the situation.
- Exercise overall responsibility for the coordination of branch/unit activities within the Section.
- Coordinate the provision of logistical support for the EOC.
- Report to the EOC Director on all matters pertaining to Section activities.
- Refer to Los Angeles County Operational Area Plan.

YOUR RESPONSIBILITY:

Support the response effort and oversee the acquisition, transportation and mobilization of resources.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT	
START - UP ACTION	√
Check in upon arrival at the EOC.	
Report to the EOC Director.	
Obtain a briefing on the situation.	
Set up your Section workstation, including maps and status boards. Use your EOC Section materials and on-site supplies.	
Review your position responsibilities.	
Identify yourself as the Logistics Section Chief by putting on the vest with your title. Print your name on the EOC organization chart next to your assignment.	
Clarify any issues you may have regarding your authority and assignment and what others in the organization do.	
Review organization in place at the EOC. Know where to go for information or support.	
Determine if other Section staff are at the EOC.	
Confirm that all key Logistics Section personnel or alternates are in the EOC or have been notified. Recall the required staff members necessary for the emergency.	
Activate organizational elements within your Section as needed and designate leaders for each element or combination of elements: • Resource Tracking Unit • Communication/Information Systems Unit • Transportation Unit • Supply/Procurement Unit • Facilities Unit	
Request additional personnel from the Supply & Procurement Unit for the Section to maintain a 24-hour operation as required.	
Brief incoming Section personnel prior to their assuming their duties. Briefings should include: • Current situation assessment. • Identification of specific job responsibilities. • Identification of co-workers within the job function and/or geographical assignment. • Availability of communications. • Location of work area. • Identification of eating and sleeping arrangements as appropriate. • Procedural instructions for obtaining additional supplies, services and personnel. • Identification of operational period work shifts.	
Inform the EOC Director and General Staff when your Section is fully operational.	
Open and maintain Section logs.	
Using activity log (EOC 134), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document: • Messages received • Action taken • Decision justification and documentation • Requests filled	

• EOC personnel, time on duty and assignments ***Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA.***	
Review responsibilities of units in your Section. Develop plan for carrying out all responsibilities.	
Prepare work objectives for Section staff and make staff assignments.	
Meet with other activated Section Chiefs.	
From Planning & Intelligence Section Chief, obtain and review major incident reports and additional field operational information that may pertain to or affect your Section operations. Provide information to appropriate units.	
Based on the situation as known or forecast, determine likely future Logistics Section needs.	
Think ahead and **anticipate** situations and problems before they occur.	
Request additional resources through the appropriate Logistics Section Units, as needed.	
GENERAL OPERATIONAL DUTIES	√
Carry out responsibilities of the Logistics Section branches/units that are not currently staffed.	
Evaluate the need for Critical Incident Stress Debriefing for all affected personnel, victims and bystanders. Arrange debriefings through the Supply/Procurement Unit.	
Make a list of key issues currently facing your Section to be accomplished within the next operational period.	
Keep up to date on situation and resources associated with your Section. Maintain current status and displays at all times.	
Brief the EOC Director on major problem areas that need or will require solutions.	
Provide situation and resources information to the Situation Analysis Unit of the Planning & Intelligence Section on a periodic basis or as the situation requires.	
Provide briefing to the General Staff on operating procedure for use of telephone, data and radio systems.	
From Planning & Intelligence Section and field sources, determine status of transportation system into and within the affected area. Find out present priorities and estimated times for restoration of the disaster route system. Provide information to other Sections.	
Ensure that your Section logs and files are maintained.	
Monitor your Section activities and adjust Section organization as appropriate.	
Ensure internal coordination between unit leaders.	
Update status information with other sections as appropriate.	
Anticipate potential situation changes, such as severe aftershocks, in all Section planning. Develop a backup plan for all plans and procedures requiring off-site communications.	
Conduct periodic briefings for your Section. Ensure that all organizational elements are aware of priorities.	
Use face-to-face communication in the EOC whenever possible and document decisions and policy.	
Make sure that all contacts with the media are fully coordinated first with the Public Information Officer (PIO).	

Participate in the EOC Director's Action Planning meetings.	
Ensure that all your Section personnel and equipment time records and a record of expendable materials used are provided to the Time Keeping Unit and Cost Accounting Unit of the Finance & Administration Section at the end of each operational period.	
Brief your relief at shift change time. Ensure that in-progress activities are identified and follow-up requirements are known.	
SECTION OPERATIONAL DUTIES	√
Meet with Finance & Administration Section Chief and review financial and administration support needs and procedures. Determine level of purchasing authority to be delegated to Logistics Section.	
Following action planning meetings, ensure that orders for additional resources necessary to meet known or expected demands have been placed and are being coordinated within the EOC and field units.	
Keep the Los Angeles County Operational Area Logistics Chief apprized of overall situation and status of resource.	
DEACTIVATION	√
Authorize deactivation of organizational elements within your Section when they are no longer required.	
Ensure that any open actions are handled by your Section or transferred to other EOC elements as appropriate.	
Ensure that any required forms or reports are completed prior to your release and departure.	
Be prepared to provide input to the After-Action Report.	
Deactivate your Section and close out logs when authorized by the EOC Director.	
Leave forwarding phone number where you can be reached.	

LOGISTICS:
RESOURCE TRACKING UNIT LEADER

PRIMARY: **Permit Clerk (PW)**

ALTERNATE: **Administrative Staff Assistant (CD)**

SUPERVISOR: **Logistics Section Chief**

GENERAL DUTIES:

- Prepare and maintain displays, charts and lists which track and reflect the current status and location of controlled resources, transportation and support vehicles.
- Establish a resources reporting system for field and EOC units.
- Prepare and process resource status change information.
- Provide information to assist the Situation Analysis and Documentation Units of the Planning & Intelligence Section in strategy planning and briefing presentations.
- Refer to Los Angeles County Operational Area Plan.

YOUR RESPONSIBILITY:

Maintain detailed tracking records of resources allocation and use (resources already in place, resources requested but not yet on scene and estimates of future resource needs); logs and invoices to support the documentation process and resources information displays in the EOC. Cooperate closely with the Operations Section (to determine resources currently in place and resources needed) and with the Planning & Intelligence Section (to provide resources information to the EOC Action Plan).

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT	
START-UP ACTION	√
Check in upon arrival at the EOC.	
Report to the Logistics Section Chief.	
Obtain a briefing on the situation.	
Determine your personal operating location and set up as necessary.	
Review your position responsibilities.	
Identify yourself as the Resource Tracking Unit Leader *by putting on the vest with your title.* Print your name on the EOC organization chart next to your assignment.	
Clarify any issues regarding your authority and assignment and what others in the organization do.	
Activate elements of your Unit, establish work area, assign duties and ensure Unit journal/log is opened.	
Determine 24-hour staffing requirement and request additional support as required.	
Request additional resources through the appropriate Logistics Section Units, as needed.	
Ensure that all your incoming Unit personnel are fully briefed.	
Based on the situation as known or forecast, determine likely future Unit needs.	
Think ahead and **anticipate** situations and problems before they occur.	
Using activity log (EOC 134), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document: • Messages received • Action taken • Decision justification and documentation • Requests filled • EOC personnel, time on duty and assignments ***Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA***.	
GENERAL OPERATIONAL DUTIES	√
Develop a plan for your Unit operations and support of field operations as requested. Assign specific responsibilities.	
Keep up to date on the situation and resources associated with your Unit. Maintain current status reports and displays.	
Keep the Section Chief advised of your Unit status and activity and on any problem areas that now need or will require solutions.	
Provide periodic situation or status reports to your Section Chief.	
Review situation reports as they are received. Verify information where questions exist.	
Anticipate potential situation changes, such as severe aftershocks, in all Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.	
Determine and **anticipate** your support needs and forward to your Section Chief.	
Conduct periodic briefings for your Unit. Ensure they are aware of priorities.	

Monitor your Unit activities and adjust staffing and organization as appropriate to meet current needs.	
Use face-to-face communication in the EOC whenever possible and document decisions and policy.	
Refer all media contacts to your Section Chief.	
Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.	
Ensure that all your Unit personnel and equipment time records and a record of expendable materials used are provided to your Unit Leader at the end of each operational period.	
Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.	
UNIT OPERATIONAL DUTIES	√
Develop a system to track resources deployed for disaster response.	
Establish a reporting procedure for resources at specified locations.	
Direct the collection, organization and display status of incident resources to include allocation, deployment and staging areas.	
Maintain a master list of all resources reported.	
Provide for an authentication system in case of conflicting resources status reports.	
Provide a resources overview and summary information to the Situation Analysis Unit of the Planning & Intelligence Section as requested and written status reports on resources allocations as requested by the Section Chiefs.	
Assist in strategy planning based on the evaluation of the resources allocation, resources *enroute and* projected resources shortfalls.	
Ensure that the Operations Section staff does not overlook available resources.	
Make recommendations to the Logistics Section Chief of resources that are not deployed or should be deactivated.	
DEACTIVATION	√
Ensure that all required forms or reports are completed prior to your release and departure.	
Be prepared to provide input to the After-Action Report.	
Determine what follow-up to your assignment might be required before you leave.	
Deactivate the Resource Tracking Unit Leader position and close out logs when authorized by the Logistics Section Chief or EOC Director.	
Leave forwarding phone number where you can be reached.	

LOGISTICS: COMMUNICATIONS/INFORMATION SYSTEMS UNIT LEADER

PRIMARY: Executive Director of PVNET

ALTERNATE: Manager of Computer Services at PVNET

SUPERVISOR: Logistics Section Chief

GENERAL DUTIES:

- Notify support agencies and oversee the installation, activation and maintenance of all radio, data and telephone communications services inside of the EOC and between the EOC and outside agencies.

- Determine the appropriate placement of all radio transmitting equipment brought to the EOC to support operations. Approve all radio frequencies to minimize interference conditions.

- Provide necessary communication system operators, and ensure effective continuous 24-hour operation of all communications services.

- Make special assignment of radio, data and telephone services as directed by the EOC Director.

YOUR RESPONSIBILITY:

Manage all radio, data, and telephone needs of the EOC staff.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT	
START - UP ACTION	√
Check in upon arrival at the EOC.	
Report to the Logistics Section Chief.	
Obtain a briefing on the situation.	
Determine your personal operating location and set up as necessary.	
Review your position responsibilities.	
Identify yourself as the Communication/Information Systems Unit Leader *by putting on the vest with your title*. Print your name on the EOC organization chart next to your assignment.	
Clarify any issues regarding your authority and assignment and what others in the organization do.	
Activate elements of your Unit, establish work area, assign duties and ensure Unit journal/log is opened.	
Determine 24-hour staffing requirement and request additional support as required.	
Request additional resources through the appropriate Logistics Section Units, as needed.	
Ensure that all your incoming Unit personnel are fully briefed.	
Based on the situation as known or forecast, determine likely future Unit needs.	
Think ahead and **anticipate** situations and problems before they occur.	
Using activity log (EOC 134), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document: • Messages received • Action taken • Decision justification and documentation • Requests filled • EOC personnel, time on duty and assignments ***Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA*.**	
GENERAL OPERATIONAL DUTIES	√
Develop a plan for your Unit operations and support of field operations as requested. Assign specific responsibilities.	
Keep up to date on the situation and resources associated with your Unit. Maintain current status reports and displays.	
Keep the Logistics Section Chief advised of your Unit status and activity and on any problem areas that now need or will require solutions.	
Provide periodic situation or status reports to your Section Chief for updating information to the Planning & Intelligence Section.	
Establish operating procedure for use of telephone, radio and data systems and provide to other units.	
Review situation reports as they are received. Verify information where questions exist.	
Anticipate potential situation changes, such as severe aftershocks, in all Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.	
Determine and anticipate your support needs and forward to your Section Chief.	

Conduct periodic briefings for your Unit. Ensure they are aware of priorities.	
Monitor your Unit activities and adjust staffing and organization as appropriate to meet current needs.	
Use face-to-face communication in the EOC whenever possible and document decisions and policy.	
Refer all media contacts to your Section Chief.	
Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.	
Ensure that all your Unit personnel and equipment time records and a record of expendable materials used are provided to your Section Chief at the end of each operational period.	
Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.	
UNIT OPERATIONAL DUTIES	√
Coordinate with all sections and units on operating procedures for use of telephone, data and radio systems. Receive any priorities or special requests.	
Monitor operational effectiveness of EOC communications systems. Obtain additional communications capability as needed.	
Coordinate frequency and network activities with Los Angeles County Operational Area.	
Provide communications briefings as requested at action planning meetings.	
DEACTIVATION	√
Ensure that all required forms or reports are completed prior to your release and departure.	
Be prepared to provide input to the After-Action Report.	
Determine what follow-up to your assignment might be required before you leave.	
Deactivate the Communication/Information Systems Unit Leader position and close out logs when authorized by the Logistics Section Chief or EOC Director.	
Leave forwarding phone number where you can be reached.	

LOGISTICS:
TRANSPORTATION UNIT LEADER

PRIMARY: **Associate Engineer (PW)**

ALTERNATE: **Associate Engineer (PW)**

SUPERVISOR: **Logistics Section Chief**

GENERAL DUTIES:

- Coordinate the transportation of emergency personnel and resources within the City by all available means.

- Coordinate all public transportation resources.

YOUR RESPONSIBILITY:

Transportation of emergency personnel, equipment and supplies and coordinate the Disaster Route Priority Plan.

READ ENTIRE CHECKLIST AT START-UP AND AT THE BEGINNING OF EACH SHIFT	
START-UP ACTION	√
Check in upon arrival at the EOC.	
Report to the Logistics Section Chief.	
Obtain a briefing on the situation.	
Determine your personal operating location and set up as necessary.	
Review your position responsibilities.	
Identify yourself as the Transportation Unit Leader *by putting on the vest with your title*. Print your name on the EOC organization chart next to your assignment.	
Clarify any issues regarding your authority and assignment and what others in the organization do.	
Activate elements of your Unit, establish work area, assign duties and ensure Unit journal/log is opened.	
Determine 24-hour staffing requirement and request additional support as required.	
Request additional resources through the appropriate Logistics/Finance & Administration Unit, as needed.	
Ensure that all your incoming Unit personnel are fully briefed.	
Based on the situation as known or forecast, determine likely future Unit needs.	
Think ahead and anticipate situations and problems before they occur.	
Using activity log (EOC 134)**,** maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document: • Messages received • Action taken • Decision justification and documentation • Requests filled ***Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA.***	
GENERAL OPERATIONAL DUTIES	√
Develop a plan for your Unit operations and support of field operations as requested. Assign specific responsibilities.	
Keep up to date on the situation and resources associated with your Unit. Maintain current status reports and displays.	
Keep the Logistics Section Chief advised of your Unit status and activity and on any problem areas that now need or will require solutions.	
Provide periodic situation or status reports to your Section Chief for updating information to the Planning & Intelligence Section.	
Review situation reports as they are received. Verify information where questions exist.	
Anticipate potential situation changes, such as severe aftershocks, in all Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.	
Determine and anticipate your support needs and forward to your Section Chief.	
Conduct periodic briefings for your Unit. Ensure they are aware of priorities.	

Monitor your Unit activities and adjust staffing and organization as appropriate to meet current needs.	
Use face-to-face communication in the EOC whenever possible and document decisions and policy.	
Refer all media contacts to your Section Chief.	
Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.	
Ensure that all your Unit personnel and equipment time records and a record of expendable materials used are provided to your Section Chief at the end of each operational period.	
Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.	
UNIT OPERATIONAL DUTIES	√
Coordinate with the Planning & Intelligence and Operations Sections to determine which disaster routes are available for emergency use.	
Coordinate use of disaster routes with the Operations Section.	
Coordinate with other sections and branches/groups/units to identify transportation priorities.	
Establish a transportation plan for movement of: • Personnel, supplies and equipment to the EOC, field units, shelters and Casualty Collection Points (CCPs). • Individuals to medical facilities. • Emergency workers and volunteers to and from risk area.	
Coordinate with the Operations Section on the movement of disabled and elderly persons.	
Coordinate transportation of animals as required.	
Coordinate with local transportation agencies and schools to establish availability of resources for use in evacuations and other operations as needed.	
As reports are received from field units and EOC sections and as sufficient information develops, analyze the situation and anticipate transportation requirements.	
DEACTIVATION	√
Ensure that all required forms or reports are completed prior to your release and departure.	
Be prepared to provide input to the After-Action Report.	
Determine what follow-up to your assignment might be required before you leave.	
Deactivate the Transportation Unit Leader position and close out logs when authorized by the Logistics Section Chief or EOC Director.	
Leave forwarding phone number where you can be reached.	

LOGISTICS:
SUPPLY & PROCUREMENT UNIT LEADER

PRIMARY: **Senior Administrative Analyst (PW)**

ALTERNATE: **Senior Administrative Analyst (PW)**

SUPERVISOR: **Logistics Section Chief**

GENERAL DUTIES:

- Coordinate and oversee the procurement, allocation and distribution of resources not normally obtained through existing mutual aid sources, such as food, potable water, sanitation services, petroleum fuels, heavy and special equipment and other supplies and consumables.
- Provide supplies for the EOC, field operations and other necessary facilities.
- Determine if the required items exist within the City supply system.
- Determine the appropriate supply houses, vendors or contractors who can supply the item, product or commodity if City stocks do not exist.
- Purchase items within limits of delegated authority from Finance & Administration Section. Coordinate with the Finance & Administration Section on actions necessary to purchase or contract for items exceeding delegated authority.
- Arrange for the delivery of the items requisitioned, contracted for or purchased.
- Maintain records to ensure a complete accounting of supplies procured and monies expended.
- Support activities for restoration of disrupted services and utilities.
- Refer to Los Angeles County Operational Area Plan.
- Provide personnel resources as requested in support of the EOC and Field Operations and identify, recruit and register volunteers as required.
- Coordinate all personnel support requests received at or within the EOC, including any category of personnel support requested from the EOC functional elements or from City response elements in the field.

- Identify sources and maintain an inventory of personnel support and volunteer resources. Request personnel resources from those agencies as needed.

- Ensure that all Disaster Service Workers and volunteers are registered and integrated into the emergency response system.

- Assign personnel within the EOC as needs are identified.

- Coordinate Emergency Management Mutual Aid (EMMA) as necessary through the Los Angeles County Operational Area.

- Refer to Los Angeles County Operational Area Plan.

YOUR RESPONSIBILITY:

Obtain all non-fire and non-law enforcement mutual aid materials, equipment and supplies to support emergency operations and arrange for delivery of those resources. Obtain, coordinate and allocate all non-fire and non-law enforcement mutual aid personnel support requests received; register volunteers as Disaster Services Workers and manage EOC personnel issues and requests.

PROCUREMENT POLICY:

The procurement of resources will follow the priority outlined below:

1. Resources within the City inventory (City-owned).
2. Other sources that may be obtained without direct cost to the City.
3. Resources that may be leased/purchased within spending authorizations.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT	
START - UP ACTION	√
Check in upon arrival at the EOC.	
Report to the Logistics Section Chief.	
Obtain a briefing on the situation.	
Determine your personal operating location and set up as necessary.	
Review your position responsibilities.	
Identify yourself as the Supply/Procurement Unit Leader *by putting on the vest with your title.* Print your name on the EOC organization chart next to your assignment.	
Clarify any issues regarding your authority and assignment and what others in the organization do.	
Activate elements of your Unit, establish work area, assign duties and ensure Unit journal/log is opened.	
Determine 24-hour staffing requirement and request additional support as required.	
Request additional resources through the appropriate Logistics Section Unit, as needed.	
Ensure that all your incoming Unit personnel are fully briefed.	
Based on the situation as known or forecast, determine likely future Unit needs.	
Think ahead and anticipate situations and problems before they occur.	
Using activity log (EOC 134), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document: • Messages received • Action taken • Decision justification and documentation • Requests filled • EOC personnel, time on duty and assignments ***Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA.***	
GENERAL OPERATIONAL DUTIES	√
Develop a plan for your Unit operations and support of field operations as requested. Assign specific responsibilities.	
Keep up to date on the situation and resources associated with your Unit. Maintain current status reports and displays.	
Keep the Logistics Section Chief advised of your Unit status and activity and on any problem areas that now need or will require solutions.	
Provide periodic situation or status reports to your Section Chief for updating information to the Planning & Intelligence Section.	
Establish operating procedure with the Communications/Information Systems Unit Leader for use of telephone, radio and data systems. Make any priorities or special requests known.	
Review situation reports as they are received. Verify information where questions exist.	
Anticipate potential situation changes, such as severe aftershocks, in all Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.	
Determine and **anticipate** your support needs and forward to your Section Chief.	

Conduct periodic briefings for your Unit. Ensure they are aware of priorities.	
Monitor your Unit activities and adjust staffing and organization as appropriate to meet current needs.	
Use face-to-face communication in the EOC whenever possible and document decisions and policy.	
Refer all media contacts to your Section Chief.	
Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.	
Ensure that all your Unit personnel and equipment time records and record of expendable materials used are provided to your Section Chief at the end of each operational period.	
Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.	
UNIT OPERATIONAL DUTIES	√
Meet and coordinate activities with Section Chief and determine purchasing authority to be delegated to Supply/Procurement Unit. Review emergency purchasing and contracting procedures.	
Review, verify and process requests from all Sections for resources.	
Maintain information regarding: • Resources readily available • Resources requests • Status of shipments • Priority resource requirements • Shortfalls	
Coordinate with other branches/units as appropriate on resources requests received from operations forces to ensure there is no duplication of effort or requisition.	
Determine if needed resources are available from City stocks, mutual aid sources or other sources. Arrange for delivery if available.	
Determine availability and cost of resources from private vendors.	
Issue purchase orders for needed items within dollar limits of authority delegated to Unit.	
Notify Section Chief of procurement needs that exceed delegated authority. Obtain needed authorizations and paperwork.	
If contracts are needed for procuring resources, request that the Purchasing Unit Leader of the Finance & Administration Section develop necessary agreements.	
Arrange for delivery of procured resources. Coordinate with Transportation and Facilities Units of the Logistics Section.	
Identify to the Logistics Section Chief any significant resource request(s), which cannot be met through local action. Suggest alternative methods for solving the problem.	
Establish contact with the appropriate Operations Section Units and Red Cross representative(s) and discuss the food and potable water situation with regard to mass care shelters and mass feeding locations. Coordinate actions.	
Establish a plan for field and EOC feeding operations. Coordinate with Operations Section to avoid duplication.	
Be prepared to provide veterinary care and feeding of animals.	

Assemble resource documents, which will allow for agency, vendor and contractor contacts; e.g., telephone listings, procurement catalogs, directories and supply locations.	
Continually update communications availability information with the Communication/Information Systems Unit. Revise contact methods with suppliers as improved communications become available.	
Review the situation reports as they are received. Determine/anticipate support requirements. Verify information where questions exist.	
Begin disaster documentation and record tracking of disaster-related requests for expenditures of equipment, supplies, personnel, and funds.	
Provide updated reports on resource status to Resource Tracking Unit.	
Identify and maintain a list of available and accessible equipment and supplies to support response and recovery efforts.	
Arrange for storage, maintenance and replenishment of replacement of equipment and materials.	
Provide and coordinate with Operations Section the allocation and distribution of utilities, fuel, water, food, other consumables and essential supplies to all disaster operation facilities, including mass care shelters.	
Procure and arrange for basic sanitation and health needs at mass care and other facilities (toilets, showers, etc.) as requested by Operations Section.	
Support activities for restoration of utilities to critical facilities.	
Procure and coordinate water resources for consumption, sanitation and firefighting.	
Coordinate resources with relief agencies (American Red Cross, etc.)	
Obtain and coordinate necessary medical supplies and equipment for special needs persons.	
Obtain necessary protective respiratory devices, clothing, equipment and antidotes for personnel performing assigned tasks in hazardous, nuclear, biological or chemical environments.	
Ensure the management of donated goods.	
Identify supply sources to augment and/or satisfy expanded medical needs during emergency operations.	
In coordination with Operations Section and the Operational Area, maintain essential medical supplies in designated Casualty Collection Points (CCPs).	
Receive and process all incoming requests for personnel support. Identify number of personnel, special qualifications or training, location where needed and person to report to upon arrival. Secure and estimated time of arrival for relay back to the requesting agency.	
Develop a system for tracking personnel/volunteers processed by the Unit. Maintain sign in/out logs. Control must be established for the accountability of personnel used in the response effort. Personnel/volunteers relieved from assignments will be processed through the Personnel Unit in the Logistics Section.	
Maintain information regarding: • Personnel/volunteers processed • Personnel/volunteers allocated and assigned by agency/location • Personnel/volunteers on standby • Special personnel requests by category not filled	
Ensure training of assigned response staff and volunteers to perform emergency functions. Coordinate with Safety Officer to ensure that training for personnel includes	

safety and hazard awareness and is in compliance with OSHA requirements.	
Obtain crisis counseling for emergency workers.	
Coordinate feeding, shelter and care of personnel, employees families and volunteers with the Supply & Procurement Unit and the Facilities Unit of the Logistics Section.	
Establish plan for childcare for City employees as needed. Coordinate with Facilities Unit of the Logistics Section for suitable facilities.	
Assist and support employees and their families who are also disaster victims.	
Develop a plan for communicating with those agencies having personnel resources capable of meeting special needs.	
Coordinate with the Los Angeles County Operational Ara for additional personnel needs.	
Ensure the recruitment, registration, mobilization and assignment of volunteers.	
Establish Disaster Service Worker and Volunteer registration and interview locations. Assign staff to accomplish these functions.	
Issue ID cards to Disaster Service Workers.	
Coordinate transportation of personnel and volunteers with the Transportation Unit of the Logistics Section.	
If the need for a call for volunteers is anticipated, coordinate with the PIO and provide the specific content of any broadcast item desired.	
Keep the PIO advised of the volunteer situation. If the system is saturated with volunteers, advise the PIO of that condition and take steps to reduce or redirect the response.	
Obtain health/medical personnel, e.g., nurses aides, paramedics, Red Cross personnel and other tanned volunteers to meet health/medical needs.	
Request technical expertise resources not available within the jurisdiction (hazardous materials, environmental impact, structural analysis, geo-technical information, etc.) through established channels, mutual aid channels or the Los Angeles County Operational Area.	
DEACTIVATION	√
Ensure that all required forms or reports are completed prior to your release and departure.	
Be prepared to provide input to the After-Action Report.	
Determine what follow-up to your assignment might be required before you leave.	
Deactivate the Supply/Procurement Unit Leader position and close out logs when authorized by the Logistics Section Chief or EOC Director.	
Leave forwarding phone number where you can be reached.	

LOGISTICS:
FACILITIES UNIT LEADER

PRIMARY: **Administrative Analyst II (R & P)**

ALTERNATE: **Recreation Leader II (R & P)**

SUPERVISOR: **Logistics Section Chief**

GENERAL DUTIES:

- Coordinate and oversee the management of and support to the EOC and other essential facilities and sites used during disaster operations.
- Coordinate with other EOC branches/units for support required for facilities.
- Support activities for restoration of disrupted services and utilities to facilities.
- Coordinate with Finance & Administration Section on any claims or fiscal matters relating to facilities' operations.
- Close out each facility when no longer needed.

YOUR RESPONSIBILITY:

Ensure that adequate facilities are provided for the response effort, including securing access to the facility and providing staff, furniture, supplies and materials necessary to configure the facility in a manner adequate to accomplish the mission.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT	
START-UP ACTION	√
Review your position responsibilities.	
Identify yourself as the Facilities Unit Leader *by putting on the vest with your title*. Print your name on the EOC organization chart next to your assignment.	
Clarify any issues regarding your authority and assignment and what others in the organization do.	
Activate elements of your Unit, establish work area, assign duties and ensure Unit journal/log is opened.	
Determine 24-hour staffing requirement and request additional support as required.	
Request additional resources through the appropriate Logistics Section and Finance & Administration Section Units, as needed.	
Ensure that all your incoming Unit personnel are fully briefed.	
Based on the situation as known or forecast, determine likely future Unit needs.	
Think ahead and **anticipate** situations and problems before they occur.	
Using activity log (EOC 134), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document: • Messages received • Action taken • Decision justification and documentation • Requests filled • EOC personnel, time on duty and assignments ***Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA.***	
GENERAL OPERATIONAL DUTIES	√
Develop a plan for your Unit operations and support of field operations as requested. Assign specific responsibilities.	
Keep up to date on the situation and resources associated with your Unit. Maintain current status reports and displays.	
Keep the Logistics Section Chief advised of your Unit status and activity and on any problem areas that now need or will require solutions.	
Provide periodic situation or status reports to your Section Chief for updating information to the Planning & Intelligence Section.	
Review situation reports as they are received. Verify information where questions exist.	
Anticipate potential situation changes, such as severe aftershocks, in all Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.	
Determine and anticipate your support needs and forward to your Section Chief.	
Conduct periodic briefings for your Unit. Ensure they are aware of priorities.	

Monitor your Unit activities and adjust staffing and organization as appropriate to meet current needs.	
Use face-to-face communication in the EOC whenever possible and document decisions and policy.	
Refer all media contacts to your Section Chief.	
Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.	
Ensure that all your Unit personnel and equipment time records and record of expendable materials used are provided to your Section Chief at the end of each operational period.	
Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.	
UNIT OPERATIONAL DUTIES	√
Maintain information in the Unit regarding: • Facilities opened and operating. • Facility managers. • Supplies and equipment at the various locations. • Specific operations and capabilities of each location.	
As the requirement for emergency-use facilities is identified, coordinate the acquisition of required space to include any use permit, agreement or restriction negotiations required.	
In coordination with the Operations Section, provide support to facilities used for disaster response and recovery operations; i.e., staging areas, shelters, etc.	
Identify communications requirements to the Communication/Information Systems Unit.	
Identify equipment, material and supply needs to the Procurement Unit of the Finance & Administration Section.	
Identify personnel needs to the Personnel Unit of the Finance & Administration Section.	
Identify transportation requirements to the Transportation Unit. Coordinate evacuation schedules and identify locations involved.	
Identify security requirements to the Law Enforcement Unit of the Operations Section.	
Monitor the actions at each facility activated and provide additional support requested in accordance with Unit capabilities and priorities established.	
Account for personnel, equipment, supplies and materials provided to each facility.	
Coordinate the receipt of incoming resources to facilities.	
Ensure that operational capabilities are maintained at facilities.	
Oversee the distribution of utilities, fuel, water, food, other consumables and essential supplies to all disaster operation facilities.	
Ensure that basic sanitation and health needs at mass care facilities (toilets, showers, etc.) are met.	
Ensure that access and other related assistance for residential care and special needs persons are provided in facilities.	

Provide facilities for sheltering essential workers, employees' families and volunteers.	
Be prepared to provide facilities for animal boarding as required.	
Coordinate water resources for consumption, sanitation and firefighting at all facilities.	
DEACTIVATION	√
Ensure that all required forms or reports are completed prior to your release and departure.	
Be prepared to provide input to the After-Action Report.	
Determine what follow-up to your assignment might be required before you leave.	
Deactivate the Facilities Unit Leader position and close out logs when authorized by the Logistics Section Chief or EOC Director.	
Leave forwarding phone number where you can be reached.	

LOGISTICS:
VOLUNTEER AMATEUR RADIO OPERATORS IN THE EMERGENCY COMMUNICATIONS CENTER (ECC)

PRIMARY: **PVAN & DCS**

ALTERNATE: **PVAN & DCS**

SUPERVISOR: **Logistics Section Chief**

GENERAL DUTIES:

- Provide response and recovery assistance with communications via amateur radio networks.

YOUR RESPONSIBILITY:

The Volunteer Amateur Radio Operators in the Emergency Communications Center is responsible for assisting with response and recovery operations communications via amateur radio.

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LOGISTICS SECTION

SUPPORTING DOCUMENTS

PROCEDURAL INFORMATION

CONSIDERATIONS FOR FEEDING EMERGENCY RESPONDERS

Coordinate all feeding operations for the EOC, support and field personnel.

Establish a “feeding plan” which identifies cost limits, authorized vendors and catering companies, type of food, etc. Ensure everyone is aware of this policy.

Set meal schedules. Consider the impact of curfews on businesses you may use.

Set up and manage eating areas for EOC, staff and field personnel. Notify workers of food schedules and locations.

Pre-identify low-cost vendors and catering companies to maximize efficiency and lower costs (FEMA may question upscale or expensive restaurants or catering).

Arrange with local catering services or restaurants for in-house feeding.

Establish a personnel feeding account for EOC, support and field personnel at local restaurants.

Brief all EOC personnel as to location, cost limitations and incident number to be used for each restaurant or caterer.

Coordinate acquisition, preparation and service of meals.

Be aware of and provide for special diets.

Provide for on-site employee child-care needs.

Arrange for and coordinate clean up of eating, food preparation and serving areas.

Provide snacks/water/coffee/beverages for EOC, support and field personnel.

Consider a “chit” or “voucher” system at the location set up for feeding operations to identify those employees’ meals which are reimbursable under FEMA guidelines. FEMA may not reimburse for all feeding operations. Currently FEMA will not reimburse for meals provided during an employee’s normal working hours unless it is stipulated in the employee’s MOU. FEMA will reimburse for meals given to volunteers or unpaid workers and employees working overtime. This may be the individual call/interpretation of the disaster’s adjuster.

Document cost of meals and report daily to the Finance/Administration Section for cost recovery purposes.

Advise disaster workers regarding agency policy for reimbursement of disaster-related meals.

Encourage all EOC staff to take regular meal and snack breaks.

GUIDELINES FOR UTILIZATION OF VOLUNTEERS

As recent disasters have shown, volunteers play a significant role in both the response and recovery phases of a disaster. Volunteers are among the first to arrive on scene following a major event or disaster. They will be essential to the sheltering, mass feeding, and other operations established in the wake of these disasters.

Volunteers will come forward in every major disaster—whether they emerge spontaneously or have been pre-registered and trained by a response agency. Having a plan in place for how volunteers will be recruited, managed and utilized will assist jurisdictions in improving the overall effectiveness of their disaster response.

Management of the volunteer function is in the Logistics Section of the EOC. Management of claims for Workers Compensation Insurance is handled by the Finance/Administration Section.

PURPOSE
The following materials provide guidelines for registering volunteer Disaster Service Workers in the State Workers' Compensation and Safety Program. It also provides general guidance for managing volunteer workers during an emergency.

BACKGROUND
Workers' Compensation Insurance provides benefits for employees injured on the job or who become ill from job related conditions. Damage to artificial limbs, dentures or medical braces is also considered an injury. Workers' Compensation benefits are set by the legislature and spelled out in the Labor Code. One section of the Labor Code defines Disaster Service Workers as "employees" under certain conditions and describes their benefits.

ELIGIBILITY
A Disaster Service Worker is anyone registered with a Disaster Council certified by the California Emergency Council or any person ordered by a person or body having authority to command the aid of citizens to carry out assigned duties to perform services during a State of War Emergency or any State of Emergency or Local Emergency.

A partial list of Disaster Service Workers includes:

- Reserve police officer
- Auxiliary firefighter
- Emergency welfare worker
- Communications specialist
- Medical worker
- Clerk

Any Disaster Service Worker is eligible for Workers' Compensation benefits while performing duties or undergoing any authorized training activities. Any injury, under these circumstances is covered no matter where it occurs.

Exclusions:
If the Disaster Service Worker is paid for these services, an "employer-employee" relationship exists. A Disaster Service Worker injured while in this relationship would be entitled to Workers' Compensation benefits under their regular employer's program. Members registered as active firefighters of any regularly organized and municipally supported volunteer fire department are excluded from disaster service benefits.

VOLUNTEER DISASTER SERVICE WORKERS
Volunteers active in emergency services and/or disaster relief operations usually belong to one of two categories: organized volunteers or spontaneous (convergent) volunteers. Depending on circumstances, different registration procedures are utilized to serve each group's needs.

ORGANIZED VOLUNTEERS
Organized volunteers are defined as individuals affiliated with specific organizations prior to an emergency or disaster. These organizations are usually chartered to provide volunteer emergency and/or disaster relief services. Members of these organizations usually participate in scheduled exercises to practice their disaster relief skills and integrate with the local community's emergency plan and response effort.

Examples of these organizations include:

- American Radio Relay League
- American Red Cross
- California Rescue Dog Association
- Salvation Army
- Civil Air Patrol

Public safety agencies usually prefer to utilize trained, organized volunteers because their organizations are familiar with working under a unified structure. They also provide their own supervision, transportation and support needs.

Agency Trained Volunteers:
To ensure that they have an adequate pool of organized volunteers, some jurisdictions organize and train teams of civilian volunteers to act as disaster first responders within their own neighborhoods or jurisdictions. Members of these teams, sometimes called Neighborhood Emergency Response Teams (NERT) or Citizens Emergency Response Teams (CERT), receive training in such skills as fire extinguishment, search and rescue and shelter operations. These organizations possess several advantages:

- Familiarity with the disaster area, its hazards and resources
- Knowledge of the jurisdiction's emergency organization
- Opportunity to regularly exercise and drill with the jurisdiction served

SPONTANEOUS (CONVERGENT) VOLUNTEERS

Spontaneous (convergent) volunteers are members of the general public who spontaneously volunteer during emergencies. They are not usually involved with organized volunteer organizations and may lack specific disaster relief training when there is very little time and few resources to train them. They come from all walks of life and comprise the majority of volunteer personnel available to local public safety agencies during a disaster response.

Public safety agencies often form volunteer assembly points for recruiting and classifying volunteers during disaster response operations. To be eligible for Workers' Compensation, the spontaneous volunteer must also be registered as a Disaster Services Worker.

CONSIDERATIONS IN VOLUNTEER UTILIZATION

In order to manage volunteers effectively, there are several issues that need to be addressed. For pre-registered volunteers, the process may be fully organized and accomplished over a period of time. Because this process must be accomplished under extreme conditions with convergent volunteers, it is essential that the planning and execution of the process be thoroughly worked out in advance of the disaster.

Issues to be addressed include:

Recruiting:

Volunteer recruitment may become an issue if the disaster lasts a long time and the initial number of convergent volunteers begins to dwindle. It also may become necessary to recruit volunteers with specific skills, such as heavy equipment operators, medical personnel, translators, etc.
Recruitment avenues include the local media and other organizations. Organizations to contact for recruitment assistance include local labor unions, educational institutions and private companies.

Screening:

Pre-registered volunteers will have been screened in advance. Walk-ins, however, will have to be screened at the time that they appear for assignment prior to duty.

Certain vital information is essential if volunteers are to be properly and efficiently used; and screening teams must be identified and trained in advance on the screening of volunteers. The data or information required regarding the volunteers should also be developed in advance. The actual data requirements should be held to a minimum, consistent with the needs of the local jurisdiction.

Identification:
Once screening is completed, all volunteers must be issued proper I.D. and be required to sign for any equipment issued for their position. Organized volunteers will possess identification issued by their organizations. The jurisdiction is responsible for providing identification to convergent volunteers. Forms of I.D. include armbands, vests, patches, and city I.D. cards.

Training:
Before being deployed, it is essential that volunteers receive an adequate amount of training. At a minimum, volunteers must be thoroughly briefed on the legal aspects of the tasks to which they are to be assigned. They should also fully understand their responsibilities and the limits to which they may go in performing their assigned duties.

Records must be established for each volunteer that reflects the training received. Training records should be maintained as part of the permanent record of the emergency response to the specific disaster.

Supervision:
More so than paid staff, volunteers must be supervised according to the task assigned. Ideally, though not always possible, paid staff personnel should supervise all volunteer effort. When this is not possible, skilled, highly trained volunteers should be assigned as supervisors.

Planning:
The jurisdiction must recognize that volunteers will appear after the onset of a major disaster. Established plans are needed for the proper management of volunteer personnel in order to optimize this resource and prevent convergent volunteers from becoming a problem. Properly managed, volunteer resources may mean the difference between success and failure of the emergency response.

Recognition:
The final requirement of the jurisdiction is to ensure that volunteers are properly recognized for their services. Recognition may be in the form of individual commendation by the elected officials, public acknowledgment by the media, or a letter of appreciation from the local emergency manager.

THESE GUIDELINES DO NOT SUPERSEDE GUIDELINES FOR VOLUNTEER UTILIZATION SET FORTH BY THE GOVERNOR'S OFFICE OF EMERGENCY SERVICES. FOR MORE INFORMATION AND REGISTRATION FORMS, SEE "THEY WILL COME—Post-Disaster Volunteers and Local Governments", Dec. 1995 (Cal EMA).

COMMUNICATIONS

(Insert City Communications Plan as appropriate.)
BASIC COMMUNICATION INSTRUCTIONS FOR WORK

8 STEPS TO BUILDING AN EFFECTIVE COMMUNICATIONS PLAN

1. Inventory Existing Communications
2. Determine Your Hardware and Software Vulnerabilities
3. Draw Maps of Your Key Components
4. Identify Critical Communications Needs
5. Request Funding if Required
6. Document Your Plans
7. Develop Checklists of How To Test Your Equipment
8. Perform Periodic Tests of the Communications Portion of Your Plans.

Following is a list of what to do before, during and after an earthquake to more effectively use your phone if you are at work when the "BIG ONE" strikes.

BEFORE THE DISASTER:

_ Designate a contact point at work for messages if employees will need to let you know their STATUS.

_ Have each employee provide you and their family an out-of-area contact name and number. This may be the only way to reunite employees with their families or let relatives know someone is injured.

_ Have employees inform their relatives not to try to reach them. They will get word to them via their designated out-of-area contact.

_ Pre-designate where employees are to report to work if normal communications are overloaded. This prevents having to use calling trees which add to the congestion on the telephone network.

IMMEDIATELY AFTER THE DISASTER:

_ Check all telephone instruments to make sure they are back on the receiver.

_ Use your phone only for emergency calls.

_ If you have to make an emergency call, pick up the receiver and listen for dial tone. It may take several minutes. Wait and be ready to dial your number when you hear the dial tone.

_ If you receive a call from someone out of the area, have them inform your out-of-area contact point that you are safe. This will eliminate your need to make a call.

UNTIL FULL COMMUNICATIONS ARE RESTORED:

_ Continue to limit your use of the phone. It may take several days before the increased calling subsides.

_ If aftershocks occur, do not use the phone unless you have an emergency. Every aftershock creates a resurgence of use on the phone network, causing additional congestion.

_ Keep your out-of-area contact informed at reasonable intervals. The best time to place a call is between 10 PM and 6 AM when other calling has subsided.

Used with permission of Judy Bell, Disaster Survival Planning. (800/602-4899)

PRE-DISASTER TELECOMMUNICATIONS CHECKLIST

_ Consider establishing an out-of-area (sister city) contact point for employees' and their family members.

_ List the number and location of all pay phones in and near your facility. This will be very helpful in the event that your phone system crashes.

_ List the number and location of all fax and direct lines into your facility.

_ Develop a list of employees and key vendors, suppliers and contractors which includes telephone numbers and addresses.

_ Plan to maximize the fax machines. Printed copy is easily shared and not often misunderstood. An outgoing fax posted on a wall provides a "briefing" tool for updating incoming staff. These documents will also be helpful in creating the after-action report.

_ Survey your organization to find out how many amateur/ham/DCS radio operators you have. Do they have hand-held or mobile radios?

_ On all telephone call down lists provide pager instructions.

_ Consider establishing pager codes for prioritizing response call ups.

COMMUNICATIONS OPTIONS

_ Cellular phones

_ E-mail

_ Faxes

_ Modems utilizing radio frequencies instead of wires connect portable data devices to reliable radio networks (i.e., wireless communications, packet radio).

_ Pagers
- Two-way pagers have the capability of transmitting an acknowledgment that the page was received.

_ Portable satellite telephone
- Fax, data and secure digitized voice is transmitted directly to a communications satellite. Some units even support two-way dispatch with talk groups up to 10,000 units.

_ Portable two-way radios
- Get written reciprocal agreements to share the frequencies of other emergency agencies
- Verify with your vendor that the two-way radios will be compatible with the frequencies of the other agencies.
- Consider renting when needed rather than purchase.
    - Ensures access to the latest technology
    - Establish operational requirements with the vendor. Establish billing, shipping and contact information.
    - Ensure that vendor can program rental radios to meet your requirements and ship them out, fully charged on a short notice.

_ Cellular phones vs. two-way radios
- The time consumed by dialing and ringing makes cellular a slower choice for on-site communications than two-way radio.
- The “one-to-one” cellular telephone format is often less efficient than the “one-to-many” concept that two-way radio users are familiar with.

LOS ANGELES COUNTY CAL EMA CRITICAL INCIDENT STRESS INFORMATION

You have experienced a traumatic event or a critical incident (any incident that causes emergency service personnel to experience unusually strong emotional reactions which have the potential to interface with their ability to function either at the scene or later). Even though the event may be over, you may now be experiencing or may experience later, some strong emotional or physical reactions. It is very common, in fact quite **normal,** for people to experience emotional aftershocks when they have passed through a horrible event.

Sometimes the emotional aftershocks (or stress reactions) appear immediately after the traumatic event. Sometime they may appear a few hours or a few days later. And, in some cases, weeks or months may pass before the stress reactions appear.

The signs and symptoms of a stress reaction may last a few days, a few weeks, or a few months and occasionally longer depending on the severity of the traumatic event. With the understanding and the support of loved ones, the stress reactions usually pass more quickly. Occasionally the traumatic event is so painful that professional assistance from a counselor may be necessary. This does not imply craziness or weakness. It simply indicates that the particular event was just too powerful for the person to manage by themselves.

Following are some very common signs and signals of a stress reaction:

Physical	Cognitive	Emotional	Behavioral
fatigue nausea muscle tremors twitches chest pain * difficulty breathing * elevated BP rapid heart rate thirst headaches visual difficulties vomiting grinding of teeth weakness dizziness profuse sweating chills shock symptoms * fainting etc.	blaming someone confusion poor attention poor decisions heightened or lowered alertness poor concentration memory problems hypervigilance difficulty identifying familiar objects or people increased or decreased awareness of surroundings poor problem solving poor abstract thinking loss of time, place or person orientation disturbed thinking nightmares, etc.	anxiety guilt grief denial severe panic (rare) emotional shock fear uncertainty loss of emotion control depression inappropriate emotional response apprehension feeling overwhelmed intense anger irritability agitation etc.	change in activity change in speech patterns withdrawal emotional outbursts suspiciousness change in usual communications loss or increase of appetite alcohol consumption inability to rest antisocial acts nonspecific bodily complaints hyperalert to environment startle reflex intensified pacing erratic movements, etc.

*Definite indication of the need for medical evaluation

THINGS TO TRY

- WITHIN THE FIRST 24-48 HOURS: periods of strenuous physical exercise, alternated with relaxation will alleviate some of the physical reactions.
- Structure your time - keep busy.
- You're normal and having normal reactions - don't label yourself crazy.
- Talk to people - talk is the most healing medicine.
- Be aware of numbing the pain with overuse of drugs or alcohol, you don't need to complicate this with a substance abuse problem.
- Reach out - people do care.
- Maintain as normal a schedule as possible.
- Spend time with others.
- Help your co-workers as much as possible by sharing feelings and checking out how they're doing.
- Give yourself permission to feel rotten and share your feelings with others.
- Keep a journal, write your way through those sleepless hours.
- Do things that feel good to you.
- Realize those around you are under stress.
- Don't make any big life changes.
- Do make as many daily decisions as possible which will give you a feeling of control over your life, i.e., if someone asks you what you want to eat - answer them even if you're not sure.
- Get plenty of rest.
- Reoccurring thoughts, dreams or flashbacks are normal - don't try to fight them - they'll decrease over time and become less painful.
- Eat well-balanced and regular meals (even if you don't feel like it).

FOR FAMILY MEMBERS AND FRIENDS

- Listen carefully.
- Spend time with the traumatized person.
- Offer your assistance and a listening ear even if they have not asked for help.
- Reassure them that they are safe.
- Help them with everyday tasks like cleaning, cooking, caring for the family, minding children.
- Give them some private time.
- Don't take their anger or other feelings personally.
- Don't tell them they are "lucky it wasn't worse" - traumatized people are not consoled by these statements. Instead, tell them that you are sorry such an event has occurred and you want to understand and assist them.

(**Copied from the material of Jeffrey Mitchell, Ph.D., and University of Maryland).**

DEVELOPED BY: LOS ANGELES COUNTY DEPARTMENT OF MENTAL HEALTH
1(800) 854-7771

ADVICE TO THE DISASTER WORKER

Do not use alcohol or drugs to cope. Drugs are powerful symptom suppressors. No psychic healing can take place because of the emotional numbing caused by drugs or alcohol. Alcohol is also a powerful depressant which can make the problem even more difficult to resolve.

Do not isolate yourself from friends, family or co-workers. By remaining involved with others, you prevent yourself from becoming obsessed with the incident, and you discover that though the incident was traumatic life does go on. Ultimately you'll end up talking about the incident and thus work through it.

Eat well and maintain a physical outlet. Diet is important in reducing physical stress, so even if you have little appetite, eat something, and make sure it is healthy. Exercise is a way of cleansing the body of the negative effects of stress.

Assess **your work situation carefully.** If you have been very traumatized by the incident, **you may need to take time off.** Working while you are emotionally vulnerable puts you more at risk for an acute stress reaction. Assess your situation carefully. If you feel ready for action, return to work, but if you feel vulnerable—request time off.

Watch your fixation of the incident. Do not become obsessed with finding reasons for the tragedy. Allow time to pass. Only over time will the real meaning of what happened become apparent.

Give yourself time to heal. Traumatic stress can seriously affect you. Accept that it takes time to heal. Don't have unrealistic expectations for recovery. Expect the incident to bother you. Take comfort by knowing that the incident won't bother you forever. Your goal should not be to totally forget the incident, but rather to heal. You will know you are healed when you are able to think or talk about the incident without profound emotion.

Learn about critical Incident Stress. You need facts about what you are going through. By reading up on critical EMA Incident Stress and its normal reactions, you will see that your reactions are normal.

Make time for fun. Take time out for yourself and do what you enjoy.

Get help from others if necessary. If you feel the incident is staying with you longer than it should, seek individual counseling. If you don't get help, you run the risk of remaining permanently depressed.

PREVENTION OF STRESS AMONG DISASTER WORKERS

As a dedicated disaster worker or crisis counselor, taking care of your mental health needs is important. Disaster work can be exciting and rewarding, but it is also demanding and stressful. You may be talking with survivors or coworkers who have experienced loss, pain, and shock. It is not uncommon for disaster workers to identify with the plight of survivors. In addition, disaster work itself is stressful. The hours are long, the pace can be hectic, and the demands are many, yet the need to respond to people in a sensitive, effective, and efficient manner is a critical aspect of your role.

The following are **normal** reactions disaster workers may experience. Generally, these reactions do not last long, but may continue for weeks, even after your work commitment ceases. Any or all of the following reactions may occur, in any order or intensity:

- Mood Swings
- Loss of Temper/Irritability
- Tiredness/Fatigue
- Change of Appetite
- Difficulty Sleeping
- Cynicism/Negativity
- Self-Criticism
- Repetitious Thoughts
- Forgetfulness
- Sadness/Easy Tearfulness
- Tension/Anxiety
- Headaches/Back Pains
- Nausea/Upset Stomach
- Difficulty Concentrating
- Insecurity/Guilt
- Changes in Sexual Energy

These **temporary** symptoms are a normal response. Many workers will experience at least two or three. Acknowledging your feelings and stress, and even possible burnout, is the first step in feeling better. Other helpful things to do include:

- Be patient with yourself and others.
- Be willing to talk about events and your feelings. Talking about the incident and your reactions is critical to healing and integrating your experiences.
- Draw on supports that nurture you during your time off. This may include friends, reading, recreation, exercise, religious practice or meditation.
- Take care of yourself physically: good diet, adequate sleep, rest and exercise, even a long daily walk will help you considerably.
- Don't place yourself in the role of rescuer: simply be a helpful step along the way.

LOS ANGELES COUNTY CRITICAL CAL EMA INCIDENT STRESS DEBRIEFING PROCEDURES

don't totally withdraw from social interaction.

- Keeping a journal can be helpful. You may find writing a healing, creative, and important reflection of your experience.
- Place something from home near your work-station and/or office.
- Stop from time-to-time: take four or five deep, cleansing breaths or try stretching. These simple activities are cleansing, rejuvenating and relaxing.
- Change your approach from demanding certainty to accepting uncertainty. Rigidity in disaster workers is self-defeating; flexibility is supportive to yourself, those you serve, and the organization.
- Use a buddy system. Develop co-worker support networks when you are under stress. Tell a trusted colleague what your personal signs of stress are. Let them remind you when you start "losing it."
- Attend debriefing groups and stress education programs that may be offered.
- Speak with a stress or crisis management counselor if you have any questions.

NEGATIVE COPING BEHAVIORS:

Some destructive coping behaviors may undermine the quality of your own life during this period, as well as interfere with your ability to render the highest level of service. People often justify their behaviors due to the stressful nature of this work. Such behaviors may include:

- Abusing alcohol or drugs; self medicating.
- Overeating or eating sugar and junk food snacks.
- Neglecting health and grooming.
- Behaving recklessly.
- Isolating oneself from social interaction.

Please review this material periodically and discuss the points with your co-workers. Remember, sharing your experiences is important in preventing stress.

ACKNOWLEDGEMENTS:
The Los Angeles County Department of Mental Health thanks the FEMA/CAL EMA Federal/State/Local Coordinating Office for these materials. This is a disaster recovery program created by the Los Angeles County Department of Mental Health funded by the Federal Emergency Management Agency (FEMA) through the California Department of Mental Health.

Sample

CRITICAL EMA INCIDENT STRESS DEBRIEFING (CISD) PROCEDURES

PURPOSE:

Case studies by medical groups of work-related incidents where injuries or fatalities occurred have revealed that significant numbers of employees experience some form of stress-related symptoms following the incident. Many of these symptoms were transitory and most personnel had no long-term detrimental effects. These studies, however, have also revealed that a small percentage of personnel do experience continuing, long-term detrimental effects resulting from exposure to such incidents. Some of these effects have been delayed, surfacing later after a period with no apparent symptoms.

Without professional intervention, these personnel have experienced declining work performance and deterioration of family relationships, as well as increased health problems. The objective of this procedure is to provide professional intervention immediately after major critical incidents or crises to minimize stress-related injuries to city personnel and to provide all necessary support to city personnel during a crisis.

For the purposes of this procedure, a critical incident or crisis is defined as an emotionally significant event or an unstable time or state of affairs, the outcome of which will have a serious impact on the lives of city personnel.

POLICY:

Section l: Type of Incident

Item 1: The city response to any incident or crisis that causes personnel unusually strong emotional involvement may qualify for "critical incident stress debriefing" or CISD. The following are examples of incidents or events that may be selected for debriefing:

(a) Sudden or accidental serious injury or death of a city employee during work hours whether natural, work related or through an act of workplace violence.

(b) Hostage situations involving city employees.

(c) Mass casualty incidents involving city employees.
(d) Suicide of a city employee.

(e) Sudden or accidental serious injury or death of a non-employee at city facilities during work hours.

(f) Sudden or accidental death of an employee's child, or violence to an employee's child.

(g) Loss of life following extraordinary and prolonged expenditure of physical and emotional energy during rescue efforts by employees.

(h) Incidents that attract extremely unusual or critical news media coverage.

(i) Any incident that is charged with profound emotion.

(j) An incident in which the circumstances were so unusual or the sights and sounds so distressing as to produce a high level of immediate or delayed emotional reaction.

Item 2: Any personnel **directly** involved in high-stress incidents (particularly examples (a) through (d) in Item 1 should be considered a high priority for immediate removal from normal work assignments.

Item 3: On-site evaluation and defusing by a debriefing team or team member should also be considered for critical incidents. In such situations, team members can observe, watch for acute reactions, provide support, encouragement, and consultation and be available to help personnel deal with stress reactions. Team members should be considered a resource available to the Personnel Department as needed.

Section II: Activation of the CISD Procedure

Item 1: Department directors, managers and supervisors bear the responsibility for identifying/recognizing significant incidents that may qualify for debriefing. When an incident is identified as a critical incident or crisis (as described), a request for debriefing consideration should be made as soon as possible.

Item 2: Any department director, manager or supervisor may initiate the debriefing process. This can be done by contacting the Personnel Department. Employees who may have experienced a traumatic event may also initiate the debriefing process by contacting their supervisor. The Personnel Department will then be contacted and the incident will be evaluated for the level of debriefing required. Professional CISD

counselors should be contacted. Peer counselors may be used based on the nature of the incident.

Item 3: Personnel who feel the need for an individual, confidential debriefing may initiate the process by contacting, through their supervisor, the Personnel Department for referral to a professional counseling agency specializing in CISD procedures.

Item 4: The employee's supervisor and the Personnel Department will be responsible for coordinating the debriefing process, follow-up care and other support as necessary.

PROCEDURE:

Item 1: Critical incident debriefing is not a critique of an incident. Performance issues will **not** be discussed during the debriefing. The debriefing process provides a format in which personnel can discuss their feelings and reactions and, thus, reduce the stress resulting from exposure to critical incidents and crisis situations. All debriefings will be **strictly** confidential.

Item 2: Attendance at a debriefing will be mandatory for all personnel who were directly exposed to the traumatic aspects of an incident selected for debriefing; however, participation is optional. Exceptions may be granted following assessment by the debriefing team.

Item 3: Several types of debriefing may be conducted depending upon the circumstances of a particular incident. They may be conducted on an individual one-on-one basis or, more typically, in small groups of not more than twenty-five (25) members; but may vary in size according to the incident. The following five types of debriefings, singularly or in combination, are most commonly utilized:

(a) **Initial Defusing**: Conducted immediately after the incident. Primarily informational. An update and status report on the incident and related injuries. A brief review of stress-related symptoms will be provided by a professional counselor.

Debriefings for less serious incidents may be provided by a CISD peer counselor or team member. More intense debriefings should be provided as requested by a supervisor or as the need is observed by the debriefing team during the defusing meeting.

(b) **Formal Debriefing Meeting**: Conducted within seventy-two (72) hours of the incident by CISD professional or CISD team. Confidential non-evaluative discussion involvement, thoughts, and

feelings resulting from the incident. Also, a discussion of possible stress-related symptoms.

(c) **On-Site Debriefing**: On-site evaluation and counseling by a debriefing team and trained CISD professional should also be considered for critical incidents or crisis situations when necessary. In such situations, debriefing team members can observe, watch for acute reactions, provide support, encouragement and consultation, and be available to help personnel deal with stress reactions.

(d) **Follow-up Debriefing**: Conducted weeks or months after the incident. This type of debriefing is concerned with delayed or prolonged stress symptoms and may be done informally.

(e) **Individual Consultations**: Available at any time, as needed. One-to-one counseling for any concerns related to the incident.

Item 4: Debriefings may be conducted anywhere that provides ample space, privacy and freedom from distractions. Selection of the site will be determined by the Personnel Department based on the type of debriefing required.

Item 5: The debriefing team will consist of CISD professionals (mental health counselors specifically trained in stress-related counseling) as well as trained peer counselors.

The team members' role in the debriefing process will be to assist and support the professional counselors as necessary. All follow-up care will be approved by the Personnel Department **prior** to beginning treatment.

Item 6: Circumstances of a critical incident may result in a recommendation by the debriefing team that an individual(s) be temporarily removed from their normal work assignment or given a leave of absence. Such decisions would include a time frame for returning personnel to their normal work duties based on an evaluation from a CISD professional or the employee's decision that they are mentally and physically prepared to return to work.

In some circumstances, the CISD professional and/or the employee may decide that they cannot return to their usual job assignment. If this is the case, the Personnel Department, in conjunction with Union representatives, would be responsible for overseeing the reassignment process.

Under no circumstances is such action to be construed as critical or negative. Personnel removed from their jobs and reassigned

other duties are deserving of the some consideration as an injured person.

Item 7: Due to the nature of the critical incident or crisis situation, the debriefing team should make recommendations to the city administration regarding work schedules and the cancellation of organized events which could produce additional trauma or negative emotional reactions.

Item 8: The personnel listed below are members of the City of El Monte's CISD team:

Team Leader #1:
Team Leader #2:
Peer Counselor:
Peer Counselor:

CONSIDERATIONS FOR FAMILY AND CHILD CARE

Establish city policy for family care for immediate family members.

Sample

The City intends to provide family care for immediate family members if an employee is recalled during a declared emergency. Family care is limited to those employees who are unable to care for their families at home and are required to work.

> Examples of when it would be appropriate to use the family care center include when a single parent is required to return to work without sufficient child care or when it is unsafe to leave one's family at home.

The family care facility will be established at _____ and will be managed by the _____ Dept.

Ensure all employees are aware of established procedures.

Every effort will be made to get messages to and from employees. Family member should call _____ to leave a message. The _____ will be responsible for gathering and distributing these messages.

A sample Disaster Child Care Needs Survey is attached.

SAMPLE:
Disaster Child Care Needs Survey

The City of South Gate recognizes that employees may not be able to report to work after a disaster if care is not available for their children or dependent adults in the home. The Emergency Plan for the city includes the provision for child care if employees have none. This care would be given by a designated employee or group of employees in each of the four primary city facilities (City Hall, Police Dept, Public Works Offices, and Parks).

As a city employee, and according to California Government Code section 3100, "All public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law." **You will be needed.** Talk to your family and neighbors about child care plans for a disaster, and what to expect. Think out as many options as possible. If you bring your children with you to work, bring any necessary clothing and supplies, such as toys, books or comfort items.

To help us plan for the potential number of children or others that could be expected, please fill this out and return to the department or division secretary in your department. In order for child care plans to work, city employees must be willing to help with care. Also, we will not be able to accommodate children under two years of age. Department secretaries will be coordinators for their areas, and will recruit help if children are actually brought in.

If you have any questions about disaster planning or family preparation, contact Sheri Koomen, Emergency Services Manager at 213/563-5483.

Employee Name _____

Address_____

Telephone_____

Department/Assignment_____

Supervisor_____

For each child who may require care, please list the following: (Continue on reverse if needed).

_____

Name DOB Sex

_____

Name DOB Sex

CITY VEHICLES AND EQUIPMENT RESOURCE TYPE INVENTORY LIST

CITY VEHICLES AND EQUIPMENT

Number	Type	Model	Year
2	14-Passenger Vans	Ford Sportsman	1989
2	4X4 Pick-up Trucks	Ford Ranger	2002
1	Pick-up Truck	Ford Ranger	1994
2	Hybrid Sedans	Toyota Prius	2006
1	4-door Sedan	Ford Taurus	1994
1	Sports Utility Vehicle (2-wheel drive)	Jeep Cherokee	2001
2	Speed Radar Utility Trailers	RU2 Fast 800	1996/2005
3	5000W Portable Generators		2005

CONTRACTOR VEHICLES ON-SITE

Number	Type	Contractor	Location
1	Dump Truck	Hardy and Harper	City Hall
2	Stake-bed Trucks	Landscape West	Ryan Park
1	Pick-up Truck	Landscape West	Ryan Park

EMERGENCY POTABLE WATER

The following information is extracted from the "Multi-Agency Emergency Response Procedures for Potable Water Procurement and Distribution", California Potable Water Task Force, January 1996. Extracts are relative to the local jurisdiction.

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Field 9
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Governor's Office of Emergency Services (Cal EMA) 11
Federal Emergency Management Agency (FEMA) 11
Water Utilities 12
State CAL EMA Utilities Branch/California Utilities Emergency Association (CUEA) 13
Department of Health Services (DHS) 14
California National Guard (CNG) 16
American Red Cross (ARC) 16

Attachment B—Sample Local Drinking Water Distribution Program 17

INTRODUCTION

The following procedures are designed to facilitate acquisition and distribution of alternative potable water to populations in California in the event of a state or local emergency. They set forth specific activities that should be considered by each level Emergency Operations Center **(EOC)** to evaluate emergency situations and then to procure and distribute potable water to critical locations if needed.

Successful implementation of these procedures will require the support of public, private and volunteer agencies. The following is a summary of the primary response agency(s) functions. **Attachment A of these procedures identifies all agencies which have primary and supporting roles for emergency procurement and distribution of alternative potable water. Attachment A also includes a detailed outline of each agency's specific responsibilities.**

Primary Response Agency Roles and Responsibilities:

Agent:	**Function:**
Local Government (Cities/Counties)	**Primary responsibility for purchase and distribution of alternate source of potable water for populations within its jurisdiction.** Operates Local Emergency Operations Center (LEOC): Coordinates resources and manages operations for distribution of alternative potable water to affected populations.
County Government (Operational Area)	Operates Operational Area Emergency Operations Center (OAEOC): Coordinates county resources and assists LEOC(s) in providing potable water to affected population(s).
State—Governor's Office of Emergency Services (Cal EMA)	Coordinates federal, state, and regional resources to assist OAEOC(s) in providing alternative source of potable water to affected populations. Operates Regional Emergency Operations Center (REOC) and State Operations Center (SOC).
Federal Emergency Management Agency (FEMA)	Coordinates federal emergency response resources and provides alternate source of potable water to affected populations, as requested by State.

Note: For the purpose of this document: "alternative potable water" and "emergency potable water" means water that is supplied from an alternative source and/or delivery system.

The Governor's Office of Emergency Services will assist local government in pursuing possible Federal reimbursement for costs incurred.

CONCEPT OF OPERATIONS

INFORMATION FLOW

To avoid duplication of efforts and to expedite delivery of potable water to populations affected by an emergency, it is critical that information regarding the situation be transmitted to the appropriate emergency response level(s). During the initial hours following an emergency it is especially important to ascertain the scale of the emergency and the areas where the potable water supply and delivery system has been affected. Such information will help facilitate decisions on whether and when to activate the various SEMS response level EOCs. Figure I outlines the basic information flow upon which these procedures are dependent. Standardized forms (state) for transmittal of situation status information and resource requests are included in these procedures as Attachments E and F.

PROCUREMENT AND DISTRIBUTION PROCESS

Successful implementation of these procedures will require the support of public, private, and volunteer agencies. Attachment A of this document identifies the public, private, and volunteer agencies which will play a part in the acquisition and distribution of emergency potable water and assigns to them specific roles and responsibilities.

The **local government** (Cities and Counties) are the primary agents responsible for the purchase and distribution of emergency potable water to populations within their jurisdiction. The State, coordinated by the Cal EMA, serves as support to operational areas if the magnitude of the emergency requires resources beyond the limits of the operational area and local jurisdiction. If the emergency response requires resources beyond the capability of the state, federal resources (coordinated by the Federal Emergency Management Agency [FEMA]) may be requested. Such requests will be made by the Cal EMA. Figure 2 outlines the basic process flow for emergency procurement and distribution of potable water.

LOCAL POTABLE WATER DISTRIBUTION OPERATIONS

The local government is the lead agency for establishing and operating emergency potable water distribution sites. Attachment B of this document is a detailed outline which addresses the full spectrum of decisions which must be made and the actions that must be taken to effectively develop and implement a local emergency drinking water program.

EOC WATER COORDINATOR

To support local government efforts, the standard operating procedures for each level EOC will include provisions for establishment of a water coordinator position if needed. ***The water coordinator function may be located within the Care and Shelter Branch of the EOCs Operations Section.***

The water coordinator is responsible for evaluating situation assessments and prioritizing resource allocation. When necessary, the water coordinator will activate a water task group to help establish or assist in the establishment and operation of the alternative potable water procurement and distribution program. The size, makeup and specific assignment of the water task group will be dependent on the magnitude of the problem at hand. Attachment B of these procedures contains an example Water Task Group designed to support a local water distribution program following a major earthquake.

Duties of the water coordinator/water task group are as follows:

8. Serve as EOC primary contact for all potable water procurement and distribution matters.

9. Coordinate conference calls with other level EOC water coordinators to assess potable water needs.

10. Obtain consolidated situation information compiled by the Planning/Intelligence Section and other sources. This information would include:

h) cause and extent of water system damage
i) estimated duration of system outage
j) geographical area affected
k) population affected
l) actions taken to restore system
m) resources needed to reactivate system
n) emergency potable water needs (quantity and prioritized areas)

11. Prioritize distribution locations (include needs of critical facilities) and make recommendations to Operations Section Chief.

12. Identify and secure potable water resources with assistance from the Logistics Section, Procurement Branch.

13. Identify transportation and equipment needs and secure required resources through the Logistics Section, Procurement Branch.

14. Coordinate with DHS, water utilities, and EOC Public Information Officer for appropriate public information announcements and Media interface.

Note: Water Coordinators at the Field, Local, Operational Area and REOC levels will coordinate with the DHS District Office.

2. Document all information related to expenditures, resource commitments, contracts and other costs related to procurement and distribution of potable water and provide such information to the Finance and Administration Section.

ALTERNATIVE POTABLE WATER PROCUREMENT and DISTRIBUTION

STAFFING EOC WATER COORDINATOR/WATER TASK GROUP

At the local level, the Water Coordinator and Water Task Group could be staffed by a fire department, public works or a water utility. At the Operational/County level, the Water Coordinator and Water Task Group could be staffed by county health departments, public works, fire department, or the county department of social services. In the event that sufficient staffing is not available at the local or operational level, a request may be made through the REOC for Emergency Management Mutual Aid (EMMA).

At the REOC and SOC levels, the Water Coordinator and Water Task Group could be staffed by CAL EMA, Department of Social Services (Care and Shelter) or the Department of Health Services.

EMERGENCY POTABLE WATER SUPPLY CONSIDERATIONS

When there is a need for emergency potable water, water utility and local government should work with the State Department of Health Services, Division of Drinking Water and Environmental Management. When there is a "Boil Water" advisory, the public should be advised to bring water to a rapid boil for 1-2 minutes. In the event of any other situation that may require supplying potable water, the Local Emergency Operations Center (LEOC) and Operational Area Emergency Operations Center (OAEOC) will utilize the following options in the order listed:

8. **Bottled Water**

- Water in one gallon plastic containers is by far the most convenient and effective way to initially provide emergency water to the public. A list of approved commercial vendors is maintained by the State Department of Health Services, Food and Drug Branch is available through the REOC Operations Section Water Coordinator.

- The Regional Emergency Operations Center (REOC) can arrange transportation, if necessary, with state assets. Water and beverage bottlers sometimes offer free bottled water and delivery. Check with the REOC Operations Section Water Coordinator for contacts.

9. **Bulk Potable Water Deliveries**: (If bottled water is not a viable option)

- Bulk potable water deliveries are for limited use and should only be employed for immediate crisis situations when the first option is not available. Bulk potable water may also be needed for critical facilities such as hospitals, clinics and other health facilities.

- Portions of the existing potable water system, or near by systems, may continue to have potable water in their normal distribution systems. These sources are closest and easiest to access and should be used for bulk water deliveries.

- National Guard water buffalo (500 gallon trailers) are available in limited numbers and should only be used to support evacuation efforts and immediate crisis situations. The small volume necessitates that water tenders keep buffalo filled.

10. **Water Purification Systems**: (If bulk potable water deliveries are not a viable option).

    Commercial portable water purification systems are available where connection to an approved water source and some means of storing or distributing water is available. Approved and licensed commercial vendors can provide limited water storage (approximately 1,000 gallons). The State Department of Health Services

Drinking Water Program or County Health Department must approve the water source to assure that the treatment is sufficient to deal with the level of contamination, and confirm the integrity of the system. The National Guard has limited purification capability which should only be requested when all other options are exhausted.

ATTACHMENT A

Emergency Potable Water Procurement/Distribution

RESPONSE LEVEL ROLES AND RESPONSIBILITIES

Responsibility: **FIELD RESPONSE** (Public or private and include, but not limited to, water utilities, public works, local law enforcement and fire protection).

Function: Provide assessment of incident to Local Emergency Operations Center (LEOC) and respond as directed by Incident Command and/or individual department management.

Duties:

1. Within the purview of individual agency, assess impact of incident based on field observations and provide emergency situation reports to LEOC. See Attachments E and F for standardized forms (state) for transmittal of situation report and resource request information.

   Critical information would include:
   - cause and extent of water system damage
   - estimated duration of system outage
   - geographical area affected
   - population affected
   - actions taken to restore system
   - resources needed to reactivate system
   - emergency potable water needs (quantity and prioritized areas)

11. Respond to incident as directed by Incident Command and/or individual department management.

12. Request needed resources through LEOC and/or through existing mutual aid agreement systems.

13. Ensure water utilities are informed of bottled/hauled water activities within their service area.

14. Coordinate with Department of Health Services (DHS) District Office, water utilities and LEOC Public Information Office for appropriate public information announcements and Media interface.

Emergency Potable Water Procurement/Distribution

RESPONSE LEVEL ROLES AND RESPONSIBILITIES

Responsible Agent: LOCAL EMERGENCY OPERATIONS CENTER (LEOC)

Checklist included in Part Two—Operations Section, Public Works Branch, Water Unit

Emergency Potable Water Procurement/Distribution

AGENCY ROLES AND RESPONSIBILITIES

Responsible Agent: LOCAL GOVERNMENT (CITIES AND COUNTIES)
Provide alternate source of potable water to affected populations. Deploy Field Response personnel, activate Local Emergency Operations Center(s) (LEOC) and Operational Area Emergency Operations Center (OAEOC). Implement duties pursuant to Field Response Agent, LEOC and OAEOC roles and responsibilities.

Responsible Agent: GOVERNOR'S OFFICE OF EMERGENCY SERVICES (Cal EMA)
Assist Local Government in providing alternate source of potable water to affected populations. Activate Regional Emergency Operations Center(s) (REOC) and State Operations Center (SOC). Implement duties pursuant to REOC and SOC roles and responsibilities.

Responsible Agent: FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA)
Provide alternate source of potable water to affected populations, as requested by State.
Implement duties pursuant to FEMA roles and responsibilities.

Emergency Potable Water Procurement/Distribution

AGENCY ROLES AND RESPONSIBILITIES

Responsible Agent(s): WATER UTILITIES

Function: Provide assessment of incident to the LEOC and coordinate/implement utility restoration.

Duties:

1. Secure information needed to determine potable water needs in affected service areas including:
   - extent of damage
   - geographic area affected
   - population affected

- estimated duration of system outage
- alternative water supply
- service area water quality status

2. Secure information to support utility restoration activities including:
   - resources needed to reactivate system
   - mutual aid agreements activated

4. Coordinate with other types of utilities upon which your operations are dependent (i.e. electric and telecommunications) for restoration support/priority as needed.

4. Transmit situation assessment information to the LEOC and DHS District Office.

5. Request resources directly through mutual aid agreements or through the State CAL EMA Utilities Branch/CUEA.

8. Coordinate water quality related issues with local health department, DHS District Office of Drinking Water, and LEOC. Issue "boil water" orders as needed.

9. Restore system and obtain DHS approvals to operate.

Emergency Potable Water Procurement/Distribution

AGENCY ROLES AND RESPONSIBILITIES

Responsible Agent: STATE Cal EMA UTILITIES BRANCH/CALIFORNIA UTILITIES EMERGENCY ASSOCIATION (CUEA)

Function: Conduct damage assessments and facilitate the restoration of water utilities.

Duties:

3. Conduct damage assessments of water utilities and related water outages. Determine the anticipated duration and estimated population affected by outages (in coordination with DHS).

6. Provide information to the REOC and SOC on geographical areas of water outages and approximate populations affected where alternate potable water supplies (bottled/hauled) may be needed (in coordination with DHS). See Attachments E and F for standardized forms (state) for transmittal of situation report and resource request information.

7. Identify needs and facilitate coordination for impacted water systems with other utilities (i.e. electrical, telecommunications, etc.) for:

- restoration support
- prioritization of service and mutual aid from non-affected water systems
- damage assessment and restoration, including manpower, equipment and supplies.

8. Assist water utilities regarding facilitation of security access, incident command post interface, etc.

5. Assist in the coordination of water restoration priorities.

6. Provide statewide coordination and representation for all utilities (power, water, telecommunication, pipelines, etc.) on emergency related issues.

Emergency Potable Water Procurement/Distribution

AGENCY ROLES AND RESPONSIBILITIES

Responsible Agent: DEPARTMENT OF HEALTH SERVICES (DHS), Division of Drinking Water (DDW), Food and Drug Branch (FDB)

Function: (1) Ensure the safety and reliability of the public (piped) water supply.

(2) Ensure the safety of interim (emergency) water supply (i.e. bottled and hauled water).

Duties: 1. Evaluate the safety of the public water supply in the impacted area to determine the need for "boil water" orders; issue boil water orders in coordination with water utility and local health department.

2. Through field investigation or other methods, assess damage to water utilities and related water outages. Determine the anticipated duration and estimated population affected by outages (in coordination with State Cal EMA Utilities Branch/California Utilities Emergency Association (CLJEA). Provide this information to the REOC and SOC.

3. Provide information to the REOC and SOC on the issuance of boil water orders and on areas of water outages where alternate potable water supplies (bottled/hauled) may be needed (in coordination with CLJEA).

4. Oversee the restoration of public water systems (reliability and safety) and approve the lifting of boil orders.

5. Assist CUEA in identifying the needs of impacted water systems for assistance from other utilities (i.e. electrical, telecommunications, etc.) for restoration support prioritization of service, and mutual aid from other non-affected water systems, including manpower, equipment and supplies. Provide this information to the REOC and SOC.

6. Assist in the coordination of water restoration priorities.

7. Assist the Water Coordinator in the identification of alternative water supplies including non impacted water systems, water bottlers and haulers, and private water sources (approved private wells and springs) by providing lists of these resources to the REOC and SOC.

8. Ensure that water vending machines in areas impacted by boil water orders are not used.

9. Assist the Local Health Department in identification of individual and small (non-public) water systems impacted by the emergency, and advise the Water Coordinator of potential alternative water supply needs. Provide procedures for well disinfection, water sampling and lists of approved laboratories on request to local health departments.

10. Coordinate with local health officials to identify waterborne disease outbreaks related to the emergency, and identify and correct the cause of such outbreaks.

Note: The Local Health Department is the lead agency for providing information on sampling procedures, water disinfection, and availability of alternative drinking water supplies for small water systems which are not regulated by DHS and for individual wells which serve private residences and businesses.

Emergency Potable Water Procurement/Distribution

AGENCY ROLES AND RESPONSIBILITIES

Responsible Agent: CALIFORNIA NATIONAL GUARD (CNG)

Function: Coordinate transportation of CNG resources to provide distribution of bottled/hauled water.

Duties:

1. On order, transport/deliver bottled water from CAL EMA established collection sites to predetermined distribution sites in the area of operations.

2. Be prepared to assist in distribution/delivery operations to the affected

population.

3. Be prepared to provide engineer equipment/personnel support to assist water utilities in restoring water distribution systems (when requested).

4. Be prepared to provide Reverse Osmosis Water Purification Units (ROWPUs) with operators to designated sites.

Note: In the event of a catastrophic incident requiring activation of multiple CNG units, the CNG will not be able to provide potable water distribution by water buffalo. The CNG will be restricted to provide distribution of bottled water only.

Responsible Agent: AMERICAN RED CROSS (ARC)

Function: Provide needs assessment for shelter and distribution point potable water requirements to Local Emergency Operations Center (LEOC) and assist in the distribution of alternative potable water supply.

Duties:

1. Assist LEOC in identifying bottled and hauled potable water needs.

2. Place requests for specific amounts (bottled and hauled water) and identify delivery sites (mass care facilities and staging areas) to LEOC.

3. Assist LEOC in the distribution of alternative water supplies at ARC mass care facilities (shelters, fixed and mobile feeding sites).

DISASTER ROUTE PRIORITY PLAN

LOS ANGELES COUNTY OPERATIONAL AREA DISASTER ROUTE PRIORITY PLAN FACT SHEET

WHAT IS THE DISASTER ROUTE PRIORITY PLAN?

The Disaster Route Priority Plan is a Countywide multi-jurisdictional plan to quickly assess the condition of the highway system, identify emergency access into heavily damaged areas, and critical facilities and prioritize the clearing, repair, and restoration of key regional highway routes following a major disaster, such as a large earthquake. The Disaster Routes would also serve as alternate interim transportation routes to the freeway system should portions of the freeway system be destroyed or damaged.

The Plan was developed by public works directors and city engineers from throughout the County of Los Angeles and its neighboring counties following the 1971 Sylmar earthquake. It has been approved by the County of Los Angeles Board of Supervisors, most of the cities in the county and the Los Angeles Emergency Preparedness Commission.

WHY DO WE NEED IT?

The Disaster Route Plan is critically needed by first-line emergency responders such as fire, search and rescue and emergency medical personnel in the early period immediately following the disaster to gain access to the impacted areas to save lives and protect property. It is also critically needed to provide access to these areas as the recovery and restoration efforts begin, so that the needed resources can be brought in as quickly as possible.

WHAT DOES THE PLAN CONSIST OF?

The Disaster Route Priority Plan consists of a network of key major highways providing access to all areas of the County. A critical element of the Plan is that it calls upon the public work's/city engineer's departments of the County and all the cities to work together in a **coordinated** effort to assess the condition of the selected Disaster Routes and clear and reopen them on a priority basis.

WHAT ARE THE COUNTY'S AND CITIES' ROLES IN CARRYING OUT THE PLAN?

The State of California by law requires that the Counties and cities throughout the State respond to disasters under the adopted Standardized Emergency Management System (SEMS) Operational Area concept in order to be eligible for State disaster reimbursement of personnel costs. Under this concept, the County is to act as the coordinator of emergency response and point of contact for State emergency assistance. The Disaster Route Priority Plan carries out this concept by designating the Director of the County of Los Angeles Department of Public Works (DPW) to work with the cities in a disaster to quickly determine the condition of the Disaster Routes (and other transportation routes) and to coordinate assistance to those cities who need it in

clearing or repairing the Disaster Routes. This assistance would normally be provided under the terms of the public works mutual aid agreements currently in force.

SPECIFICALLY HOW WILL THE PLAN WORK IN A DISASTER?

In a major disaster, such as a large earthquake which creates widespread major damage, the County DPW's road maintenance force will immediately survey and report the condition of the portions of the Disaster Routes in the unincorporated areas and contract cities. The County DPW will also dispatch City Services personnel to non-contract cities' Emergency Operations Centers (EOCs) or DPW's to gather this information from the non-contract city DPW personnel on the status of the portions of the Disaster Routes in those cities. County DPW personnel will also gather information on the status of the freeway system from Caltrans and the California Highway Patrol. This information will all be reported to and analyzed at the County DPW's EOC where it will be disseminated immediately to the main County EOC for further dissemination to all emergency response agencies, cities' EOCs and the public.

County DPW City Services personnel will also work closely with the impacted cities to coordinate any needed assistance in clearing and repairing damaged portions of the Disaster routes in those cities.

CONSIDERATION FOR ANIMAL CARE DURING DISASTERS

Note: Animals will not be kept where their owners are sheltered. They will be sheltered in various locations depending on the disaster and the area of the city affected.

Identify within the local jurisdiction:

_ Small animal veterinarians
_ Large animal veterinarians
_ Small animal shelters
_ Potential large animal shelters

- Determine animal shelter needs.
- Identify appropriate areas to accommodate animals.
- Manage animal rescue and care activities.
- Coordinate rescue of trapped animals.
- Coordinate evacuation of animals which might be endangered by hazardous conditions.
- Coordinate transport of animals.
- Activate an Animal Registration System.
- Maintain an updated list of animals and their locations.
- Coordinate disposal of dead animals.
- Evaluate and relocate any animal shelter areas which become endangered by hazardous conditions.
- Coordinate return of animals to their owners when disaster has ended.

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EOC 136 – RESOURCE REQUEST

LOGISTICS

EOC FORMS

EOC 136 – RESOURCE REQUEST

CITY OF RPV EOC RESOURCE REQUEST	1. EVENT NAME	2. DATE	3. TIME

ATTEMPT TO FILL ALL RESOURCE REQUESTS THROUGH INTERNAL SECTION/BRANCH/UNIT RESOURCES BEFORE SENDING TO THE LOGISTICS SECTION.

4. TO	SECTION:		BRANCH/UNIT:	
5. FROM	SECTION:		BRANCH/UNIT:	

6. PRIORITY

CRITICAL/LIFE SAFETY		URGENT		ROUTINE	

7. RESOURCE REQUESTED:	
8. INCIDENT ADDRESS:	
9. INCIDENT TYPE:	
10. RESOURCES REQUESTED BY:	
11. AGENCY / DEPARTMENT:	
12. DELIVERY CONTACT:	
13. DELIVERY CONTACT NUMBER:	
14. DURATION NEEDED:	
15. STAGING / DELIVERY LOCATION:	
16. LATEST ACCEPTABLE DELIVERY (DATE / TIME):	
17. PURPOSE / USE:	
18. SUGGESTED SOURCE(S):	
19. PREPARED BY (NAME / POSITION):	

EOC 136		Page of

EOC 138 – PROCUREMENT FORM

20. APPROVED BY SECTION CHIEF (NAME / POSITION):	
TO BE FILLED OUT BY SUPPLYING SECTION/BRANCH/UNIT	
21. RESOURCE ORDERED FROM:	
22. VENDOR / AGENCY ADDRESS:	
23. VENDOR / AGENCY CONTACT PERSON:	
24. VENDOR / AGENCY CONTACT NUMBER:	
25. DATE AND TIME ORDERED:	
26. ESTIMATED DATE / TIME OF ARRIVAL:	
27. INVOICE / RESOURCE ORDER #:	
28. COMMENTS:	
REVIEWED BY (SIGN/DATE/TIME)	
29. SUPPLYING SECTION CHIEF:	
30. LOGISTICS PROCUREMENT UNIT:	
31. PURCHASING UNIT:	

EOC 136		Page of

EOC 138 – PROCUREMENT FORM

CITY OF RPV EOC PROCUREMENT FORM	1. EVENT NAME	2. DATE SUBMITTED
3. OPERATIONAL PERIOD #		

DATE ORDERED		TIME ORDERED		P.O. #	
PROCURED BY		QUANTITY		UNIT COST	
VENDOR		DELIVERY CHARGE		EST. TOTAL	
DELIVERY LOCATION		ETA			
ITEM DESCRIPTION					
DATE ORDERED		TIME ORDERED		P.O. #	
PROCURED BY		QUANTITY		UNIT COST	
VENDOR		DELIVERY CHARGE		EST. TOTAL	
DELIVERY LOCATION		ETA			
ITEM DESCRIPTION					
DATE ORDERED		TIME ORDERED		P.O. #	
PROCURED BY		QUANTITY		UNIT COST	
VENDOR		DELIVERY CHARGE		EST. TOTAL	
DELIVERY LOCATION		ETA			
ITEM DESCRIPTION					
DATE ORDERED		TIME ORDERED		P.O. #	
PROCURED BY		QUANTITY		UNIT COST	
VENDOR		DELIVERY CHARGE		EST. TOTAL	
DELIVERY LOCATION		ETA			
ITEM DESCRIPTION					

EOC 138 – PROCUREMENT FORM

DATE ORDERED		**TIME ORDERED**		**P.O. #**	
PROCURED BY		**QUANTITY**		**UNIT COST**	
VENDOR		**DELIVERY CHARGE**		**EST. TOTAL**	
DELIVERY LOCATION		**ETA**			
ITEM DESCRIPTION					
DATE ORDERED		**TIME ORDERED**		**P.O. #**	
PROCURED BY		**QUANTITY**		**UNIT COST**	
VENDOR		**DELIVERY CHARGE**		**EST. TOTAL**	
DELIVERY LOCATION		**ETA**			
ITEM DESCRIPTION					
DATE ORDERED		**TIME ORDERED**		**P.O. #**	
PROCURED BY		**QUANTITY**		**UNIT COST**	
VENDOR		**DELIVERY CHARGE**		**EST. TOTAL**	
DELIVERY LOCATION		**ETA**			
ITEM DESCRIPTION					
DATE ORDERED		**TIME ORDERED**		**P.O. #**	
PROCURED BY		**QUANTITY**		**UNIT COST**	
VENDOR		**DELIVERY CHARGE**		**EST. TOTAL**	
DELIVERY LOCATION		**ETA**			
ITEM DESCRIPTION					

EOC 131 – SECTION ACTIVITY LOG

DATE ORDERED		**TIME ORDERED**		**P.O. #**	
PROCURED BY		**QUANTITY**		**UNIT COST**	
VENDOR		**DELIVERY CHARGE**		**EST. TOTAL**	
DELIVERY LOCATION		**ETA**			
ITEM DESCRIPTION					
DATE ORDERED		**TIME ORDERED**		**P.O. #**	
PROCURED BY		**QUANTITY**		**UNIT COST**	
VENDOR		**DELIVERY CHARGE**		**EST. TOTAL**	
DELIVERY LOCATION		**ETA**			
ITEM DESCRIPTION					
DATE ORDERED		**TIME ORDERED**		**P.O. #**	
PROCURED BY		**QUANTITY**		**UNIT COST**	
VENDOR		**DELIVERY CHARGE**		**EST. TOTAL**	
DELIVERY LOCATION		**ETA**			
ITEM DESCRIPTION					

EOC 138	**4. PREPARED BY (NAME/POSITION)**	**5. APPROVED BY (SECTION CHIEF)**

CITY OF RPV EOC BRANCH ACTIVITY LOG	1. EVENT NAME	2. DATE PREPARED	3. TIME PREPARED
4. BRANCH NAME	5. BRANCH COORDINATOR (NAME AND POSITION)	6. OPERATIONAL PERIOD	

7. PERSONNEL ROSTER ASSIGNED

NAME	EOC POSITION	CONTACT NUMBER	HOURS		ASSIGNED TASKS

EOC 132 – BRANCH ACTIVITY LOG

TIME	MAJOR EVENTS

EOC 131		

EOC 132 – BRANCH ACTIVITY LOG

CITY OF RPV EOC BRANCH ACTIVITY LOG	1. EVENT NAME	2. DATE PREPARED	3. TIME PREPARED
4. BRANCH NAME	5. BRANCH COORDINATOR (NAME AND POSITION)	6. OPERATIONAL PERIOD	

7. PERSONNEL ROSTER ASSIGNED		
NAME	EOC POSITION	CONTACT NUMBER

EOC 133 – UNIT ACTIVITY LOG

8. ACTIVITY LOG	
TIME	**MAJOR EVENTS**

EOC 132	**9. PREPARED BY (NAME/POSITION)**	Page of

EOC 133 – UNIT ACTIVITY LOG

CITY OF RPV EOC UNIT ACTIVITY LOG	9. EVENT NAME	10. DATE PREPARED	11. TIME PREPARED
12. BRANCH NAME	13. BRANCH COORDINATOR (NAME AND POSITION)	14. OPERATIONAL PERIOD	

15. PERSONNEL ROSTER ASSIGNED		
NAME	EOC POSITION	CONTACT NUMBER

EOC 134 – INDIVIDUAL ACTIVITY LOG

16. ACTIVITY LOG	
TIME	**MAJOR EVENTS**

EOC 133	**17. PREPARED BY (NAME/POSITION)**	Page of

EOC 134 – INDIVIDUAL ACTIVITY LOG

CITY OF RPV EOC INDIVIDUAL ACTIVITY LOG	1. EVENT NAME	2. DATE PREPARED	3. TIME PREPARED
4. EOC POSITION(S):	5. SUPERVISOR (NAME AND POSITION)		6. OPERATIONAL PERIOD

7. ACTIVITY LOG

TIME	EVENT/ACTION/OBSERVATION

EOC 134	8. PREPARED BY (NAME/POSITION)	Page of

EOC 135 – GENERAL MESSAGE

EOC 134	**9. PREPARED BY (NAME/POSITION)**	Page of

CITY OF RPV EOC GENERAL MESSAGE	16. EVENT NAME	17. DATE	18. TIME

19. TO:		20. POSITION:	
21. FROM:		22. POSITION:	
23. SUBJECT:			

24. PRIORITY					
CRITICAL/LIFE SAFETY		URGENT		ROUTINE	

25. MESSAGE

26. REPLY

27. NAME:		28. POSITION:	
29. DATE:		30. TIME:	

EOC 135	16. PREPARED BY (NAME/POSITION)	Page of

EOC 105 – INCIDENT COMMUNICATIONS PLAN

CITY OF RPV EOC INCIDENT COMMUNICATIONS PLAN	1. EVENT NAME	2. DATE/TIME PREPARED	3. OPERATIONAL PERIOD DATE/TIME

RADIO CHANNEL UTILIZATION						
4. RADIO TYPE/ CACHE	5. SYSTEM	6. FUNCTION	7. CHANNEL/ FREQUENCY / TONE	8. ASSIGNMENT	9. DESIGNATED CHECK-IN TIME	10. REMARKS

EOC 105	11. PREPARED BY (NAME/POSITION)	12. APPROVED BY (PLANNING SECTION CHIEF)
	13.	14.
	15.	16.

EOC 105 – INCIDENT COMMUNICATIONS PLAN

EOC PERSONNEL TELEPHONE NUMBERS (ALL NUMBERS HAVE A PREFIX OF (310) 544 - 5XXX UNLESS OTHERWISE NOTED)			
17. MANAGEMENT SECTION		**18. PLANNING/INTELLIGENCE SECTION**	
Management General Line	**381**	**Planning/Intelligence Section General Line**	**385**
EOC Director		**Section Chief**	
EOC Director Assistant		**Situation Analysis**	
EOC Coordinator		**Advance Planning**	
Safety Officer		**Documentation & Demobilization**	
Security Officer in EOC		**Assistant Documentation & Demobilization**	
Security Officer in Field		**OARRS Operator**	
Public Information Officer		**19. LOGISTICS SECTION**	
Public Information Officer Assistant		**Logistics Section General Line**	**383**
Liaison Officer		**Section Chief**	
Agency Representative(s)		**Resource Tracking**	
20. OPERATIONS SECTION		**Communications & Information Technology**	
Operations Section General Line	**384**	**Transportation**	
Section Chief		**Supply & Procurement**	
Assistant Operations Chief – In Field		**Facilities**	
Fire & Rescue			
Construction & Engineering		**21. FINANCE/ADMINISTRATION SECTION**	
Law Enforcement		**Finance Section General Line**	**382**
Health & Welfare		**Section Chief**	
Building Official		**Compensation & Claims**	
OTHER IMPORTANT NUMBERS		**Recovery**	
Disaster Hotline - Public	**380**	**Purchasing**	
		Time Keeping & Personnel	
		Cost Accounting	
		22. VOLUNTEER STAFF IN EMERGENCY COMMUNICATIONS CENTER	
		PVAN	**388**

EOC 105

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FINANCE
&
ADMINISTRATION SECTION

INTRODUCTION

GENERAL

PURPOSE
To enhance the capability of the City of Rancho Palos Verdes to respond to emergencies by providing financial support and coordination to City emergency operations and coordinating the recovery of costs as allowed by Federal and State law. It is the policy of this section that the priorities are to be:

- Protect life, property and environment.
- Provide continuity of financial support to the City and community.
- Cooperate with the other sections of the City's emergency response team.
- Documentation of City costs and recovery of those costs as allowable.
- Maintain a positive image for the City in its dealings with the community.

OVERVIEW
The Finance & Administration Section's primary responsibility is to maintain to the greatest extent possible the financial systems necessary to keep the City functioning during a disaster/emergency. These systems include:

- Compensation & Claims
- Cost Recovery
- Purchasing
- Time Keeping
- Cost Accounting

The Section also supervises the negotiation and administration of vendor and supply contracts and procedures.

The extent of the disaster/emergency will determine the extent to which the Finance & Administration Section will mobilize. In a low-level emergency, only part of the Section will mobilize. In a widespread disaster that damages communications and systems, the entire section will mobilize.

OBJECTIVES
The Finance & Administration Section acts in a support role in all disasters/emergencies to ensure that all required records are preserved for future use and State OES and FEMA filing requirements through maintenance of proper and accurate documentation of all actions taken. Depending on the type of emergency, the Fire, Police or Public Works departments will have the principal role in directing the City's overall response efforts. To carry out its responsibilities, the Finance & Administration Section will accomplish the following objectives during a disaster/emergency:

For all disasters/emergencies:

1. Notify the other sections and City departments that the City's normal accounting procedures and system, if operable, will continue to be used for the disaster/emergency. If the City's accounting system is not operable, others will be notified of alternate disaster accounting procedures to be used (the Disaster Accounting System).

2. Determine if the City's bank can handle financial transactions.

3. Maintain, as best possible, the financial continuity of the City (payroll, payments and revenue collection).

4. Disseminate information about the Disaster Accounting System to other sections and departments as necessary.

5. Upon declaration of a disaster by the State and/or Federal Governments coordinate with disaster agencies to initiate the recovery process of City costs.

6. Coordinate with the other sections and departments the collection and documentation of costs pertaining to the disaster/emergency.

7. Coordinate with the disaster assistance agencies for the required inspections, documentation, audits and other necessary work in order to recover costs.

For disasters/emergencies where the City's computer systems and bank are accessible and usable:

1. Inform the other sections and City departments that the payroll and payments processing will be handled on a "business-as-usual" basis except that the Disaster Accounting System will be used for disaster/emergency-related costs.

2. Continue with objectives A.5. through A.7. above.

For disasters/emergencies where the City's computer systems and/or bank are either inaccessible or unusable for a short period of time; i.e., less than one week:

1. Inform the other sections and City departments that payroll and payments will be on hold for a short time and that processing will continue on a normal basis as of a specified date.

2. Continue with objectives A.4. through A.7. above.

For disasters/emergencies where the City's computer and/or bank systems are either inaccessible or unusable for an extended period of time; i.e., one week or more:

1. Inform the other sections and City departments that disaster accounting procedures will be necessary for the next payroll and all critical payments.

2. Activate other Finance & Administration Section Units as necessary.

3. Continue with objectives A.4. through A.7. above.

CONCEPT OF OPERATIONS

The Finance & Administration Section will operate under the following policies during a disaster/emergency as the situation dictates:

- The Standardized Emergency Management System (SEMS) and National Incident Management System (NIMS) will be followed.

- All existing City and departmental fiscal operating procedures will be adhered to unless modified by City Council or EOC Director.

- For disasters/emergencies that leave the accounting systems accessible and usable, normal working hours will be retained for all but the Recovery Unit. This unit will function on the schedule determined necessary to perform its objectives.

- For disasters/emergencies that render the accounting systems either inaccessible or unusable for any period of time, appropriate personnel in the activated units will be on an operational period determined by the Finance & Administration Section Chief. This may be a period of 12 hours. If so, then these periods will normally change at 6:00 a.m. and 6:00 p.m.

SECTION ACTIVATION PROCEDURES

Authorization
The EOC Director is authorized to activate the Finance & Administration Section for response to a disaster/emergency.

When to Activate
The Finance & Administration Section will be activated whenever the EOC Director determines that the City of Rancho Palos Verdes is involved or may soon be involved in a disaster/emergency that will require a Finance & Administration response. The Finance & Administration Section's Recovery Unit may continue to function when the EOC is not activated.

In all cases the Recovery Unit will be activated. Other units will be activated only as conditions necessitate. Invariably, these other conditions will mean that the EOC will also be activated.

The Finance & Administration Section Chief will activate the various units of the Finance & Administration Section as the disaster/emergency situation develops. All units may be placed on an alert basis when there is warning of an impending or developing disaster/emergency.

In the event of a major, widespread disaster/emergency that disrupts normal communication channels, all units in the Finance & Administration Section are to assume activation and are to report to their assigned emergency location.

Where to Report
The location to which Finance & Administration Section personnel will report depends on whether their unit is activated and the severity of the disaster/emergency. These conditions are:

During business hours:
If an emergency or natural disaster occurs during normal business hours, the EOC Director will determine if personnel need to remain on-duty or on-call status.

After business hours:
If an emergency or natural disaster occurs outside of normal business hours, employees should immediately begin to monitor the radio and/or television for reports of damage near or within the City. The Finance and Administration Section Chief or designee will contact all necessary personnel as to when to report for duty. In the event of a major disaster/emergency within or near the City and the phones are not working, all personnel are expected to report to the EOC immediately.

Location of the EOC
The City EOC is located in City Hall (Community Room) at 30940 Hawthorne Boulevard.

The Alternate EOC is located at Hesse Park (Multi-Purpose Room) at 29301 Hawthorne Boulevard.

The second alternate EOC is located at the Palos Verdes Interpretive Center (PVIC), 31501 Palos Verdes Drive West.

When to Report
Off-duty personnel are expected to return to work in accordance with the City of Rancho Palos Verdes' Employee Emergency Manual.

CHART 1: LOCAL EOC STAFFING GUIDE

Event/Situation	Activation Level	Minimum Staffing
Unusual occurrences with severe potential impacts on the health and safety of the public and/or environment	One	EOC Director EOC Coordinator Other Designees
Severe Weather Issuance's (see Operations Section Supporting Documents - NWS)		
Significant incidents involving 2 or more Departments		
Earthquake Advisory/Prediction Level One		
Earthquake with damage reported	Two	EOC Director Section Chiefs, Units as appropriate to situation Liaison/Agency representatives as appropriate
Earthquake Advisory/Prediction Level Two or Three		
Major wind or rainstorm		
Two or more large incidents involving 2 or more departments		
Wildfire affecting developed area		
Major scheduled event		
Severe hazardous materials incident involving large-scale or possible large-scale evacuations		
Unusual occurrences with severe potential impacts on the health and safety of the public and/or environment		
Major city or regional emergency—multiple departments with heavy resource involvement	Three	All EOC positions
Earthquake with damage		
Unusual occurrences with severe potential impacts on the health and safety of the public and/or environment		

CHART 2: RANCHO PALOS VERDES EOC STAFFING CHART

CITY COUNCIL ADVISORY POSITION TO EOC DIRECTOR			
2010 City of Rancho Palos Verdes EOC Staff Assignments			
EOC Section	**Position**	**Shift A**	**Shift B**
Management	EOC Director	City Manager	Deputy Director of Public Works
	EOC Director Assistant	Executive Staff Assistant	TBD
	EOC Coordinator	Deputy City Manager	Administrative Analyst
	Safety Officer	Human Resources Manager	Associate Planner
	Security Officer In EOC	Permit Technician	Senior Administrative Analyst
	Security Officer In Field	Administrative Assistant I	Recreation Leader II
	Public Information Officer	Director of Finance and Information Technology	Deputy Director of Community Development
	Public Information Officer Assistant	Senior Management Analyst	Senior Management Analyst
	Liaison Officer	Recreation Program Supervisor II	Recreation Program Supervisor II
	Agency Representatives	Assigned as Needed	Assigned as Needed
EOC Section	**Position**	**Shift A**	**Shift B**
Operations	Section Chief	Senior Engineer	Senior Engineer
	Assistant Operations Chief – In Field	Maintenance Superintendant	Associate Engineer
	Fire & Rescue	Los Angeles County Fire Department – Community Services Representative/Liaison	Los Angeles County Fire Department – Battalion Chief
	Law Enforcement	Los Angeles County Sheriff's Department	Los Angeles County Sheriff's Department
	Construction & Engineering – Public Works	Senior Engineer	TBD
	Health & Welfare – Recreation & Parks	Recreation Services Manager	Administrative Assistant I
	Building Official	Building Official	Building Inspector II

EOC Section	Position	Shift A	Shift B
Planning & Intelligence	Section Chief	Director of Community Development	Deputy Director of Community Development
	Situation Analysis – Planning & Building	Senior Planner	Planning Technician
	Advance Planning – Planning & Building	Senior Planner	Assistant Planner
	Documentation & Demobilization – City Clerks Office	City Clerk	Deputy City Clerk
	Documentation & Demobilization Assistant – City Clerks Office	Associate Planner	Assistant Planner
	OARRS Operator	Associate Planner	Code Enforcement Officer

EOC Section	Position	Shift A	Shift B
Logistics	Section Chief	Associate Engineer	Administrative Analyst II
	Resource Tracking – Public Works	Permit Clerk	Administrative Staff Assistant
	Communications & Information Technology	Executive Director of PVNET	Manager of Computer Services at PVNET
	Transportation – Public Works	Associate Engineer	TBD
	Supply & Procurement – Public Works	Senior Administrative Analyst	Administrative Analyst
	Facilities Recreation & Parks	Administrative Analyst II	Recreation Leader II
Volunteer Amateur Radio Staff In Emergency Com. Center (ECC)	**Position**	**Shift A**	**Shift B**
	Amateur Radio Operator	PVAN	PVAN
	Amateur Radio Operator	DCS	DCS
	Amateur Radio Operator	PVAN	PVAN

EOC Section	Position	Shift A	Shift B
Finance & Administration	Section Chief	Deputy Director of Finance and Information Technology	Senior Administrative Analyst
	Compensation & Claims	Permit Technician	Administrative Staff Assistant
	Recovery - Finance & IT	Senior Accountant	Senior Accountant
	Purchasing – Finance & IT	Accounting Technician	Staff Assistant I
	Time Keeping	Accounting Technician	Staff Assistant II
	Cost Accounting – Finance & IT	Accountant	Accountant

CHART 3: FINANCE & ADMINISTRATION SECTION STAFFING CHART

EOC Section	Position	Shift A	Shift B
Finance & Administration	Section Chief	Deputy Director of Finance and Information Technology	Senior Administrative Analyst
	Compensation & Claims	Permit Technician	Administrative Staff Assistant
	Cost Recovery - Finance & IT	Senior Accountant	Senior Accountant
	Purchasing – Finance & IT	Accounting Technician	Staff Assistant I
	Time Keeping	Accounting Technician	Staff Assistant II
	Cost Accounting – Finance & IT	Accountant	Accountant

FINANCE
&
ADMINISTRATION SECTION

POSITION DESCRIPTIONS AND CHECKLISTS

FINANCE & ADMINISTRATION STAFF

& Administration Section Chief. The Senior Administrative Analyst shall serve as first alternate Finance & Administration Section Chief. The EOC Director also may designate the Chief.

The Finance & Administration Section Chief will determine, based on present and projected requirements, the need for establishing specific and/or specialized branches/groups/units. In areas such as procurement, a functional unit need not be established if only one person would work in the unit. In that case, the normal procurement officer would be assigned rather than designating a unit. The following may be established as the need arises:

- Compensation & Claims Unit
- Cost Recovery Unit
- Purchasing Unit
- Time Keeping Unit
- Cost Accounting Unit

The Finance & Administration Section Chief may activate additional branches/units to fulfill an expanded role if necessary.

Finance & Administration Section Chief
The Finance & Administration Section Chief supervises the financial support, response and recovery for the disaster/emergency; ensures that the payroll and revenue collection process continues and activates the Disaster Accounting System as necessary.

Compensation & Claims Unit
The Compensation & Claims Unit is responsible for managing the investigation and compensation of physical injuries and property damage claims involving the City of Rancho Palos Verdes arising out of an emergency/disaster, including completing all forms required by worker's compensations programs and local agencies, maintaining a file of injuries and illnesses associated with the incident and for providing investigative support of claims and for issuing checks upon settlement of claims.

Cost Recovery Unit
The Cost Recovery Unit should be activated at the onset of any disaster/emergency and is responsible for maintaining the Disaster Accounting System and procedures to capture and document costs relating to a disaster/emergency in coordination with other sections and departments. The Unit also acts as liaison with the disaster assistance agencies and coordinates the recovery of costs as allowed by law. Maintenance of records in such a manner that will pass audit is also an extremely important task of this Unit. **Accurate and timely documentation is essential to financial recovery.**

Purchasing Unit
The Purchasing Unit is responsible for coordinating vendor contracts not previously addressed by existing approved vendor lists and coordinating with Supply/Procurement Unit on all matters involving the need to exceed established purchase order limits.

Time Keeping Unit
The Time Keeping Unit is responsible for tracking hours worked by paid personnel, volunteers, contract labor, mutual aid and all others and ensuring that daily personnel time recording documents are prepared and compliance to agency's time policy is being met. The Time Unit is responsible for ensuring that time and equipment use records identify scope of work and site-specific work location consistent with initial safety/damage assessment records, sites and Project Worksheets (PWs) and Damage Survey Reports (DSRs).

Personnel time and equipment use records should be collected and processed for each operational period as necessary. Records must be verified, checked for accuracy and posted according to existing policy. Excess hours worked must also be determined and separate logs maintained. Time and equipment use records must be compiled in appropriate format for cost recovery purposes.

Cost Accounting Unit
The Cost Accounting Unit is responsible for providing cost analysis data for the incident to help the planning and recovery efforts. The Unit must ensure that all pieces of equipment and personnel that require payment are properly identified; obtain and record all cost data; analyze and prepare estimates of incident costs and maintain accurate records of incident costs.

The Cost Accounting Unit will be increasingly tasked to support the planning function in terms of cost estimates of resources used. The Unit must maintain accurate information on the actual costs for the use of all assigned resources.

FINANCE & ADMINISTRATION: SECTION CHIEF

PRIMARY: **Deputy Director of Finance & Information Technology**

ALTERNATE: **Senior Administrative Analyst (PW)**

SUPERVISOR: **EOC Director**

GENERAL DUTIES:

- Ensure that the Finance & Administration function is performed consistent with SEMS Guidelines, including:
- Implementing a Disaster Accounting System in the event that the City's accounting system is not available.
- Maintaining financial records of the emergency.
- Tracking and recording of all agency staff time.
- Processing worker's compensation claims received at the EOC.
- Handling travel and expense claims.
- Providing administrative support to the EOC.
- Supervise the Finance & Administration Section staff.
- Establish the appropriate level of organization within the Section, and continuously monitor the effectiveness of that organization. Make changes as required.
- Be prepared to form additional branches/units as dictated by the situation.
- Exercise overall responsibility for the coordination of branch/unit activities within the Section.
- Ensure that the Section is supporting other EOC sections consistent with priorities established in the EOC Action Plan.
- Keep the EOC Director updated on all significant financial developments.

- Refer to Los Angeles County Operational Area Plan.

YOUR RESPONSIBILITY:

Supervise the financial support, response and recovery for the disaster/emergency; manage the personnel, materials, and supplies required for an effective response; ensure that the payroll and revenue collection process continues and activate the Disaster Accounting System as necessary.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT	
START-UP ACTION	√
Check in upon arrival at the EOC.	
Report to the EOC Director.	
Obtain a briefing on the situation.	
Set up your Section work station, including maps and status boards. Use your EOC Section materials and on-site supplies.	
Review your position responsibilities.	
Identify yourself as the Finance & Administration Section Chief *by putting on the vest with your tit*le. Print your name on the EOC organization chart next to your assignment.	
Clarify any issues you may have regarding your authority and assignment and what others in the organization do.	
Review organization in place at the EOC. Know where to go for information or support.	
Determine if other Section staff is at the EOC.	
Confirm that all key Finance & Administration Section personnel or alternates are in the EOC or have been notified. Recall the required staff members necessary for the emergency.	
Determine if the City's accounting system is operable, and activate a Disaster Accounting System as needed.	
Activate organizational elements within your Section as needed and designate leaders for each element or combination of elements. • Compensation and Claims Unit • Cost Recovery Unit • Purchasing Unit • Time Keeping and Personnel Unit • Cost Accounting Unit	
Request additional personnel for the Section to maintain a 24-hour operation as required.	
Brief incoming Section personnel prior to their assuming their duties. Briefings should include: • Current situation assessment. • Identification of specific job responsibilities, including specific disaster accounting procedures. • Identification of co-workers within the job function and/or geographical assignment. • Information about forms, spreadsheets and other tools to be used with disaster accounting procedures. • Availability of communications. • Location of work area. • Identification of eating and sleeping arrangements as appropriate. • Procedural instructions for obtaining additional supplies and services. • Identification of operational period work shifts.	
Inform the EOC Director and General Staff when your Section is fully operational.	
Open and maintain Section logs.	

Using activity log (EOC 134), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document: • Messages received • Action taken • Decision justification and documentation • Requests filled • EOC personnel, time on duty and assignments ***Precise information is essential to meet requirements for possible reimbursement by the Cal EMA and FEMA***.	
Review responsibilities of Units in your Section. Develop plan for carrying out all responsibilities.	
Prepare work objectives for Section staff and make staff assignments.	
Meet with other activated Section Chiefs.	
From the Planning & Intelligence Section Chief, obtain and review incident reports and additional field operational information that may pertain to or affect your Section operations. Provide information to appropriate units.	
Based on the situation as known or forecast, determine likely future Finance & Administration Section needs.	
Think ahead and **anticipate** situations and problems before they occur.	
Request additional resources through the appropriate Logistics/Finance & Administration Section Unit, as needed.	
GENERAL OPERATIONAL DUTIES	√
Carry out responsibilities of the Finance & Administration Section branches/units that are not currently staffed.	
Evaluate the need for Critical Incident Stress Debriefing for all affected personnel, victims and bystanders. Arrange debriefings through the Supply Unit of the Logistics Section.	
Make a list of key issues currently facing your Section to be accomplished within the next operational period.	
Keep up to date on situation and resources associated with your Section. Maintain current status and displays at all times.	
Brief the EOC Director on major problem areas that need or will require solutions.	
Provide situation and resources information to the Planning & Intelligence Section on a periodic basis or as the situation requires.	
Establish operating procedure with the Communication/Information Systems Unit of the Logistics Section for use of telephone, data and radio systems. Make any priorities or special requests known.	
Determine status of transportation system into and within the affected area in coordination with the Transportation Unit of the Logistics Section. Find out present priorities and estimated times for restoration of the disaster route system. Provide information to appropriate Units.	
Ensure that your Section logs and files are maintained.	
Monitor your Section activities and adjust Section organization as appropriate.	
Ensure internal coordination between unit leaders.	
Update status information with other sections as appropriate.	
Resolve problems that arise in conducting your Section responsibilities.	

Anticipate potential situation changes, such as severe aftershocks, in all Section planning. Develop a backup plan for all plans and procedures requiring off-site communications.	
Conduct periodic briefings for your Section. Ensure that all organizational elements are aware of priorities.	
Use face-to-face communication in the EOC whenever possible and document decisions and policy.	
Make sure that all contacts with the media are fully coordinated first with the Public Information Officer (PIO).	
Participate in the EOC Director's action planning meetings.	
Brief your relief at shift change time. Ensure that in-progress activities are identified and follow-up requirements are known.	
SECTION OPERATIONAL DUTIES	√
Authorize use of a Disaster Accounting System.	
Ensure that the purchasing process continues.	
Ensure that cash management continues, and adequate balances are maintained to facilitate the purchasing process. Coordinate cash account transfers as needed.	
Ensure that the payroll process continues.	
Ensure that the revenue collection process continues.	
Establish alternative procedures as necessary.	
Collect your Section personnel and equipment time records and record of expendable materials used and provide copies to the Time Keeping and Cost Accounting Units at the end of each operational period.	
Ensure that all personnel and equipment time records and record of expendable materials used are received from other Sections and submitted to the Time Keeping and Cost Accounting Units at the end of each operational period.	
Manage the donations of money received during and following an emergency from individual citizens and volunteer groups.	
Coordinate with the Cost Accounting Unit to make recommendations for cost savings to the General Staff.	
Meet with assisting and cooperating agency representatives as required.	
Provide input in all planning sessions on finance and cost analysis matters.	
Ensure that all obligation documents initiated during the emergency/disaster are properly prepared and completed.	
Review Finance & Administration staff work. Request additional information and make adjustments to processes as necessary.	
Keep the General Staff apprized of overall financial situation.	
DEACTIVATION	
Authorize deactivation of organizational elements within your Section when they are no longer required.	
Ensure that any open actions are handled by your Section or transferred to other EOC elements as appropriate.	
Ensure that any open actions are handled by your Section or transferred to other EOC elements as appropriate.	

Ensure that any required forms or reports are completed prior to your release and departure.	
Be prepared to provide input to the After-Action Report.	
Deactivate the Finance & Administration Section Chief position and close out logs when authorized by the EOC Director.	
Leave forwarding phone number where you can be reached.	
POST DEACTIVATION	
Review the final cost accounting for all incidents. Request additional information as necessary.	
Facilitate the filing of claims with resource agencies (e.g. FEMA and Cal EMA).	
Facilitate the filing of claims with resource agencies (e.g. FEMA and Cal EMA).	
Anticipate potential situation changes, such as severe aftershocks, in all Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.	

FINANCE & ADMINISTRATION: COMPENSATION & CLAIMS UNIT

PRIMARY: **Permit Technician (CD)**

ALTERNATE: **Administrative Staff Assistant (PW)**

SUPERVISOR: **Finance & Administration Section Chief**

GENERAL DUTIES:

- Accept as agent for the City of Rancho Palos Verdes claims resulting from an emergency/disaster.
- Collects information for all forms required by Workers Compensation and local agencies.
- Maintain a file of injuries and illness associated with the personnel activity at the EOC and maintains a file of written witness statements on injuries.
- Support all compensation for injury specialists and claims specialists assigned to the emergency/disaster.
- Provide administrative support in areas of claims for bodily injury and property damage compensation presented to the City of Rancho Palos Verdes.

YOUR RESPONSIBILITY:

Manage the investigation and compensation of physical injuries and property damage claims involving the City of Rancho Palos Verdes arising out of an emergency/disaster, including completing all forms required by worker's compensations programs and local agencies, maintaining a file of injuries and illnesses associated with the incident, and providing administrative support of claims

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT	
START – UP ACTION	√
Check in upon arrival at the EOC.	
Report to the Finance & Administration Section Chief.	
Obtain a briefing on the situation.	
Determine your personal operating location and set up as necessary.	
Review your position responsibilities.	
Identify yourself as the Compensation & Claims Unit Leader by putting on the vest with your title. Print your name on the EOC organization chart next to your assignment.	
Clarify any issues regarding your authority and assignment and what others in the organization do.	
Activate elements of your Unit, establish work area, and ensure Unit journal/log is opened.	
Determine 24-hour staffing requirement and request additional support as required.	
Request additional resources through the appropriate Logistics/Finance & Administration Section Units, as needed.	
Based on the situation as known or forecast, determine likely future Unit needs.	
Think ahead and anticipate situations and problems before they occur.	
Using activity log (EOC 134), maintain all required records and documentation to support the After- Action Report and the history of the emergency/disaster. Document: • Messages received • Action taken • Decision justification and documentation • Requests filled • EOC personnel, time on duty and assignments ***Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA.***	
GENERAL OPERATIONAL DUTIES	
Develop a plan for your Unit operations and support of field operations as requested.	
Keep up to date on the situation and resources associated with your Unit. Maintain current status reports and displays.	
Keep the Finance & Administration Section Chief advised of your Unit status and activity and on any problem areas that now need or will require solutions.	
Provide periodic situation or status reports to your Section Chief for updating information to the Planning & Intelligence Section.	
Establish operating procedure with the Communication/Information Systems Unit of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.	
Review situation reports as they are received. Verify information where questions exist.	
Anticipate potential situation changes, such as severe aftershocks, in all Unit	

planning. Develop a backup plan for all plans and procedures requiring off-site communications.	
Determine what follow-up to your assignment might be required before you leave.	
Deactivate the Compensation & Claims Unit and close out logs when authorized by the Finance & Administration Section Chief or EOC Director.	
Leave forwarding phone number where you can be reached.	
POST DEACTIVATION	
Follow through with Management to ensure all claim documentation is complete and has been forwarded, as appropriate, to the City's insurer and the City Attorney.	

FINANCE & ADMINISTRATION: COST RECOVERY UNIT

PRIMARY: **Senior Accountant (F & IT)**

ALTERNATE: **Senior Accountant (F & IT)**

SUPERVISOR: **Finance & Administration Section Chief**

GENERAL DUTIES:

- Document information for reimbursement from the state and federal governments.
- Maintain Disaster Accounting System.
- Coordinate documentation of costs with other sections and departments.
- Coordinate cost recovery with disaster assistance agencies.
- Refer to Los Angeles County Operational Plan.

YOUR RESPONSIBILITY:

Maintain the Disaster Accounting System and procedures to capture and document costs relating to a disaster/emergency in coordination with other sections and departments; act as liaison with the disaster assistance agencies and coordinate the recovery of costs as allowed by law and maintain records in such a manner that will pass audit. **The Recovery Unit should be activated at the onset of any disaster/emergency. Accurate and timely documentation is essential to financial recovery.**

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT	
START - UP ACTION	√
Check in upon arrival at the EOC.	
Report to the Finance & Administration Section Chief.	
Obtain a briefing on the situation.	
Determine your personal operating location and set up as necessary.	
Review your position responsibilities.	
Identify yourself as the Recovery Unit Leader *by putting on the vest with your title.* Print your name on the EOC organization chart next to your assignment.	
Clarify any issues regarding your authority and assignment and what others in the organization do.	
Activate elements of your Unit, establish work area, and ensure Unit journal/log is opened.	
Determine 24-hour staffing requirement and request additional support as required.	
Request additional resources through the appropriate Logistics/Finance & Administration Section Unit, as needed.	
Based on the situation as known or forecast, determine likely future Unit needs.	
Think ahead and **anticipate** situations and problems before they occur.	
Using activity log (EOC 134), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document: • Messages received • Action taken • Decision justification and documentation • Requests filled • EOC personnel, time on duty and assignments ***Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA.***	
GENERAL OPERATIONAL DUTIES	√
Develop a plan for your Unit operations and support of field operations as requested.	
Keep up to date on the situation and resources associated with your Unit. Maintain current status reports and displays.	
Keep the Finance & Administration Section Chief advised of your Unit status and activity and on any problem areas that now need or will require solutions.	
Provide periodic situation or status reports to your Section Chief for updating information to the Planning & Intelligence Section.	
Establish operating procedure with the Communication/Information Systems Branch of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.	
Review situation reports as they are received. Verify information where questions exist.	
Anticipate potential situation changes, such as severe aftershocks, in all Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.	
Determine and anticipate your support needs and forward to your Section Chief.	
Ensure that you understand your Unit priorities.	
Monitor your Unit activities and request staffing as appropriate to meet current needs.	

FINANCE & ADMINISTRATION: PURCHASING UNIT

ns	
Ensure that all your Unit personnel and equipment time records and record of expendable materials used are provided to your Section Chief at the end of each operational period.	
Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.	
UNIT OPERATIONAL DUTIES	√
Maintain the Disaster Accounting System and procedures to capture and document costs relating to a disaster/emergency in coordination with other sections and departments.	
Inform all sections and departments when alternative disaster accounting procedures are to be used.	
Coordinate cost documentation and make decisions on costs codes and items to be tracked.	
Facilitate proper documentation of all City costs. Assist the Documentation Unit of the Planning & Intelligence Section with distribution of forms to be used in the field. Review all forms to assess whether required information has been gathered, and follow up with EOC personnel to capture any missing information.	
Act as liaison with the disaster assistance agencies and coordinate the recovery of costs as allowed by law.	
Prepare all required state and federal documentation as necessary to recover all allowable disaster costs.	
Coordinate with the Documentation Unit of the Planning & Intelligence Section.	
Provide analyses, summaries and estimates of costs for the Finance & Administration Section Chief, EOC Director and the Los Angeles County Operational Area as required.	
Work with EOC sections and appropriate departments to collect all required documentation.	
Receive and allocate payments.	
Organize and prepare records for final audit.	
Prepare recommendations as necessary.	
DEACTIVATION	√
Ensure that all required forms or reports are completed prior to your release and departure.	
Be prepared to provide input to the After-Action Report.	
Determine what follow-up to your assignment might be required before you leave.	
Deactivate the Cost Recovery Unit and close out logs when authorized by the Finance & Administration Section Chief or EOC Director.	
Leave forwarding phone number where you can be reached.	
POST DEACTIVATION	√
Participate in the review of final documentation and immediately follow up on any missing or unclear information.	

PRIMARY: **Accounting Clerk (F & IT)**

ALTERNATE: **Staff Assistant I (F & IT)**

SUPERVISOR: **Finance & Administration Section Chief**

GENERAL DUTIES:

- Facilitate purchasing during activation of the EOC, which includes purchase authorization and payment, as necessary.
- Identify sources for equipment, expendable materials and resources.
- Manage all equipment rental agreements.
- Assist with initiation of vendor contracts associated with EOC activities within purchase authority limits established by the City's Municipal Code (Chapter 2.44).
- Process all administrative paperwork associated with equipment rental and supply contracts.

YOUR RESPONSIBILITY:

Administration of all financial matters pertaining to purchases, vendor contracts, leases, fiscal agreements and tracking expenditures. Identify sources of expendable materials and equipment, prepare and sign equipment rental agreements, and process all administrative paperwork associated with equipment rental and supply contracts, including incoming and outgoing mutual aid resources. **Ensure that all records identify scope of work and site-specific work location**.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT	
START-UP ACTION	√
Check in upon arrival at the EOC.	
Report to the Finance & Administration Section Chief.	
Obtain a briefing on the situation.	
Determine your personal operating location and set up as necessary.	
Review your position responsibilities.	
Identify yourself as the Purchasing Unit Leader *by putting on the vest with your title*. Print your name on the EOC organization chart next to your assignment.	
Clarify any issues regarding your authority and assignment and what others in the organization do.	
Activate elements of your Unit, establish work area, and ensure Unit journal/log is opened.	
Determine 24-hour staffing requirement and request additional support as required.	
Request additional resources through the appropriate Logistics Section Unit, as needed.	
Based on the situation as known or forecast, determine likely future Unit needs.	
Think ahead and **anticipate** situations and problems before they occur.	
Using activity log (EOC 134), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document: • Messages received • Action taken • Decision justification and documentation • Requests filled • EOC personnel, time on duty and assignments ***Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA.***	
GENERAL OPERATIONAL DUTIES	√
Develop a plan for your Unit operations and support of field operations as requested.	
Keep up to date on the situation and resources associated with your Unit. Maintain current status reports and displays.	
Keep the Finance & Administration Section Chief advised of your Unit status and activity and on any problem areas that now need or will require solutions.	
Provide periodic situation or status reports to your Section Chief for updating information to the Planning & Intelligence Section.	
Establish operating procedure with the Communication/Information Systems & Communications Unit of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.	
Review situation reports as they are received. Verify information where questions exist.	
Anticipate potential situation changes, such as severe aftershocks, in all Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.	
Determine and anticipate your support needs and forward to your Section Chief.	
Ensure you understand your Unit priorities.	
Monitor your Unit activities and request staffing as appropriate to meet current needs.	

Use face-to-face communication in the EOC whenever possible and document decisions and policy.	
Refer all media contacts to your Section Chief.	
Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.	
Ensure that all your Unit personnel and equipment time records and record of expendable materials used are provided to your Section Chief at the end of each operational period.	
Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.	
UNIT OPERATIONAL DUTIES	√
Contact appropriate branch/unit leaders on needs and any special procedures.	
Review EOC purchasing procedures. The City's Municipal Code (Chapter 2.44) outlines purchasing procedures, including authorization limits, contract limits, and bid procedures. The City's accounting system will continue to be used for purchasing during activation of the EOC. If the City's accounting system is not available, then coordinate with the Section Chief to establish alternative procedures such as manual purchase orders.	
The City's purchasing priority is to first issue purchase orders with vendors. All purchase orders must be approved in writing by the City Manager, Deputy City Manager, Department Directors or the Finance Section Chief. If the vendor will not accept a purchase order, then determine the best method of payment (emergency check or City credit card). If the City's accounting system is not available, use a systematic numbering system for newly issued purchase orders. Identify the account and budget source for all new purchase orders. Track all purchase orders in a centralized Excel worksheet. Cross reference each purchase with the incident number from the City's Incident Management System. Type all purchase order information into a purchase order template (provided with the EOC forms) to facilitate written authorization from Management. The completed template may be printed on City letterhead to facilitate vendors who require a physical purchase order.	
Prepare emergency checks as requested. Emergency checks must be authorized in writing by the City Manager (or Deputy City Manager). If blank check stock is not available at City Hall, coordinate with the City's bank branch to acquire temporary blank check stock.	
Assist the Finance Section Chief with cash management, by providing information about checks issued and bank account balances.	
Facilitate the use of City credit cards, as needed, by adjustment limits between cards and providing information about the availability on each card. Adjustments to credit card limits can be made through the Internet portal with the City's bank. Finance Management Staff and the Senior Accountant have the information necessary to access this portal. INFORM EOC STAFF THAT ALL CREDIT CARD RECEIPTS AND OTHER PURCHASE CONFIRMATION INFORMATION MUST BE SUBMITTED TO THE PURCHASING UNIT UPON EACH USE OF A CITY CREDIT CARD.	
Provide information to other EOC staff regarding existing contracts available for use. It is the City's priority to first use existing contracts on file for City vendors during the operation of the EOC.	
Assist with preparation of contracts as needed within established contracting authority.	

Contracts for emergency purchases may be approved and executed by the City Manager (or in the City Manager's absence, the Deputy City Manager) without prior approval from the City Council. All other contracts must be approved by the City Council and executed by the Mayor. All documentation, such as contracts, must be coordinated with the Documentation Unit within the Planning & Intelligence Section.	
If the City Manager (or Deputy City Manager) determines that new contracts are necessary, assist to establish contracts and agreements with supply vendors. All contracts should include an "Amount Not To Exceed" clause.	
Assist in determining the remaining amount of availability on each contract and purchase order, and provide information to other EOC personnel as needed.	
Ensure that all records identify scope of work and site-specific locations.	
Interpret contracts/agreements and assist with resolving claims or disputes within delegated authority.	
Coordinate with Compensations & Claims Unit on procedures for handling claims.	
Complete final processing of documents for payment.	
Verify cost data in pre-established vendor contracts with Cost Accounting Unit.	
DEACTIVATION	√
Ensure that all required forms or reports are completed prior to your release and departure.	
Be prepared to provide input to the After-Action Report.	
Determine what follow-up to your assignment might be required before you leave.	
Deactivate the Purchasing Unit and close out logs when authorized by the Finance & Administration Section Chief or EOC Director.	
Leave forwarding phone number where you can be reached.	
POST DEACTIVATION	√
If the City's accounting system was not available and alternate purchasing procedures were used, ensure that all purchasing information and emergency checks are input to the City's accounting system once it becomes available.	

FINANCE & ADMINISTRATION: TIME KEEPING UNIT

PRIMARY: **Accounting Technician (F & IT)**

ALTERNATE: **Staff Assistant II (F & IT)**

SUPERVISOR: **Finance & Administration Section Chief**

GENERAL DUTIES:

- Track, record and report staff time for all personnel and volunteers working at the emergency/disaster.
- Establish and maintain a file for all personnel working at the emergency/disaster.
- Ensure that daily personnel time recording documents are prepared and are in compliance with specific City, OES and FEMA time recording policies.
- Track, record and report equipment use and time.

YOUR RESPONSIBILITY:

Track hours worked by paid personnel, volunteers, contract labor, mutual aid and all others and ensure that daily personnel time recording documents are prepared and compliance to agency's time policy is being met. **Ensure that time and equipment use records identify scope of work and site-specific work location consistent with initial safety/damage assessment records, sites and Project Worksheets and Damage Survey Reports (DSRs).**

Personnel time and equipment use records should be collected and processed for each operational period as necessary. Records must be verified, checked for accuracy and posted according to existing policy. Excess hours worked must also be determined and separate logs maintained. Time and equipment use records must be compiled in appropriate format for cost recovery purposes.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT	
START-UP ACTION	√
Check in upon arrival at the EOC.	
Report to the Finance & Administration Section Chief.	
Obtain a briefing on the situation.	
Determine your personal operating location and set up as necessary.	
Review your position responsibilities.	
Identify yourself as the Time Keeping Unit Leader *by putting on the vest with your title.* Print your name on the EOC organization chart next to your assignment.	
Clarify any issues regarding your authority and assignment and what others in the organization do.	
Activate elements of your Unit, establish work area, and ensure Unit journal/log is opened.	
Determine 24-hour staffing requirement and request additional support as required.	
Request additional resources through the appropriate Logistics/Finance & Administration Section Units, as needed.	
Based on the situation as known or forecast, determine likely future Unit needs.	
Think ahead and **anticipate** situations and problems before they occur.	
Using activity log (EOC 134), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document: • Messages received • Action taken • Decision justification and documentation • Requests filled • EOC personnel, time on duty and assignments ***Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA.***	
GENERAL OPERATIONAL DUTIES	√
Develop a plan for your Unit operations and support of field operations as requested.	
Keep up to date on the situation and resources associated with your Unit. Maintain current status reports and displays.	
Keep the Finance & Administration Section Chief advised of your Unit status and activity and on any problem areas that now need or will require solutions.	
Provide periodic situation or status reports to your Section Chief for updating information to the Planning & Intelligence Section.	
Establish operating procedure with the Communication/Information Systems Unit of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.	
Review situation reports as they are received. Verify information where questions exist.	

Anticipate potential situation changes, such as severe aftershocks, in all Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.	
Determine and anticipate your support needs and forward to your Section Chief.	
Ensure you understand your Unit priorities.	
Monitor your Unit activities and request staffing as appropriate to meet current needs.	
Use face-to-face communication in the EOC whenever possible and document decisions and policy.	
Refer all media contacts to your Section Chief.	
Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.	
Ensure that all your Unit personnel and equipment time records and record of expendable materials used are provided to your Section Chief at the end of each operational period.	
Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.	
UNIT OPERATIONAL DUTIES	√
Determine specific requirements for the time recording function.	
Initiate, gather, or update a time report from all applicable personnel assigned to the emergency/disaster for each operational period. Coordinate with the Documentation Unit of the Planning & Intelligence Section to ensure you have copies of all Check In-Out Forms (EOC 130) and all Activity Logs. Cross reference all personnel activity with other EOC documentation including Incident Work Reports (EOC 140) and Incident numbers identified by the City's Incident Management System.	
Maintain a centralized accounting of all personnel time in an Excel worksheet. Ensure that each employee's entire shift is accounted for. Follow up with applicable EOC personnel as soon as missing information is identified.	
Ensure that all records identify scope of work and site-specific work location.	
Post personnel travel and work hours, assignment to a specific incident (location by address when possible), transfers, promotions, specific pay provisions, and termination's to personnel time documents.	
Ensure that daily personnel time recording documents are accurate and prepared in compliance with City policy.	
Ensure that all employee identification information is verified to be correct on the time report.	
Ensure that time reports are signed by the employee and the employee's supervisor.	
Establish and maintain a file for employee time records within the first operational period for each person.	
Maintain records security.	
Close out time documents prior to personnel leaving emergency assignment.	
Keep records on each shift.	
Coordinate with the Supply Unit of the Logistics Section.	
OPERATIONAL DUTIES – EQUIPMENT TIME RECORDER	√
Assist sections and units in establishing a system for collecting equipment time and usage reports.	
Ensure that all records identify scope of work and site-specific work location.	
Establish and maintain a file of time reports on owned, rented, donated and mutual aid equipment (including charges for fuel, parts, services and operators).	

Maintain records security.	
DEACTIVATION	√
Ensure that all required forms or reports are completed prior to your release and departure.	
Be prepared to provide input to the After-Action Report.	
Determine what follow-up to your assignment might be required before you leave.	
Deactivate the Time Keeping Unit and close out logs when authorized by the Finance & Administration Section Chief or EOC Director.	
Leave forwarding phone number where you can be reached.	
POST DEACTIVATION	√
After EOC deactivation, or as time allows, determine the appropriate pay rates for each individual (regular time or overtime, which is all time worked in excess of 40 hours per week and all time worked on a City holiday) and assist the Cost Recovery unit with the final calculation of all City personnel costs and volunteer credits for the event.	
Ensure that all employee time has been input to the City's payroll system.	

FINANCE & ADMINISTRATION:
COST ACCOUNTING UNIT

PRIMARY: **Accountant (F & IT)**

ALTERNATE: **Accountant (F & IT)**

SUPERVISOR: **Finance and Administration Section Chief**

GENERAL DUTIES:

- Provide all cost analysis activity associated with EOC operation.
- Obtain and record all cost data for the emergency/disaster.
- Ensure the proper identification of all equipment and personnel requiring payment.
- Analyze and prepare estimates of EOC costs.
- Maintain accurate record of EOC costs.
- Refer to Los Angeles County Operational Area Plan: Section A – Emergency Management; Section N – Damage Assessment & Recovery.

YOUR RESPONSIBILITY:

Provide cost analysis data for the incident to help the planning and recovery efforts. Ensure that all pieces of equipment and personnel that require payment are properly identified; obtain and record all cost data; analyze and prepare estimates of incident costs and maintain accurate records of incident costs.

The Cost Accounting Unit will be increasingly tasked to support the planning function in terms of cost estimates of resources used. The unit must maintain accurate information on the actual costs for the use of all assigned resources.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT	
START-UP ACTION	√
Check in upon arrival at the EOC.	
Report to the Finance & Administration Section Chief.	
Obtain a briefing on the situation.	
Determine your personal operating location and set up as necessary.	
Review your position responsibilities.	
Identify yourself as the Cost Accounting Unit Leader *by putting on the vest with your title.* Print your name on the EOC organization chart next to your assignment.	
Clarify any issues regarding your authority and assignment and what others in the organization do.	
Activate elements of your Unit, establish work area, and ensure Unit journal/log is opened.	
Determine 24-hour staffing requirement and request additional support as required.	
Request additional resources through the appropriate Logistics/Finance & Administration Section Unit, as needed.	
Based on the situation as known or forecast, determine likely future Unit needs.	
Think ahead and anticipate situations and problems before they occur.	
Using activity log (EOC 134), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document: • Messages received • Action taken • Decision justification and documentation • Requests filled • EOC personnel, time on duty and assignments. ***Precise information is essential to meet requirements for possible reimbursement by Cal EMA and FEMA.***	
GENERAL OPERATIONAL DUTIES	√
Develop a plan for your Unit operations and support of field operations as requested.	
Keep up to date on the situation and resources associated with your Unit. Maintain current status reports and displays.	
Keep the Finance & Administration Section Chief advised of your Unit status and activity and on any problem areas that now need or will require solutions.	
Provide periodic situation or status reports to your Section Chief for updating information to the Planning & Intelligence Section.	
Establish operating procedure with the Communication/Information Systems Unit of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.	
Review situation reports as they are received. Verify information where questions exist.	
Anticipate potential situation changes, such as severe aftershocks, in all Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.	
Determine and anticipate your support needs and forward to your Section Chief.	

Ensure you understand your Unit priorities.	
Monitor your Unit activities and request staffing as appropriate to meet current needs.	
Use face-to-face communication in the EOC whenever possible and document decisions and policy.	
Refer all media contacts to your Section Chief.	
Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.	
Ensure that all your Unit personnel time records are provided to your Section Chief at the end of each operational period.	
Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.	
UNIT OPERATIONAL DUTIES	√
Collect and record all cost data.	
Maintain a fiscal record of all expenditures related to the emergency/disaster.	
Maintain a centralized cost accounting for each incident. Cross-reference each incident accounting with the incident number identified by the City's Incident Management System. The cost accounting should include City resources used (personnel, supplies, and equipment) and vendor billings (contractors, suppliers, etc.). After personnel hours are identified, hourly rates can be applied at a later time to complete the cost accounting.	
Coordinate with the Documentation Unit of the Planning & Intelligence Section. Obtain copies of documentation necessary to support the cost accounting. Examples of forms with relevant information include the Incident Work Report (EOC 140), the Initial Damage Estimate (EOC 145) and Activity Log (EOC 131).	
Prepare and provide periodic cost summaries for the Finance & Administration Section Chief and the EOC Director.	
Maintain cumulative emergency/disaster cost records.	
Ensure that all financial obligation documents are accurately prepared.	
Prepare resources-use cost estimates using information from the Initial Damage Estimate form (EOC 145) and other information provided by EOC personnel.	
Maintain accurate information on the actual cost for the use of all assigned resources.	
With the Time Keeping Unit, ensure that all pieces of equipment under contract and dedicated personnel are properly identified.	
Ensure that all EOC sections maintain proper supporting records and documentation to support claims.	
Make recommendations for cost savings to the Finance & Administration Section Chief.	
DEACTIVATION	√
Ensure that all required forms or reports are completed prior to your release and departure.	
Be prepared to provide input to the After-Action Report.	
Determine what follow-up to your assignment might be required before you leave.	
Deactivate the Cost Accounting Unit and close out logs when authorized by the Finance & Administration Section Chief or EOC Director.	
Leave forwarding phone number where you can be reached.	

POST DEACTIVATION	√
Cost Recovery Unit staff will update the final cost accounting to be submitted to resource agencies after all vendor invoices have been received, personnel rates have been applied to staff time incurred, and allowable rates have been correctly applied to the usage of City equipment and supplies. The final cost accounting will be reviewed and approved by Management.	

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FINANCE
&
ADMINISTRATION

SUPPORTING DOCUMENTS

PROCEDURAL INFORMATION

AN ORDINANCE OF THE CITY OF RANCHO PALOS VERDES TO ENLIST VOLUNTEERS IN TIMES OF DISASTER

Ordinance No. 135

ORDINANCE NO. 135

AN ORDINANCE OF THE CITY OF RANCHO PALOS VERDES AMENDING THE RANCHO PALOS VERDES MUNICIPAL CODE RELATING TO BAIL, ABATED VEHICLES, CONGREGATE HOUSING AND UNDER-GROUND UTILITY DISTRICTS

THE CITY COUNCIL OF THE CITY OF RANCHO PALOS VERDES DOES ORDAIN:

Section 1. Section 1202 of Chapter 2, Article I of the Rancho Palos Verdes Municipal Code is amended by amending subsection (e) to read:

"(e) Bail. The officer shall, as soon as practicable, file the duplicate notice with the magistrate specified therein. Thereupon the magistrate may fix the amount of bail which in his judgment, in accordance with the provisions of Section 1275 of the The Penal Code of California, will be reasonable and sufficient for the appearance of the defendant and shall indorse upon the notice a statement signed by him in the form set forth in Section 815a of The Penal Code. The defendant may, prior to the date upon which he promised to appear in court, deposit with the magistrate the amount of bail thus set. Thereafter, at the time when the case is called for arraignment before the magistrate, if the defendant shall not appear, either in person or by counsel, the magistrate may declare the bail forfeited, and may in his discretion order that no further proceedings shall be had in such case, unless the defendant has been charged with violation of Section 374b or 374e of The Penal Code or of Section 11357, 11360, or 13002 of the Health and Safety Code, or a violation punishable under such section, except in cases where the magistrate finds that undue hardship will be imposed upon the defendant by requiring him to appear, the magistrate may declare the bail forfeited and order that no further proceedings shall be had in such case.

Upon the making of such order that no further proceedings be had, all sums deposited as bail shall forthwith be paid into the County Treasury for distribution pursuant to Section 1463 of the The Penal Code."

Section 2. Section 3102 of Chapter 1, Article III of the Rancho Palos Verdes Municipal Code is amended by renumbering Section 12.02 and 12.03 of the Fire Code set forth in Section 3102 as Section 12.102 and 12.103 and amending the first paragraph of Section 3102 to read:

"3102. Amendment to Fire Code. Notwithstanding the provisions of Section 3100, the Fire Code is amended by amending Section 12.102 and 12.103 to read:"

Section 3. Section 3312 of Chapter 3 of Article III of Rancho Palos Verdes Municipal Code is amended to read:

"3312. Removal Following Appeal. Five days after adoption of the order declaring the vehicle or parts thereof to be a public nuisance, five days from the date of mailing of notice of the decision if such notice is required by Section 3310, or

15 days after such action of the governing body authorizing removal following appeal, the vehicle or parts thereof may be disposed of by removal to a scrapyard or automobile dismantler's yard. After a vehicle has been removed, it shall not thereafter be reconstructed or made operable, unless it is a vehicle which qualifies for either horseless carriage license plates or historical license plates, pursuant to Section 5814 of the Vehicle Code, in which case the vehicle may be reconstructed or made operable."

Section 4. Section 3906 of Chapter 9, Article III of the Rancho Palos Verdes Municipal Code is amended by amending subpart (c) of subsection A 6 to read:

"(c) To require emergency services of any City Officer or employee and, in the event of the proclamation of a "local emergency" in this City or a "state of emergency" in the County in which this City is located or the existence of a "state of war emergency," to command the aid of as many citizens of this community as he deems necessary in the execution of his duties; such persons shall be entitled to all privileges, benefits, and immunities as are provided by state law for registered disaster service workers;"

Section 5. Part 4 of Chapter 1, Article A, of Article IX of the Rancho Palos Verdes Municipal Code is amended by amending Section 9140 and subpart 5 of Section 9141A and adding subsection C to Section 9141 to read:

"9140. PURPOSE

This Section provides supplemental development standards which shall apply to all residential structures which are constructed with common walls and/or floor/ceiling assemblies (attached single family, multiple family, condominiums, stock cooperatives, community apartment houses, etc.)."

"9141A.

All common wall assemblies which separate all other attached dwelling units (multiple family condominiums, stock cooperatives, community apartment houses) or a dwelling unit and a public or quasi-public space shall be of a staggered stud construction."

"9141C.

Utility Easements Over Private Streets and Other Areas. If private streets are involved, a provision shall be made for public utility easements over the entire private street network. The Planning Commission may also require public utility easements adjacent to public streets or over other areas to accommodate fire hydrants, water meters, street furniture, storm drainage, sanitary sewers, water and gas mains, electrical lines and similar urban infrastructure. The Planning Commission may also require access routes necessary to ensure that fire fighting equipment can reach and operate efficiently in all areas."

Section 6. Section 9171 of Part 7, Chapter 1, Article A of Article IX of the Rancho Palos Verdes Municipal Code is amended by deleting Subsection G therefrom and redesignating Subsection H as Subsection G.

Section 7. Section 10003 of Chapter 1, Article IX of the Rancho Palos Verdes Municipal Code is amended to read:

"10003. Council May Designate Underground Utility Districts by Resolution. If, after any such public hearing, the Council finds that the public necessity, health, safety or welfare requires such removal and such underground installation within a designated area, the Council shall, by resolution, declare such designated area an Underground Utility District and order such removal and underground installation. Such resolution shall include a description of the area comprising such district and shall fix the time within which such removal and underground installation shall be accomplished and within which affected property owners must be ready to receive underground service. If the proceedings are initiated by the City Council the resolution shall include a determination that the City or a public utility has voluntarily agreed to pay fifty percent (50%) of all costs of conversion excluding costs of users' connections to underground electric or communication facilities.

Section 8. The Glossary to Article IX of the Rancho Palos Verdes Municipal Code is amended by amending the definitions of "Condominium" and "Subdivision" and adding the definitions of "Community Apartment House" and "Stock Cooperative" to read:

"Condominium shall mean an estate in real property consisting of an undivided interest in common in a portion of a parcel of real property together with a separate interest in space in a complex devoted to residential purposes located on such real property."

"Subdivision shall mean the division of any improved or unimproved land, shown on the latest equalized County assessment roll as a unit or as contiguous units, for the purpose of sale, lease, or financing, whether immediate or future. Property shall be considered as continuous units even if it is separated by roads, services, utility easement, or railroad rights-of-way. Subdivision includes a condominium project, as defined in Section 783 of the Civil Code, or a community apartment project, as defined in Section 11004 of the Business and Professions Code or a stock cooperative as defined in Section 11003.2 of the Business and Professions Code. The conveyance of land to a governmental agency, public entity, or public utility could not be considered a division of land for purposes of computing the number of parcels."

"Community Apartment House shall mean a residential complex in which an undivided interest in the land either in fee simple or a term of years, is coupled with the right of exclusive occupancy in an apartment located therein."

"Stock Cooperative shall mean a corporation formed or availed of primarily for the purpose of holding title to, either in fee simple or for a term of years, improved real property, if all or substantially all of the shareholders of such corporation receive a right of exclusive occupancy in a portion of the real property, title to which is held by the corporation,

which right of occupancy is transferable only concurrently with the transfer of the share or shares of stock in the corporation held by the person having such right of occupancy.

PASSED, APPROVED AND ADOPTED this 18thday of November, 1980, by the following vote:

AYES: SHAW, BACHARACH, DYDA & MAYOR HEIN

NOES: NONE

ABSTAIN: NONE

ABSENT: RYAN

/s/ Barbara Hein
MAYOR

ATTEST:

DONALD F. GULUZZY, CITY CLERK
& EX OFFICIO CLERK OF THE COUNCIL

/s/ Mary Jo Lofthus, Deputy
CITY CLERK

I HEREBY CERTIFY that the foregoing is a true and correct copy of Ordinance Number 135 passed and adopted by the City Council of the City of Rancho Palos Verdes at a meeting thereof held on this 18th day of November, 1980.

CITY CLERK

A RESOLUTION OF THE CITY OF RANCHO PALOS VERDES RELATIVE TO WORKMEN'S COMPENSATION BENEFITS FOR REGISTERED VOLUNTEER "DISASTER SERVICE WORKERS"

Ordinance No. 74-80

RESOLUTION NO. 74-80

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RANCHO PALOS VERDES RELATIVE TO WORKMEN'S COMPENSATION BENEFITS FOR REGISTERED VOLUNTEER "DISASTER SERVICE WORKERS"

THE CITY COUNCIL OF THE CITY OF RANCHO PALOS VERDES DOES HEREBY FIND, RESOLVE AND DECLARE AS FOLLOWS:

Section 1. The California Emergency Council, pursuant to Government Code Section 8580, has adopted rules and regulations establishing classes of disaster service workers, the scope of duties of each class, and the manner of registration of such volunteer disaster service workers.

Section 2. Section 8612 of the Government Code (Chapter 1454, Statutes 1970) provides: that any local disaster council which complies with the rules and regulations established by the California Emergency Council pursuant to Government Code Section 8580 shall be certified as an accredited disaster council.

Section 3. The City of Rancho Palos Verdes has registered and will hereafter register volunteer disaster service workers.

Section 4. The City of Rancho Palos Verdes desires to become an "accredited disaster council" organization in order that injured disaster service workers registered with it may benefit by the provisions of Chapter 10 of Division 4 of Part 1 of the Labor Code.

Section 5. The City Council of the City of Rancho Palos Verdes hereby agrees to follow the rules and regulations established by the California Emergency Council pursuant to the provisions of Section 8580 of the Government Code.

The City Clerk is hereby instructed to send a certified copy hereof to the California Emergency Council.

PASSED, APPROVED, AND ADOPTED this 3rd day of September, 1974.

AYES: Buerk, Dyda, Ruth, M. Ryan

NOES: None

ABSENT: R. Ryan

/S/ MARILYN RYAN
MAYOR

ATTEST:

/S/ DORIS BROWN, DEPUTY
CITY CLERK

Resolution No. 74-80

-1-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RANCHO PALOS VERDES PROVIDING FOR WORKERS COMPENSATION COVERAGE FOR ANY PERSON WHO PERFORMS VOLUNTARY SERVICE WITHOUT PAY FOR THE CITY

Resolution No. 79-87

RESOLUTION NO. 79-87

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RANCHO PALOS VERDES PROVIDING FOR WORKER'S COMPENSATION COVERAGE FOR ANY PERSON WHO PERFORMS VOLUNTARY SERVICE WITHOUT PAY FOR THE CITY

WHEREAS, the City of Rancho Palos Verdes from time to time utilizes persons who perform voluntary service without pay, and

WHEREAS, these voluntary workers may have certain exposure to accidents in performance of the work for the City.

THE CITY COUNCIL OF THE CITY OF RANCHO PALOS VERDES DOES HEREBY RESOLVE, DETERMINE AND ORDER AS FOLLOWS:

That any person who performs voluntary service without pay for the City is designated and considered to be an employee of the City, and as such shall receive worker's compensation coverage.

PASSED, APPROVED AND ADOPTED this 4 day of December , 1979.

/s/ Ann Shaw
MAYOR

ATTEST:

LEONARD G. WOOD, CITY CLERK &
EX OFFICIO CLERK OF THE COUNCIL

/s/ Mary Jo Lofthus, Deputy
CITY CLERK

I HEREBY CERTIFY that the foregoing is a true and correct copy of Resolution No. 79-87 approved and adopted by the City Council of the City of Rancho Palos Verdes at a meeting thereof held on the 4 day of December, 1979.

LEONARD G. WOOD, CITY CLERK &
EX OFFICIO CLERK OF THE COUNCIL

CITY CLERK

RANCHO PALOS VERDES DISASTER ACCOUNTING SYSTEM

GENERAL INFORMATION

The City of Rancho Palos Verdes will utilize its existing object and project codes accounting system to accumulate costs related to emergency incidents. The system in place provides Labor Distribution and cost details. The system will accumulate, sort, and provide a record of costs relating to any disaster/emergency.

WHEN TO USE

- When authorized by the Finance and Administration Section. This authorization may come from the Finance and Administration Section Coordinator or the Cost Recovery Documentation Unit.

- When there is an area-wide disaster that disrupts communication, but it is obvious that the State and Federal disaster assistance agencies will be involved because of widespread destruction/damage.

WHEN NOT TO USE

- When not authorized by any unit in the Finance and Administration Section or when the disaster/emergency is not of a widespread destructive nature that interrupts communications, prohibiting dissemination of the authorization.

- When the emergency is small, localized, and involves a third party as a possible liable party.

DISASTER BUDGETS

The City of Rancho Palos Verdes has no budget for disaster response or recovery. All charges to it must be either covered in the adopted budget or be covered by reserves. If necessary, budget adjustments will be made to the appropriate accounts to cover disaster expenses.

DISASTER/EMERGENCY ACCOUNTING RECORDS

When a disaster or an emergency strikes the City of Rancho Palos Verdes, it may be in the form of an earthquake, storm damage, major oil or chemical/hazardous waste spill, civil emergency, or a military emergency. Those employees who are assigned work directly with the disaster/emergency and are to use the Disaster Accounting System project numbers assigned by Finance. The use of these numbers will enable the city to collect, sort, and document costs associated with the disaster/emergency.

The purpose of separate accounting for these costs is to obtain sufficient backup data in the event the city qualifies for federal and/or state assistance. In other types of disasters such as an oil spill, even though it requires a wide response by the

city, federal and state assistance is usually not available. However, there is usually an identifiable responsible party from which costs may be recovered.

Obtaining federal and state assistance and recovering costs from third parties requires the City of Rancho Palos Verdes to collect and retain a broad range of original documents that clearly demonstrate that they were used for the disaster/emergency including:

- Employee time cards showing hours (regular and overtime) worked and which indicate the type and location of the work.
- Use of city-owned equipment supported by equipment identification, dates and number of hours used each day, location and purpose for using the equipment.
- Use of city-owned supplies supported by a reasonable basis for determining costs, why the material was necessary, and location of where the material was used.
- Purchases of material supported by invoices showing quantity, description, unit cost, where, when and how the material was used.
- Rental of equipment supported by invoices identifying the type and description of equipment, rate per hour indicating with or without operator, dates and hours used each day, where and why the equipment was used.
- Invoices for work performed by contract must provide detailed breakdown of cost, where, when and why the work was performed.

The above records and documentation must be retained for **AT LEAST THREE YEARS** from the date of final settlement of claim. All such records should be forwarded to the Cost Recovery Documentation Unit for audit follow-up.

HOW THE SYSTEM IS USED

Immediately following a disaster and activation, the Finance and Administration Section will assign disaster project numbers for use by all department to track disaster/emergency related expenses.

DO'S AND DON'TS
FOR USING THE DISASTER ACCOUNTING SYSTEM

DO:	DO:	DO:	DO:	DO:	DO:

+ **DO** record all regular and overtime hours **WORKED** on the disaster/emergency.
+ **DO** write on time card the location and brief description of work performed.
+ **DO** charge vehicles and equipment used and indicate when and where.
+ **DO** charge equipment rentals to the appropriate charge points.
+ **DO** charge outside contracts to the appropriate charge points.
+ **DO** document how contracts were awarded.
+ **DO** place limits on contract with, "Amount not to exceed". If more work needs to be done, then amend contract.
+ **DO** use terms such as "Assess risk to public Health and Safety" instead of "Survey damage".
+ **DO** use terms such as Direct, Control, Assign, and Dispatch instead of Administer.
+ **DO** report all damage to Cost Recovery Documentation Unit.
+ **DO** keep all records and unit logs accurately and up to date.
+ **DO** ask questions of the Cost Recovery Documentation Unit for clarifications.

DO NOT:	DO NOT:	DO NOT:	DO NOT:	DO NOT:	DO NOT:

- **DO NOT** order **everyone** to charge **all** time to the disaster. Only charge those people and hours actually **WORKED.**
- **DO NOT** charge stand-by time to the system. FEMA will only pay for time worked.
- **DO NOT** charge manager overtime to the system. The system will not post it, the City of Rancho Palos Verdes does not pay it, and FEMA will only reimburse what was paid.
- **DO NOT** enter into sole source contracts without **explicit documentation** of why it was **necessary.**
- **DO NOT** enter into cost plus contracts.
- **DO NOT** enter into open ended contracts with no cap on expense. Place limits and amend if necessary.
- **DO NOT** use terms such as "Damage Survey", use "Assess for risk to health and safety".
- **DO NOT** use the term Administer in place of Direct, Control, Assign, or Dispatch.
- **DO NOT** assume damage to a City of Rancho Palos Verdes facility is not recoverable. It may be, but let the disaster assistance agencies make that decision. Let's not make it for them.
- **DO NOT** throw away records.
- **DO NOT** forget to ask questions.

NOTE:

While recent FEMA regulations do not allow recovery of straight time for emergency response activities, **record it anyway.** We can recover straight time for other categories of work and in some cases where we assist other agencies. Better to record and not use than to not record and try to recreate.

APPLYING FOR FINANCIAL ASSISTANCE

GENERAL INFORMATION

Financial assistance may come from the state alone or both the state and federal governments. For state assistance, it is necessary for the Governor to proclaim a "**Disaster**" in specified counties. For federal assistance, it is necessary for the President to declare a "**Disaster**" in those same locations.

In both cases the lead agency is the Governor's Office of Emergency Services (Cal EMA). Their address and phone number is:

Office of Emergency Services
Disaster Assistance Division
3650 Schriever Avenue
Mather, CA 95655
Phone:(916) 845-8510

PRE-DISASTER DECLARATION STEPS

Following a disaster/emergency, the city will report damage and a rough estimate of costs to the Los Angeles County Operational Area via the Lomita Sheriff's Station EOC or Watch Commander.

These estimates should include City of Rancho Palos Verdes personnel and equipment costs, damage to public facilities with cost to repair, and cost to replace public facilities and equipment damaged beyond repair. The estimates of damage and costs should also include a separate estimate for damage to private property/facilities.

The Los Angeles County Operational Area will transmit the estimates to State CAL EMA and then the Governor will decide whether to proclaim a State of Emergency in the County. If the Governor does proclaim a State of Emergency, then the State will request a Presidential declaration. If the President declares a Major Disaster, then FEMA will be involved.

POST DISASTER DECLARATION STEPS

At this point, State CAL EMA will notify the Los Angeles County Operational Area, who will in turn notify the City of Rancho Palos Verdes of the declaration. There will usually be an orientation meeting where all agencies desiring to participate will be briefed on the application procedures. The City's Manager's Office and Finance Department are the lead for the City of Rancho Palos Verdes in recovery of costs.

Several Forms must be submitted. These are:

1. **Notice of Interest (FEMA Form 90-49)** This indicates that the City of Rancho Palos Verdes will be applying for assistance in the areas checked. Does not restrict City form making changes, but must be sent within 30 days of the declaration date.

2. **Exhibit B (CAL EMA Form)** This indicates the categories and projects which the City of Rancho Palos Verdes is asking assistance for. It provides the detail behind the Notice of Interest. It may be revised later on. It gives CAL EMA an idea of the scope and how may teams to assign.

3. **Designation of Applicants' Agency Resolution (CAL EMA Form 130)** This is a resolution passed by the City Council authorizing specified individuals to act as the City's agent in dealing with CAL EMA and FEMA. There is no deadline, but payments cannot be made until CAL EMA receives it. A City usually designates as agents one or more of the following:

   City Manager/Assistant City Manager
   Director of Finance
   Cost Recovery Documentation Unit Leader

4. **Vendor Data Record (Form STD 204)** For State's 1099 purposes. No deadline, but no payment until submitted.

5. **Project Application for Federal Assistance (CAL EMA Form 89)** Formal application for FEMA funding. No specific deadline, but no payment until submitted.

ON-SITE INSPECTIONS

CAL EMA will send two member team(s) to visit each applicant. One person will be from CAL EMA and the other will be from FEMA (if the federal government is involved). They will meet with the designated staff member who will arrange meetings with other City of Rancho Palos Verdes personnel as necessary. These local representatives should be people who have detailed knowledge of damaged facilities, cost estimates and potential mitigation work that may prevent future damage.

Past experience has been that these meetings will be on short notice. Cal EMA usually sets up a field office and starts scheduling visits soon after. **A week's notice is the best that can be expected.**

The team will want to see:

_ Damaged facilities.
_ Pictures or videos of damage/destruction.
_ Narratives on work done.
_ A broad summary of costs to date with estimates of work to be completed.
_ Proposals on repair, reconstruction and mitigation projects.
_ These need not be final, they can be changed.

The team will want to discuss:

_ How payroll costs are organized and developed.
_ How payroll cost relates to time worked.
_ How fringe benefit rates are made up.

These last items are why it is so important to use the Disaster Accounting System. When used, it automatically provides a record of who worked for how many hours on which day on what type of task. The Labor Distribution reports can be merged with payroll data to provide the time records that CAL EMA and FEMA want. They can also be used to create summary schedules for the teams.

After the on-site inspection, the team will draft a Damage Survey Report (DSR). Usually there will be one for each general type of emergency work; i.e., one DSR for debris clearance (Citywide) and one for Protective Measures (Citywide). The team makes this decision. There will also be one DSR for each repair, reconstruction, and mitigation project that is approved.

The team will discuss the DSR with the designated City representative who will bring in the other interested parties in the City of Rancho Palos Verdes. **The critical item at this point is not the dollar estimate on the DSR, but the scope of work that is approves.** The dollar amount can change as actual costs become known, but the scope of work should be what is necessary to do the job. If the scope of work is adequate, then the Applicant's designated agents will sign the DSR.

There is a sixty-day period in which to bring new damage sites to the attention of the disaster assistance agencies from the date of the team's first on-site visit.

POST DSR PROCEDURES

All documentation and costs must be gathered and sorted to support their respective DSRs. Thus, if there is one DSR for Debris Clearance, all payroll costs and time cards for those personnel working on Debris Clearance must be sorted and organized to document these costs on that DSR. Also all equipment costs, dump fees, etc. for this

work becomes part of the documentation package for this DSR. The same holds true for the separate DSR for Protective Measures—a separate all inclusive documentation package.

The DSRs for construction projects will require the same specific documentation. Each will require, as appropriate: engineering studies, architectural plans, bid packages, selection records, contracts, contractor's invoices, payment records, and all other costs. Also note that since government money is involved that the Davis Bacon Act and/or state prevailing wage clauses will apply and must also be documented.

HOW PAYMENT IS MADE

The State Public Assistance program is authorized under the State Natural Disaster Assistance Act (NDAA). CAL EMA administers this program. NDAA assistance may be obtained following a Local Emergency with the concurrence of the Director of CAL EMA for permanent repairs only or for all eligible costs including personnel costs following the Governor's proclamation of a State of Emergency. The cost shares on eligible costs are 75% state share and 25% local government share. For example: CAL EMA determines that there is $100,000 in eligible emergency response costs for a city. CAL EMA pays $75,000 and the city must handle the remaining $25,000. Failure to follow SEMS, however, may disqualify the city from receiving all or part of the state's share and accordingly change a $25,000 loss back to $100,000. The NDAA program is coordinated as supplemental to the federal program following the Declaration of a Major Disaster by the President of the United States.

The Federal Public Assistance program is authorized under the Stafford Act and is administered by FEMA in coordination with Cal EMA at the request of the Governor, who has designated the Cal EMA Director as his representative. FEMA will pay eligible costs to local governments on a 75% federal share and a 25% state and/or local share. If Cal EMA finds that the costs covered by FEMA are also eligible under NDAA criteria, then the state will cover 75% of that 25% share. For example: a city is determined to have $100,000 of eligible emergency personnel costs by FEMA. FEMA will reimburse up to $75,000, leaving $25,000 for the state and local governments to handle. Cal EMA determines that the costs are eligible under NDAA and will pay $18,750 which leaves $6,250 for the local government to handle. Failure to follow SEMS may jeopardize the state share and cause the $6,250 loss to increase up to the full $25,000 state local share.

State and federal assistance are based upon reimbursements of eligible costs incurred. There are provisions for partial advances on approved Disaster Survey Reports; however, the amounts and conditions may change. Assistance is based upon uninsured loss and is not a substitute for insurance. The reimbursement process is a lengthy one involving the complete review of damage estimates and documentation. Actual receipt of funds may take weeks or months.

Sometime later, perhaps two years, the State Controller will audit the project. If discrepancies are found, they will require reimbursement of the disallowed costs if the allowable costs are less than what was already paid. If allowable costs are greater than

prior payments, then the balance will follow after official sign off on the claim by FEMA and/or Cal EMA. This also is a long process.

Remember four important things:

1. **DOCUMENT EACH COST TO A SPECIFIC DISASTER ACTION AND LOCATION.**

2. **DOCUMENT EACH COST TO A SPECIFIC DISASTER ACTION AND LOCATION.**

3. **DOCUMENT EACH COST TO A SPECIFIC DISASTER ACTION AND LOCATION.**

4. **FAILURE TO FOLLOW SEMS MAY COST YOU NDAA ASSISTANCE ON ELIGIBLE EMERGENCY PERSONNEL COSTS.**

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FINANCE
&
ADMINISTRATION

EOC FORMS

EOC 140 – INCIDENT WORK REPORT

CITY OF RPV EOC INCIDENT WORK REPORT	1. EVENT NAME	2. DATE	3. TIME

A SEPARATE FORM SHOULD BE COMPLETED PER CREW, PER INCIDENT LOCATION, MINIMUM ONE PER DAY. ALL PERSONNEL, EQUIPMENT, SUPPLIES, MATERIALS, AND FEES SHOULD BE ACCOUNTED FOR. ATTACH ADDITIONAL SHEETS IF NECESSARY.

4. **WORK ADDRESS:** (BE SPECIFIC)			
5. **DESCRIPTION OF WORK DONE:**			
6. DATE WORK STARTED:	**7. TIME:** AM☐ PM☐	**8. MUTUAL AID:** Y ☐ N ☐ MIXED-CREW ☐	
9. DATE WORK STOPPED:	**10. TIME:** AM☐ PM☐	**11. MISSION # (IF MUTUAL AID):**	
12. DEPARTMENT:		**13. MUTUAL AID CITY/AGENCY:**	
14. DAMAGE PHOTO TAKEN: Y ☐ N ☐	**15. SUPERVISOR:**	16. **RADIO CALL #:**	**PHONE #:**

PERSONNEL

17. NAME	18. EMPLOYEE I.D. #
19. CREW #/ UNIT #	**20. DEPARTMENT/AGENCY**

HOURS		
21. REG.	22. O.T.	23. EMERG. CALL OUT

EQUIPMENT USED			
24. VEHICLE/ EQUIP. UNIT #	25. VEHICLE LICENSE #	26. DESCRIPTION	27. EMPLOYEE ID # OF VEHICLE OR EQUIPMENT OPERATOR.

CHECK ONE				
CITY EQUIP.	RENTED	DONATED	28. HOURS	29. MILEAGE
☐	☐	☐		
☐	☐	☐		
☐	☐	☐		

30. VENDOR NAME (IF RENTED OR DONATED)

EOC 140 – INCIDENT WORK REPORT

EOC 145 – INITIAL DAMAGE ESTIMATE

MATERIALS			
31. DESCRIPTION	**32. UNIT**	**33. UNIT OF MEASURE**	**34. STOCK (Y OR N)**

35. UNIT COST	**36. TOTAL COST**	**37. VENDOR NAME**

SPECIAL FEES		
38. **PURPOSE:**	39. **RECEIPT NUMBER:**	40. **COST:**

EOC 140	**41. PREPARED BY (NAME/EXT/SIGNATURE)**	42. **3DC APPROVAL (NAME/EXT/SIGNATURE)**

EOC 145 – INITIAL DAMAGE ESTIMATE

CITY OF RPV EOC INITIAL DAMAGE ESTIMATE	1. EVENT NAME	2. DATE PREPARED	3. TIME PREPARED

4. OPERATIONAL PERIOD #

FROM: (date) / (time) **TO:** (date) / (time)

DECLARATIONS

5. CITY DATE PROCLAIMED		
	DATE REQUESTED	DATE GRANTED
6. COUNTY CONCURRENCE		
7. DIRECTORS CONCURRENCE		
8. GUBERNATORIAL		
9. SMALL BUSINESS ADMINISTRATION		
10. PRESIDENTIAL		
11. INDIVIDUAL ASSISTANCE		
12. PUBLIC ASSISTANCE		

INDIVIDUAL ASSISTANCE (IA) DAMAGES

	DESTROYED	MAJOR DAMAGE	MINOR DAMAGE	AFFECTED (NO PHYSICAL DAMAGE)	ESTIMATED LOSS $	ESTIMATED % COVERED BY INSURANCE
13. PRIMARY RESIDENCE (INCLUDE MOBILE HOMES)						
14. BUSINESS						
15. OTHER (I.E. OUT BUILDINGS, ETC.)						
16. COMMENTS						

AGRICULTURAL DAMAGE

	ACRES IMPACTED	NUMBER IMPACTED	ESTIMATED LOSS $
17. CROPS/GRAZING LANDS			
18. FARM BUILDINGS & MACHINERY			
19. LIVESTOCK			

EOC 145	20. PREPARED BY (NAME/POSITION)

EOC 130 – CHECK IN-OUT FORM

PUBLIC ASSISTANCE (PA) DAMAGE		
CATEGORY	NUMBER OF SITES	ESTIMATED LOSS $
21. CATEGORY A: DEBRIS REMOVAL & DISPOSAL		
22. CATEGORY B: EMERGENCY PROTECTIVE MEASURES		
23. CATEGORY C: ROAD & BRIDGE SYSTEMS (NON-FEDERAL)		
24. CATEGORY D: WATER CONTROL FACILITIES (LEVEES, DAMS, & CHANNELS)		
25. CATEGORY E: PUBLIC BUILDINGS & EQUIPMENT		
26. CATEGORY F: PUBLIC UTILITIES (WATER & POWER, ETC.)		
27. CATEGORY G: PARK/RECREATIONAL/OTHER		
28. COMMENTS		

FEDERAL PROGRAM DAMAGES	
	ESTIMATED COSTS $
29. FEDERAL HIGHWAYS (EMERGENCY RELIEF PROGRAM) (DAMAGES TO FEDERAL HIGHWAY SYSTEMS)	
30. U.S. ARMY CORPS OF ENGINEERS (PL 84-99) (FOR EMERGENCY FLOOD CONTROL PROJECTS)	
31. NATURAL RESOURCES CONSERVATION SERVICE (FOR EMERGENCY WATERSHED REHABILITATION)	
32. OTHER (DESCRIBE)	

REPORTING AGENCY POINT OF CONTACT					
33. NAME					
34. PHONE					
35. PAGER					
36. FAX					
37. ALT. PHONE					
38. E-MAIL					
39. WHEN KNOWN, ENTER ESTIMATED DATE TO COMMENCE PRELIMINARY DAMAGE ASSESSMENTS (PDA)					
40. COMMUNITY RELATIONS: NEED FOR SPECIAL LANGUAGE CONSIDERATIONS?	☐	YES	DESCRIBE:	☐	NO

EOC 131 – SECTION ACTIVITY LOG

CITY OF RPV EOC CHECK IN/OUT	1. EVENT NAME	2. DATE	3. OPERATIONAL PERIOD

	4. EMPLOYEE NAME	5. ASSIGNED POSITION	6. CHECK IN TIME	7. CHECK OUT TIME	8. TOTAL HOURS
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					

EOC 130	9. PREPARED BY (NAME/POSITION)	Page of

CITY OF RPV EOC BRANCH ACTIVITY LOG	1. EVENT NAME	2. DATE PREPARED	3. TIME PREPARED
4. BRANCH NAME	5. BRANCH COORDINATOR (NAME AND POSITION)	6. OPERATIONAL PERIOD	

7. PERSONNEL ROSTER ASSIGNED

NAME	EOC POSITION	CONTACT NUMBER	HOURS		ASSIGNED TASKS

EOC 132 – BRANCH ACTIVITY LOG

TIME	MAJOR EVENTS

EOC 131		

CITY OF RPV EOC BRANCH ACTIVITY LOG	1. EVENT NAME	2. DATE PREPARED	3. TIME PREPARED
4. BRANCH NAME	5. BRANCH COORDINATOR (NAME AND POSITION)	6. OPERATIONAL PERIOD	

7. PERSONNEL ROSTER ASSIGNED		
NAME	EOC POSITION	CONTACT NUMBER

EOC 133 – UNIT ACTIVITY LOG

TIME	MAJOR EVENTS

EOC 132	9. PREPARED BY (NAME/POSITION)	Page of

CITY OF RPV EOC UNIT ACTIVITY LOG	1. EVENT NAME	2. DATE PREPARED	3. TIME PREPARED
4. BRANCH NAME	5. BRANCH COORDINATOR (NAME AND POSITION)	6. OPERATIONAL PERIOD	

7. PERSONNEL ROSTER ASSIGNED		
NAME	EOC POSITION	CONTACT NUMBER

EOC 134 – INDIVIDUAL ACTIVITY LOG

TIME	MAJOR EVENTS

EOC 133	9. PREPARED BY (NAME/POSITION)	Page of

EOC 134 – INDIVIDUAL ACTIVITY LOG

CITY OF RPV EOC INDIVIDUAL ACTIVITY LOG	1. EVENT NAME	2. DATE PREPARED	3. TIME PREPARED
4. EOC POSITION(S):	5. SUPERVISOR (NAME AND POSITION)		6. OPERATIONAL PERIOD

7. ACTIVITY LOG

TIME	EVENT/ACTION/OBSERVATION

EOC 134	8. PREPARED BY (NAME/POSITION)	Page of

EOC 135 – GENERAL MESSAGE

EOC 134	**9. PREPARED BY (NAME/POSITION)**	Page of

CITY OF RPV EOC GENERAL MESSAGE	1. EVENT NAME	2. DATE	3. TIME

4. TO:		5. POSITION:	
6. FROM:		7. POSITION:	
8. SUBJECT:			

9. PRIORITY					
CRITICAL/LIFE SAFETY		URGENT		ROUTINE	

10. MESSAGE

11. REPLY

12. NAME:		13. POSITION:	
14. DATE:		15. TIME:	

EOC 135	16. PREPARED BY (NAME/POSITION)	Page of

PART THREE

APPENDICES

HAZARDOUS MATERIALS

provides an overview of the City's industrial locations and the potential involvement of hazardous materials incidents. Specific locations of hazardous materials are identified in the Hazardous Materials Plan which is maintained by the Los Angeles County Fire Department.

Hazardous materials are any substance or combination of substances that because of quantity, concentration, or characteristics may cause or significantly contribute to an increase in death or serious injury, or pose substantial hazards to humans and/or the environment.

Hazardous material incidents differ from other emergency response situations because of the wide diversity of causative factors and the pervasiveness of the potential threat. Circumstances such as the prevailing wind and geographic features in the vicinity of emergency incidents are relevant factors that may greatly increase the hazardous chemical dangers. Incidents may occur at fixed facilities where, most likely, the occupants have filed site-specific emergency response contingency and evacuation plans. However, incidents may also occur at any place along any land, water or air transportation routes, and (in event of vessel mishaps, aircraft accidents, misuse of agricultural chemicals and illegal dumping) may occur in unpredictable areas, relatively inaccessible by ground transportation.

In Rancho Palos Verdes the vast majority of hazardous material incidents are handled before they become a major disaster. Nevertheless, the emergency organization needs to be flexible and evolutionary in its response to a developing incident. The Hazardous Material Plan is designed to accommodate both the large number of relatively routine minor spill incidents and the truly catastrophic hazardous material disaster.

The increasing volume and variety of hazardous materials that are generated, stored, or transported within the City is a concern to public officials and the community. A major hazardous material accident and/or spill could endanger public health and safety within a mile of the accident scene. Several fixed site industrial firms use potentially hazardous materials to operate their businesses. Most notably, the Metropolitan Water District of Southern California (MWD) water storage and treatment facility (Palos Verdes Reservoir), located at the southeast corner of Palos Verdes Drive East and Palos Verdes Drive North, uses chlorine to pre-treat water prior to entry into the water distribution system. Regardless of the cause, the release of chlorine into the atmosphere poses a serious threat. As chlorine is heavier than air and will settle in low areas, wind patterns may blow the gas into surrounding residential properties. In all cases, evacuation of the area will probably be necessary. Other threats include commercial airliners which routinely overfly the City on approach to Los Angeles International Airport and significantly increase the overall potential disaster threat.

Specific Situation
The threat of a major hazardous material incident in Rancho Palos Verdes exists from three different sources: (1) commercial transportation - rail and air; (2) fixed facility; and (3) clandestine dumping.

Freeway/Transportation
Rancho Palos Verdes is not near any major highway or railroad lines. Nevertheless, the greatest probability of a major hazmat incident to occur within the City is from a transportation accident on Western Avenue or Hawthorne Boulevard. In addition, Pacific Coast Highway, which is located outside but near the city limits poses a significant threat of a major transportation hazmat incident that would greatly impact the City. An accident on any of these major commercial routes involving a vehicle carrying hazardous materials could impact thousands of residents depending on wind conditions, and time of day.

Regionally, transportation accidents also pose a large threat. Interstate 110, the Harbor Freeway, runs north-south near the eastern perimeter of the City. Heavy truck traffic travels to and from the Los Angeles Harbor each day. It is safe to say that one or more of every 10 commercial vehicles is carrying hazardous materials. Historically, hazardous materials incidents frequently occur on the heaviest traveled streets and at major intersections and freeway interchanges.

Air Transportation
See “Transportation – Major Air Crash”.

Pipelines
There are no Petroleum pipelines within the City.

Fixed Facility
The second most likely hazmat threat is from an accidental spill and/or incident at one of the facilities that manufacture, warehouse, and process toxic chemical and/or generate hazardous waste materials in nearby cities, specifically, the San Pedro area (City of Los Angeles) and Torrance. Although there are numerous nearby facilities involved with hazardous materials, they are less of a threat due to required plant contingency and evacuation plans.

Clandestine Dumping
Clandestine dumping is the criminal act of disposing of toxic materials and hazardous waste on public or private property. As the costs and restrictions increase for legitimate hazardous waste disposal sites, it can be anticipated that illegal dumping of hazardous materials will increase proportionately. Because of the semi-rural environment, the City is a potential target for this type of illegal activity.

OTHER HAZARDS SPECIFIC TO THE JURISDICTION

Major Air Crash

General Situation

A major air crash that occurs in a heavily populated residential area can result in considerable loss of life and property. The impact of a disabled aircraft as it strikes the ground creates the likely potential for multiple explosions, resulting in intense fires. The time of day when the crash occurs may significantly affect the extent of damage to persons and property. Damage assessment and disaster relief efforts associated with an air crash incident will require support from other local governments, private organizations and in certain instances from the state and federal governments.

The intense fires, until controlled, will limit search and rescue operations. Police barricades will be needed to block off the affected area. The crowds of onlookers and media personnel will have to be controlled. Injured or displaced persons will require emergency medical care, food and temporary shelter. Many families may be separated, particularly if the crash occurs during working hours. Investigators from the National Transportation and Safety Board and the Los Angeles County Coroners Office will have short-term jurisdiction over the crash area and investigations will be completed before the area is released for clean up.

The clean-up operation may consist of the removal of large debris, clearing of roadways, demolishing unsafe structures and towing of demolished vehicles. It can be anticipated that the mental health needs of response personnel, survivors and the surrounding residents will greatly increase due to the trauma associated with such a catastrophe. A coordinated response team, comprised of mental health professionals, will take a proactive approach toward identifying and addressing mental health needs stemming from any traumatic disaster.

Specific Situation

The City of Rancho Palos Verdes is located in the southwest portion of Los Angeles County. The City is comprised primarily of residential areas. The skies above Rancho Palos Verdes are heavily occupied by aircraft originating and departing from a number of airports located in Southern California. The airports nearest to Rancho Palos Verdes, handling the greatest amount of air traffic are as follows:

> **Los Angeles International Airport (LAX):** LAX is the fourth busiest airport in the world and has experienced a four percent air traffic growth rate in recent years. Planes arrive and department at a rate of one per minute.
>
> **Long Beach Airport (LGB)** LGB is ranked the 12th busiest airport nationally in terms of air traffic that it handles and is experiencing a 0.5 percent decrease in the rate of traffic. Planes arrive and depart at a rate of 1.5 every two minutes.

Torrance Airport: is a municipal facility used by private aircraft. Many of the private aircraft flying over the Palos Verdes Peninsula originate from the Torrance Airport.

Aircraft flying over Rancho Palos Verdes are located in the Los Angeles Terminal Control Area (TCA). The TCA is airspace restricted to large, commercial airliners. Each TCA has an established maximum and minimum altitude in which a large aircraft must travel. Smaller aircraft desiring to transit the TCA may do so by obtaining Air Traffic Control clearance. The aircraft may then proceed to transit when traffic conditions permit. Aircraft departing from other than LAX, whose route of flight would penetrate the TCA, are required to give this information to Air Traffic Control on appropriate frequencies. Pilots operating small aircraft often rely on geographical landmarks, rather than charts, to indicate their locations. If a pilot is unfamiliar with the geographical landmarks of the Southern California basin, they may misinterpret a particular landmark and inadvertently enter the restricted TCA airspace. This misunderstanding may result in a mid-air collision.

Over the past ten years, there have been significant occurrences of near-miss collisions in or near Los Angeles International Airport. Each year, more than 20 average runway incursions occur on LAX runways. This threat continues to grow each year as passenger flights and cargo transports continue to increase, and the FAA flight control systems struggle to keep up.

Following are recorded crashes in and around the Los Angeles International Airport based on commercial and domestic flights into or out of LAX (on average, over 10 emergency landings occur due to in-flight emergencies yearly):

- **2000** – Alaska Air Flight #261 en route to LAX on an in-flight emergency and catastrophic instrument failure, crashed into the Pacific Ocean just 7 air minutes from LAX (88 passengers and crew killed);
  KLM 767 Passenger Jet dropped an engine cover due to bird strike onto Dockweiler State Beach immediately after takeoff and made a successful emergency landing;
- **1991** – February 1991 – a collision between a US Air 737B and a Skywest Swearingen 226 Metroliner occurred on the runway of LAX killing 22 and injuring 87.
- **1980** – 2 single engine planes collided over El Segundo onto Mariposa Avenue and Sepulveda Blvd, killing 3 and injuring 6 people on the ground.
- **1978** – A Continental Airlines DC-10 blew both tires on takeoff and aborted takeoff, crashing 600 feet off the runway and coming to rest on Vista Del Mar at the Los Angeles/El Segundo border killing 2 and injuring 200 passengers.
- **1969** – A B-26 crashed into an apartment complex on Sycamore Avenue in El Segundo killing 4 aboard, and 2 on the ground; A United 727 suffered catastrophic failure on takeoff and crashed into Santa Monica Bay killing all 28 passengers and crew; A Scandinavian DC-8 crashed 7 miles from

the airport into Santa Monica Bay on pilot error – killing 15, injuring 28 passengers.

- **1963** - A Western Airlines DC-6 crashed on a go-around in low visibility conditions.

Currently, an airport security plan is under consideration by the City of Los Angeles to increase the airport capacity of LAX to approximately 78 million annual passengers (MAP) per year. This substantially increases the potential of an aviation emergency occurring in or near Rancho Palos Verdes. The FAA has promised to improve its radar and navigational systems, yet system failures grow each year – increasing the risk of a catastrophic aviation emergency in or near Rancho Palos Verdes. Nearly all of the crashes involve pilot error or a combination of traffic control error, pilot error, judgment, maintenance oversight or mechanical failure – these situations substantially increase the risk of an aviation emergency in or near Rancho Palos Verdes.

Commercial Transportation Incident (Rail/Truck)

General Situation

A major commercial transportation (rail/truck) incident that occurs in a heavily populated industrial area or residential area can result in considerable loss of life and property. When a commercial truck is involved in an accident, there is no longer control as to the direction the truck will travel. Potential hazards could be overturned tank trailers, direct impact either into a residence or industrial building, or entering into the normal flow of traffic. When a rail car is involved in an accident (bleve or rupture) or derailment, a combination of products and materials that are extremely hazardous and/or flammable may be released.

Each of these hazards encompasses many threats, such as hazardous materials incident, fire, explosion, severe damage to rail lines, roadways, adjacent buildings or vehicles, roadway closures, evacuations, and loss of life if pedestrians or those in either the adjacent buildings or vehicles are affected by the incident.

CIVIL UNREST

General Situation

The spontaneous disruption of normal, orderly conduct and activities in urban areas, or outbreak of rioting or violence that is of a large nature is referred to as civil unrest. Civil unrest can be spurred by specific events, such as large sporting events or criminal trials, or can be the result of long-term disfavor with authority. Civil unrest is usually noted by the fact that normal on-duty police and safety forces cannot adequately deal with the situation until additional resources can be acquired. This is the period when civil unrest can grow to large proportions.

Threat to law enforcement and safety personnel can be severe and bold in nature. Securing of essential facilities and services is necessary. Looting and fires can take place because of perceived or actual non-intervention by authorities.

Specific Situation

The entire Los Angeles County, including the South Bay and Harbor areas are vulnerable to civil unrest. However due to natural barriers, the City of Rancho Palos Verdes will be well positioned to protect itself from outside civil unrest by blocking the ingress and egress routes of the City. This will allow the City to better control the spread of civil unrest.

NATIONAL SECURITY EMERGENCIES

petroleum shortages to a worst-case scenario involving a nuclear attack on the United States. Protective measures to be employed in the event of a threatened or actual attack on the United States include:

- In-place protection.
- Spontaneous evacuation by an informed citizenry may be considered a viable option within the context of this plan.

The Standardized Emergency Management System will be fully activated and centralized coordination and direction of emergency operations will be established. The Operational Area EOC and City EOC would be activated and staffed.

General Situation

Because of international political changes, the possibility of full-scale nuclear war is significantly reduced. However, limited nuclear strikes by rogue nations, terrorist activities, and radiological materials accidents are still likely. Terrorist activities could result in the use nuclear weapons – a weapon of mass destruction (WMD) being detonated or incorporated into a non-nuclear explosive device ("dirty bomb") that would not provide a nuclear explosion, but spread nuclear materials and radiation in the area of the explosion.

The following is provided for information and planning purposes:

Air Burst

An air burst, by definition, is when a nuclear weapon is detonated and the fireball does not touch the surface of the earth. Usually, the weapon is set to detonate at a height of between 5,000 and 15,000 feet. Air bursts are generally selected for their capability to generate high over-pressure and shock effect over large areas, as well as to ignite fires for great distances. Neither radiation nor radioactive fallout is considered to be a significant factor in the event of an air burst.

Surface Burst

A nuclear detonation is considered a surface burst when the fireball generated touches the surface of the earth. Surface bursts could include water bursts, underwater bursts and underground bursts.

Surface bursts produce large amounts of radioactive fallout. Therefore, some targets may be selected not only for destroying facilities, but to also use the downwind fallout to prevent access or restrict movement in large geographical areas.

Detonation of a nuclear bomb can produce various damaging effects. Included are blast and over-pressure, intense heat and light, nuclear radiation (fission and fusion), electromagnetic pulse, and for surface bursts, radioactive fallout.

Blast

When the weapon is detonated, a tremendous pressure is developed. This over-pressure rapidly expands outward in all directions, creating extremely high winds. The expansion continues until the over-pressure is reduced to normal pressure. The rapid outward expansion of air creates a vacuum that must equalize. The winds then reverse to the opposite direction and continue until the air pressure is equalized. Damage and injury are caused not only by the outward expansion phase of the wind and pressure, but also in the opposite direction when the air is rushing back to fill the vacuum. It is believed that an ordinary California home would be destroyed at about 1.5 to 2 psi, often 2 to 5 miles from the detonation.

Thermal Radiation

A burst of intense light and heat. This phenomenon can initiate fires as well as produce casualties. A one-megaton explosion can produce flash-blindness up to 13 miles on a clear day, or 53 miles on a clear night. Thermal radiation can cause skin and retinal burns many miles from the point of detonation. A one-megaton explosion can cause first-degree burns at distances of approximately 7 miles, second-degree burns at approximately 6 miles, and third- degree burns at approximately 5 miles from ground zero. Detonation of a single thermonuclear weapon could cause many thousands of burn casualties.

Initial Radiation Defined as that radiation emitted during the first minute after detonation, it is comprised of gamma rays and neutrons. For large yield weapons, the range of the initial radiation is less than that of the lethal blast and thermal radiation effects. However, with respect to small yield weapons, the initial radiation may be the lethal effect with the greatest range.

Fallout Produced by surface debris drawn into and irradiated by the fireball, then rising into the atmosphere and eventually returning to earth. When a nuclear detonation occurs, fission products and induced radioactive material from the weapon casing and debris that was pulled up into the fireball returns to earth as fallout. A source of ionizing radiation, fallout may be deposited miles from the point of detonation and thus affect people otherwise safe from the other effects of the weapon. The radiation danger associated with fallout decreases as the radioactive material decays. Decay rates range from several minutes to several years.

Electromagnetic Pulse (EMP) Intense electric and magnetic fields that can damage unprotected electronic equipment. This effect is most pronounced in high altitude bursts (above 100,000 feet). Surface bursts typically produce significant EMP up to the 1 psi over-pressure range, while air bursts produce somewhat less. No evidence exists suggesting that EMP produces harmful effects in humans.

Dirty Bomb A dirty bomb is a conventional explosive salted with radioactive isotopes — cesium, cobalt and iridium isotopes that are widely used for industrial and medical purposes-- in order to spew out nuclear material and contaminate a wide area. The military usefulness of such devices is widely disputed. The TNT in such a bomb may

still be more dangerous than the nuclear material. Its destructive power would depend on the size of the conventional bomb and the volume and nature of the nuclear material.

DOMESTIC TERRORISM

Terrorism is defined as the use of fear for intimidation, usually for political goals. Terrorism is a crime where the threat of violence is often as effective as the commission of the violent act itself. Domestic Terrorism focuses on local threats of terrorism using commonly used weapons; weapons of mass destruction; and civil unrest which may be designed to disrupt businesses and other services. Tactics of civil unrest may includes blockades, riots, acts of civil disobedience, trespassing, vandalism, disrupting transportation routes, and interfering with computer networks.

Persons employing terrorist activities ordinarily attack high profile targets in order to generate media coverage and widespread public attention and fear. Accordingly, health care clinics, government offices, public places with high concentrations of pedestrians, and other, similar, facilities are all potential terrorist targets.

Specific Situations

Obvious structural targets include:

- Government
- Religious groups
- Racial groups or of a specific national origin
- Business
- Public infrastructure including major shipping ports, major airport, and major rail terminals.

A significant date to a particular terrorist group may be April 19th (based upon the 1993 Branch Davidian incident in Waco, Texas) and the April 19, 1995 Oklahoma City, OK Bombing of Federal Building, and the Columbine High School shootings on April 20, 1999. Other dates include 9-11, for the anniversary of the East Coast Terrorist attacks in New York, Washington D.C., and Pennsylvania on September 11, 2001.

Potential individual targets include:

- Government and school officials
- Religious or ethnic leaders
- Business persons
- Visiting dignitaries
- Leaders of radical groups

Special events held that might be a terrorist target:

- Conventions or meetings
- Newsworthy trials
- Religious or ethnic festivals

The greatest threat from terrorism is directly related to the City of Rancho Palos Verdes' proximity to the Port of Los Angeles and the Port of Long Beach. These two ports are the two busiest container ports in the United States. The containers on the ships come

from all over the world and, at present, lack adequate security measures. In the event of a major explosion or biochemical release, the resident of Rancho Palos Verdes could be significantly impacted.

PUBLIC HEALTH EMERGENCY

General Situation

The City of Rancho Palos Verdes, like most California cities, has no Public Health Office or Public Health Officer. The County of Los Angeles Department of Health and the State of California, under the Department of Health Services (DHS), manage local EMA public health and safety issues nationally in coordination with the World Health Organization (WHO), and the Centers for Disease Control (CDC). Local EMA health departments and physicians are required to report on 83 different diseases. Public health labs are required to report 18 of the 83 reportable diseases.

Problems (infection or illness) would be identified by a variety of entities:

- Clinicians (urgent care, hospitals, clinics)
- Pharmacists
- Veterinarians
- Animal Control
- Vector Control
- Emergency medical personnel (first responders, EMTs, Paramedics, ER personnel)
- Laboratorians
- Pathologists
- Coroner

Under the direction of the Director of DHS, the Division of Communicable Disease Control (DCDC) would have primary responsibility for planning and coordinating the DHS (state) response to a public health emergency. The Emergency Preparedness Office (EPO) is a branch of DHS that is responsible for ensuring that the Department of Health Services is prepared to respond to disasters and for coordinating DHS disaster response activities.

The response activities at the State level would be carried out in collaboration with the Emergency Medical Services Authority (EMSA), the Health and Human Services Agency, and the Governor's Office of Emergency Services (CAL EMA).

The Los Angeles County Office of Emergency Management (OEM) and Department of Health would coordinate personnel and material resource acquisition and distribution in coordination with local, state, and federal agencies. In addition, potential pharmaceutical distribution sites have been identified in each locale within of Los Angeles County to assist in dispensing pharmaceuticals or vaccines if there is a credible public health threat.

A public health emergency could be linked to intentional exposure of a contagious disease that may be treated as an act of terrorism by law enforcement officials.

However, the underlying public health emergency still must be addressed at the local level. The most realistic presentation of a public health emergency is a natural pandemic associated with influenza, or an intentional (terrorist) act of exposing the public to a bio-weaponized material (smallpox, anthrax, etc.)

The worst natural disaster in modern times was the infamous "Spanish flu" of 1918-1919, which caused 20 million deaths worldwide and over 500,000 deaths in the U.S. Although the Asian influenza pandemic of 1957 and the Hong Kong influenza pandemic of 1968 were not as deadly as the Spanish influenza pandemic, both were associated with high rates of illness and social disruption.

Influenza is a highly contagious viral disease. Pandemics occur because of the ability of the influenza virus to change into new types, or strains. People may be immune to some strains of the disease either because they have had that strain of influenza in the past or because they have recently received influenza vaccine. However, depending on how much the virus has changed, people may have little or no immunity to the new strain. Small changes can result in localized epidemics. But, if a novel and highly contagious strain of the influenza virus emerges, influenza pandemic can occur and affect populations around the world.

California, with its west coast location and several major ports of entry for flights (LAX) and shipping from Asia (a likely location for the development of a novel virus), would likely be among the first U.S. locations for influenza pandemic to establish a foothold.

The California Department of Health Services (DHS) estimates that the impact of an influenza pandemic on California's population of 35 million could include:

- 8.8 million persons ill with influenza (estimated range: 5.3 million to 12.3 million);
- 4.7 million outpatient visits (estimated range: 2.8 million to 6.6 million);
- 97,200 persons hospitalized (estimated range: 58,300 to 136,000);
- 21, 500 deaths (estimated range: 12,900 to 30,200).

These estimates underscore the need for advance planning to lessen the impact of a pandemic.

Smallpox was declared eradicated in 1980, public health vaccines ended in 1972 in the United States. Live viruses were maintained as part of government weapons programs. These types of agents may be directed toward a civilian population in manner similar to the intentional release of Anthrax in domestic mail in October 2001 in Florida, Washington, and New Jersey, resulting in 5 deaths. Other Class "A" agents include: anthrax, plague, tularemia, botulism, and viral hemorrhagic fevers (filovirouses and arenaviruses).

Class B viruses include: Q fever, Brucellosis *(Brucella abortus, etc),* Glanders *(Burkholderia mallei),* Viral encephalitides (Venezuelan equine encephalitis), Staphylococcal enterotoxin B), Food/Waterborne (*Salmonella, Shigella,, Cholera, Cryptosporidium*.

Other viruses, like the West Nile virus (WNV), which was discovered in 1999 in New York City, and St. Louis Encephalitis (SLE) could impact the City of Rancho Palos Verdes. In just under 3 years, the WNV reached Los Angeles County (September 2002). SLE is endemic to Imperial County for over 20 years. There is no cure for these and most viruses. In 2002 alone, the WNV epidemic infected over 3400 victims across the United States; of those infected the CDC has reported over 200 deaths.

Vaccinations also present a potential risk to the public because a small percentage of those receiving vaccinations may have adverse reactions – which are sometimes fatal. Reactions may include allergies, disability, or development of actual illness as a direct result of preventive measures taken.

Specific Situations

A local crisis or disease cluster develops with an illness presented by patient onset that strains the resources of public safety in response, transport, and treatment of those infected with a disease or virus. Local health departments begin active surveillance, which may trigger a national surveillance. Major issues and challenges associated with this type of emergency are: identifying the disease, eliminating transmission of the disease (isolation, vector control, and possible quarantine), treatment of those already infected, surveillance of the disease, treatment of those exposed to an infection but not yet showing symptoms, and the potential for dealing with mass fatalities associated with a public health emergency (epidemic), and addressing the panic and fear associated with wide spread disease or epidemic.

California maintains plans to address public health emergencies: the Department of Health Services (CDHS) “Bioterrorism Surveillance and Epidemiologic Response Plan,” and the Department of Health Services (DHS) “Influenza Pandemic Response Plan.” The Federal government and Office of Homeland Security have additional plans in place. Many are currently under development.

The Public Health Officer has the authority under California Health and Safety Code to institute a variety of measures, including, but limited to isolation, quarantine, and to order the destruction of public and private property declared to be a threat to the public health and safety (infection or contamination). These are generally extreme measures that are implemented when a severe crisis or state of emergency exists or is declared.

Pandemic

The California Influenza Pandemic Response Plan states “in California, an influenza pandemic (worldwide epidemic) could result in nine million persons ill with influenza. The number of persons hospitalized would probably be about 97,000 persons (compared with about 3,000 in a normal year) and 21,000 deaths (compared with about 200 in a normal year). In order to lessen the impact of a pandemic, the Department of Health Services (DHS) has developed the “*Influenza Pandemic Response Plan”* to promote an orderly and effective response, from the first novel virus alert through the conclusion of the last wave of the pandemic.

Biohazards and Bioterrorism

Bioterrorism and its potential for mass destruction have been subjects of increasing concern. Terrorist groups have used or threatened to use biological agents in a variety of circumstances, both domestically and internationally. Current concerns regarding the threat of bioterrorism result from the production of biological weapons for use in the 1991 Gulf War and from the increasing number of countries that are engaged in the proliferation of such weapons. Many foreign countries possess offensive biological weapons programs and the existence of these programs increases the likelihood that biological EMA expertise will be transferred, directly or indirectly, to groups and individuals with grievances against the government or society.

The growth of religious cults and extremist political groups also increases the threat of bioterrorism today. In 1995, a Japanese doomsday cult released the nerve agent sarin in a Tokyo subway following several failed bioterrorist attacks in Japan. The group had also planned similar attacks in the United States (U.S.). A significant biological attack in the U.S. was the intentional contamination of restaurant salad bars with *Salmonella* by a religious cult in Oregon in 1984, it was the first major bioterrorism act reported.

The most significant biological terrorist attack on US soil occurred on the east coast in October 2001 through December 2001. Military (weapons) grade anthrax was sent via the United States Postal system in letters addressed to elected officials and prominent members of the print and television media. When the letters were opened, millions of spores were released infecting all surfaces and people entering the area. Five people died and hundreds were exposed.

California is vulnerable to bioterrorist incidents. California has the largest population and the largest economy in the nation and continues to be a major port of entry for travelers to the U.S. One in every eight Americans lives in California and two-thirds of the population lives in the coastal urban areas surrounding the San Francisco and Los Angeles metropolitan areas. California is the home to numerous extremist groups, some motivated to bring about social disruption. In addition, numerous sophisticated biotechnology laboratories that could provide essential supplies and facilities for potential bioterrorists onsite or by theft are located in California.

The public health infrastructure at the local and state levels must be prepared to detect, control, and prevent illness and injury resulting from biological and chemical terrorism, especially a covert terrorist attack. Preparation for bioterrorism involves strengthening of the existing infrastructure for the surveillance of infectious diseases; detection, and investigation of outbreaks; identification of etiologic agents and their modes of transmission; the development of prevention and control strategies; and; the mobilization and management of resources required to respond to disease outbreaks and other health emergencies.

Bioterrorism Preparations

The County of Los Angeles and State of California maintains aggressive public health surveillance programs. In addition, the use of vaccines for influenza is encouraged for those at risk (children, elderly, and those with weakened immune systems). The United States through the CDC, Health and Human Services, and Office of Homeland Security are currently evaluating the use of vaccines for smallpox to public health workers.

There are concerns that the smallpox virus could be used for bioterrorism. The risk for smallpox occurring as a result of a deliberate release by terrorists is not known, but is considered very low. Members of the Advisory Committee on Immunization Practices (ACIP) and the National Vaccine Advisory Committee (NVAC), two groups that provide recommendations to CDC and the Department of Health and Human Services (DHHS) on vaccine use and policies, met to review current smallpox vaccine recommendations. There is an expected availability of about 286 million doses of smallpox vaccine by the end of the 2002. This stockpile would be enough to protect every United States citizen, if needed.

TSUNAMI
DRAFT INTERIM EMERGENCY RESPONSE PLAN

NOTE: This interim plan is for immediate use and is designed to provide city departments with tools and guidance for both planning and response. Implementation of this plan will be directed by the City of Rancho Palos Verdes in coordination with the County Operational Area. Response operations will be consistent with those described in the Los Angeles County Operational Area Response Plan and Tsunami Response Plan.

1. **Situation**

a. **The Threat** (See Section 1- Los Angeles County Operational Area Response Plan "The Threat", for a full description of the Tsunami threat to the City of Rancho Palos Verdes):

i. (Very brief description of the impact a tsunami can have on the city coastal and near coastal cities will have different impacts.)

ii. While historic and geologic evidence suggests a threat of tsunami is greater in Alaska, Hawaii and the northern coastal areas of California, the same evidence indicates a potential for events impacting Southern California.

b. **Federal, State and County response**

i. In 1994, the United States Senate Appropriations Committee directed the National Oceanic and Atmospheric Administration (NOAA) to formulate a plan for reducing tsunami risks to the nation's coastal residents. Subsequent studies have indicated the potential for a local or distant source tsunami affecting the pacific shoreline states. Subsequent studies and workshops sponsored or supported by NOAA, the Federal Emergency Management Agency, and the Governor's Office of Emergency Services have raised the consciousness of public disaster services agencies, and led to the development of tsunami action plans in some of the most endangered localities.

ii. The County Board of Supervisors has recognized the criticality of the tsunami threat and has directed the preparation of a County Operational Area Tsunami Emergency Response Plan.

iii. Given the above conditions, and the recent activities of Federal, State and County agencies in defining the issues, a tsunami element would be a prudent addition to the city's overall disaster planning efforts. Integration of a tsunami element into existing plans will provide for coordinated and supported activities, maximize available resources, provide a strong foundation of expertise, and contain any additional elements which may be necessary to affect appropriate preparation and response.

c. **Assumptions**: While, as noted in the Threat Section, the city is not considered the most threatened area for a tsunami event, prudent planning will allow for a worst case scenario. If a distant or local event has occurred and generated a tsunami, it might be expected that the following could occur depending on the size and scope of the undersea disruption:

i. The City may or may not get a warning (no to very limited warning for a near event and significant warning for a distant event).

ii. The activation of the City EOC if the event is large enough to trigger a tsunami of potentially dangerous proportion. **(*If the City EOC is in the Inundation Zone, it may mean moving the EOC to an alternates site that may even be in another City*)**

iii. (designation of those parts of the city most likely to be impacted)

iv. There may be loss of life.

v. There may be significant property damage.

vi. Large-scale evacuations may be necessary causing otherwise non-impacted jurisdictions to become "host" for displaced populations, thus requiring advanced coordination with potential host cities for routes and shelters.

vii. Transportation and evacuation routes may be damaged/disrupted.

viii. Power outages may occur and communication systems may be damaged.

ix. Economic losses can occur that will require business resumption planning.

x. Losses to the tourist industry and pier/harbor facilities.

xi. Releases of toxic pollutants due to the failure of marine oil-transfer and other facilities.

xii. Contamination of food and water.

xiii. (Others as necessary.)

2. **Mission**: The mission of the city of is to reduce the potential for loss of life and property from actions caused by a tsunami. City response operations will be led by the (Name of responsible city department) supported by designated city departments, agencies and representatives from potentially impacted areas. Execution will be directed by the city EOC.

3. **Concept of Operations:**

a. **Lead responsibilities**. (Name of city department) is responsible for developing and maintaining this plan. Execution of the plan will be directed by (Name of Responsible City Department) supported by the city EOC. Assigned departments and agencies will work under the umbrella of the city EOC using the Standardized Emergency Management System (SEMS). In order to successfully accomplish the mission, different city departments and agencies must work cooperatively. Multi-agency, multi-disciplined coordination will be used in response to a tsunami threat or event.

b. **Sequence of operational activities**. The sequence of operational activities for a tsunami event is categorized below:

i. **Alert Phase.** Potential tsunamis are monitored by the West Coast/Alaska Tsunami Warning Center (WC/ATWC) in Palmer, Alaska.

The information is received by the Office of Emergency Services (CAL EMA) Warning Center via the National Warning System (NAWAS). All information received from the WC/ATWC is passed directly to the local operational areas via the California Law Enforcement Telecommunications System (CLETS), California Warning System (CAL EMAWAS) and Emergency Digital Information System (EDIS). The Operational Area disseminates the information to the local jurisdiction through the Sheriff's Department. If the first wave is expected to reach the coast with enough time for evacuation, the decision to make a complete, immediate evacuation may be necessary. However, if the wave is expected in 3-6 hours, a phased evacuation is possible with the closing of beaches and removal of emergency equipment and personnel from coastal areas. It should be noted that the decision to evacuate populations and to close businesses may be questioned if the tsunami does not occur. In order to reduce individual liability, the City may elect to declare a local emergency. (*The City Should Include Any Other Information in The "Alert Phase" as Necessary*)

ii. **Warning Phase.** The County will use the Emergency Alert System (EAS), and Emergency News Network (ENN) to warn the public about an anticipated tsunami. Additionally the city will use _____.

iii. **Evacuation Phase.** The County Operational Area is responsible for developing evacuation plans to be implemented in response to local or distant events. A local tsunami requires immediate self-evacuation possibly through areas damaged by earthquake and at risk of after-shocks. Distant events may allow several hours to implement emergency procedures and evacuation. Evacuation routes must take into account potential earthquake damage. The city (Name of responsible city department) will establish proposed evacuation routes and coordinate these routes with the County Department of Public Works and (Name of contact sheriff's station).

iv. **Damage Assessment Phase.** (*Statement of how the city plans on conducting damage assessment. Should include mention of sending required operational area reports*.)

v. **Emergency Public Information (all phases).** (*How the city plans on coordinating emergency public information - what agency is responsible for news briefs and furnishing data to the media*.)

c. **Public awareness/education campaigns.** The City of (Name of city) is responsible for coordinating the city's tsunami public awareness and education programs. The Los Angeles County Office of Emergency Management (OEM), in cooperation with other departments and agencies, will establish public education materials to prepare the public for tsunamis. This material will be available to the city in camera ready copy for us to customize to meet our needs. The County's Earthquake Survival Program's (ESP) public education campaign will provide preparedness information to coastal communities and all residents throughout Los Angeles County on the dangers of tsunamis and the actions to

take before, during and after an event. A sample of the ESP Focus and Public Information Sheet for Tsunami Preparedness are attached at Section 2.

4. **Execution.** In addition to their normal responsibilities, city departments and agencies are responsible for the following specific actions: (*Make Sure a Department or Agency Is Designated With Responsibility For The Following Minimum Functions: Plan Development And Maintenance; Managing Emergency Operations; Coordination With The Operational Area; Evacuation Planning; Initial Recovery Planning; Reports to the City Council; Warning the Public; Assessing Damage to City Facilities; Coordinating Evacuation Transportation Needs; Coordination with Utilities; Coordination with County Health Services on Health Impacts; Coordination with the Red Cross on Sheltering Needs, Etc.*)

a. **(Responsibility for Updates and Maintenance of the Plan):** The City of (Name of city, department of) is responsible for updates and maintenance of this plan.

b. **Police Department (Or Contract Sheriff's Station):** (see Section 3).

i. _____

ii. _____

iii. _____

c. **The Fire Department** (see Section 4).

i. _____

ii. _____

d. **The Public Works Department** (see Section 5).

i. _____

ii. _____

e. **General Services Department**.

i. _____

ii. _____

f. **(Other department)**

g. **(Other department)**

5. **Administrative Instructions:**

a. **Finance**. The (Finance Office) will establish guidelines for identifying emergency-related expenditures for city departments.

b. **Logistics**. The (Name of department) will expedite requests for tsunami-related purchases of goods and services by city departments. Procurement assistance can be provided by the County EOC for life safety issues that can not be resolved through normal means.

c. **Reports.** Upon execution of this plan, city departments and agencies will provide reports required by the (Name of appropriate city document or EOC SOP).

d. **Communications.** (*List Primary and Alternate Communications Means for City Staff Use and Designate Who or What Agency Will Be Responsible for Controlling Communications. Recognize That Some Radio Systems May Not Be Compatible. Include Primary and Alternate Means of Communicating with the Operational Area and Immediately Surrounding Cities*.)

Attachments: Section 1 - The Threat Section 2 - Public Awareness/Education Section 3 - Police Department Section 4 - Fire Department Section 5 - Department of Public Works

Section 1 to the County Tsunami Plan the Threat (*Note: this is provided as an example***)**

1. A tsunami is a series of sea waves most commonly caused by an earthquake beneath the sea floor or generated by submarine volcanic eruptions or an underwater landslide. As the waves enter shallow water, they may rise rapidly and inundate coastal areas with the potential of endangering lives and creating significant property damage. The first wave is often not the largest, and waves may continue arriving for a number of hours.
2. A far field or tele-tsunami (distant) is one that may be generated by a very large earthquake in remote areas of the Pacific Ocean, such as the Cascadia Subduction Zone near Eureka which is considered by experts as the most threatening. Since distant tsunamis, such as from Cascadia, may take several hours to reach the Southern California coast following the event, they allow time for warnings to be issued to give coastal residents time to evacuate.
3. A near field or near shore tsunami (local) is one that can hit the coast within minutes following an offshore geological event. This type of locally generated tsunami is possible at many points along the Southern California coast and provides little time for warning the population and less time for evacuation. Studies have identified the Palos Verdes, Santa Cruz Island and Santa Rosa Island faults as active and potentially tsunami-genic.

NOTE: This Section will be completed with necessary inundation maps and a more detailed statement of the specific threat to the Los Angeles Operational Area after the scientific community completes a detailed study of the threat.

GLOSSARY OF TERMS

A

Aerial Surveys
An aerial assessment of the damaged area. Information gathered includes the level and extent of damage, as well as identifying potentially hazardous areas for further on-site inspection.

Alquist-Priolo Special Study Zone
Area within which special studies are required prior to building structures for human occupancy. Parts of Upland are included.

Action Plan
The plan prepared in the EOC containing the emergency response objectives of that SEMS level reflecting overall priorities and supporting activities for a designated period. The plan is shared with supporting agencies. Also see Incident Action Plan.

Agency Representative
An individual assigned to an incident or to an EOC from an assisting or cooperating agency that has been delegated authority to make decisions on matters affecting that agency's participation at the incident or at the EOC. Agency Representatives report to the Liaison Officer at the incident or to the Liaison Coordinator at SEMS EOC levels.

American Red Cross
A quasi-governmental volunteer agency that provides disaster relief to individuals and families. Major responsibilities include providing lodging, food, clothing, and registration and inquiry service.

Section
A sub or supporting plan which deals with a specific function performed during a disaster, the organizational resources available, and the concept of operations used.

Area Command
An organization established to: (1) oversee the management of multiple incidents that are each being handled by an Incident Command System organization or (2) to oversee the management of a very large incident that has multiple Incident Management Teams assigned to it. Area Command has the responsibility to set overall strategy and priorities, allocate critical resources based on priorities, ensure that incidents are properly managed, and ensure that objectives are met and strategies followed.

Attachment
Supporting material related to a plan or Section used to elaborate or provide additional detail.

Attack (Nuclear or Conventional)

Any hostile action taken against the United States which results in destruction of military or civilian targets through use of nuclear or conventional weapons.

Avalanche
A moving mass of snow or ice typically occurring in mountainous terrain on slopes of 20 degrees or more.

Avoidance
Measures taken, including relocation of persons and prohibition of construction, in areas susceptible to risk.

B

Base
The location at an incident at which primary logistics functions for an incident are coordinated and administered. There is only one Base per incident. (Incident name or other designator will be added to the term "Base.") The Incident Command Post may be collocated with the Base.

Branch
The organizational level at the SEMS Field Level having functional or geographic responsibility for major parts of incident operations. The Branch level is organizationally between Section and Division/Group in the Operations Section, and between Section and Units in the Logistics Section. Branches are identified by the use of Roman Numerals or by functional name (e.g., medical, security, etc.). Branches are also used in the same sequence at the SEMS EOC Levels.

Branch Director
The ICS title for individuals responsible for supervision of a Branch at the Field Level. At SEMS EOC levels, the title Branch Coordinator is preferred.

C

Cache
A pre-determined complement of tools, equipment, and/or supplies stored in a designated location, available for incident use.

California Emergency Council
The official advisory body to the Governor on all matters pertaining to statewide emergency preparedness.

Camp
A geographical site, within the general incident area, separate from the Incident Base, equipped and staffed to provide sleeping, food, water, and sanitary services to incident personnel.

Care and Shelter
A phase of operations that meets the food, clothing, and shelter needs of people on a mass care basis. Parks and Recreation have primary responsibility for this function.

Casualty Collection Point (CCP)
Sites pre-designated by county officials for the congregation, triage, austere medical treatment, relatively long-term holding, and evacuation of casualties following a major disaster.

Certified Disaster Service Worker
CERT volunteers who complete eight classes, totaling 32 hours in: Disaster Preparedness, First Aid, CPR, Fire Extinguisher Use, Search and Rescue, Care and Shelter, Communications, Damage Assessment, Security Issues, and Command Post Operations. They are trained to lead all emergency volunteers. They will care for: (1) their families and homes, (2) their neighborhood, school, and/or business, and (3) report to the City to assist others.

Chain of Command
A series of management positions in order of authority.

Check-in
The process whereby resources first report to an incident or into an EOC. Check-in locations at the SEMS Field level include: Incident Command Post (Resources Unit), Incident Base, Camps, Staging Areas, Helibases, Helispots, and Division Supervisors (for direct line assignments).

Checklist
A list of actions taken by an element of the emergency organization in response to a particular event or situation.

Civil Air Patrol
A civilian auxiliary of the United States Air Force, which provides personnel, services, and equipment for, specified missions in support of state and local EMA emergency operations.

Civil Disorder
Any incident intended to disrupt community affairs that requires police intervention to maintain public safety, including riots and mass demonstrations as well as terrorist attacks.

Command Staff
The Command Staff at the SEMS Field level consists of the Information Officer, Safety Officer, and Liaison Officer. They report directly to the Incident Commander. They may have an assistant or assistants, as needed. These functions may also be found at the EOC levels in SEMS. At the EOC, they would report to the EOC Director but may be designated as Coordinators. At EOCs, the functions may also be established as Sections or Branches to accommodate subsequent expansion.

Communications Unit

An organizational unit in the Logistics Section responsible for providing communication services at an incident or an EOC. A Communications Unit may also be a facility (e.g., a trailer or mobile van) used to provide the major part of an Incident Communications Center.

Community Emergency Response Teams (CERT)
A Fire Department program for training neighborhoods, schools, and businesses in disaster preparedness. The program teaches groups how to manage, respond to, and recover from a disaster. Individuals will care for each other until public safety personnel are able to respond to incidents. Groups are instructed in how to care for themselves for the first 72 hours following a major emergency.

Compacts
Formal working agreements among agencies to obtain mutual aid.

Complex
Two or more individual incidents located in the same general area which are assigned to a single Incident Commander or to a Unified Command.

Comprehensive Emergency Management
The responsibility and ability of government to manage all types of emergencies and disasters. A comprehensive emergency management system coordinates the actions of numerous agencies, and includes four phases of emergency activity:

(a) Mitigation--pre-event planning and actions which aim to lessen the effects of potential disasters.
(b) Preparedness--those activities which governments, organizations, and individuals develop to save lives and minimize damage.
(c) Response--those actions taken to save life, protect health and property, and minimize damage to the environment.
(d) Recovery--short and long-term activities which improve or return all systems to normal.

Concept of Operations
A general notion of how disasters progress and how agencies may plan their response. In this Plan, it is supposed that disasters progress through identifiable phases and that certain responses are appropriate during each of these phases.

Construction Practices
Codes, standards, and specifications that apply to repairs, alterations, or new construction of a facility or structure.

Contamination
Deposits of radioactive or other toxic materials that occur on the surfaces of structures, areas, objects, people's bodies, flora, and fauna.

Contingency Plan
A sub or supporting plan which deals with one specific type of emergency, its probable effect on the jurisdiction, and the actions necessary to offset these effects.

Counter Force Targets
Military facilities, which have offensive weapons capabilities, for example, strategic Air Command bomber bases, intercontinental ballistic missiles fields, and missile submarine support bases.

D

Dam Failure
Partial or complete collapse of a dam causing downstream flooding.

Decontamination/Contamination Control
Radioactive Materials. The reduction or removal of radioactive material from a structure, area, person, or object. A surface may be treated, washed down, or swept to remove the contamination. Contamination can also be controlled by isolating the area or object contaminated, and letting the material stand. Other Hazardous Materials. Decontamination consists of removing contaminants or changing their chemical nature to innocuous substances. Contamination control is facilitated by containment methods such as diking.

Delegation of Authority
A statement provided to the Incident Commander by the Agency Executive delegating authority and assigning responsibility. The Delegation of Authority can include objectives, priorities, expectations, constraints, and other considerations or guidelines as needed. Many agencies require written Delegation of Authority to be given to Incident Commanders prior to their assuming command on larger incidents.

Demobilization Unit
Functional unit within the Planning Section responsible for assuring orderly, safe, and efficient demobilization of incident or EOC assigned resources.

Destructive Force
Any natural or human forces capable of creating an emergency situation.

Direction and Control (Emergency Management)
The provision of overall operational control and/or coordination of emergency operations at each level of the Statewide Emergency Organization, whether it be the actual direction of field forces or the coordination of joints efforts of governmental and private agencies in supporting such operations.

Disaster Application Center (DAC)
A facility established in or near an affected area where disaster victims may, in one visit, receive the information necessary to apply for their emergency and rehabilitative needs. DACs are staffed by representatives of local, state, and federal government agencies, private service organizations, and others as appropriate.

Disaster Field Office (DF0)
A central facility established by the Federal Coordinating Officer within or adjacent to an affected area. DFOs are used to coordinate and control state and federal efforts, which support disaster relief and recovery operations.

Disaster-Proofing
Alterations to or modifications of facilities that can substantially reduce or prevent future damage to facilities.

Disaster Service Worker
Any persons registered with a disaster council or state Office of Emergency Services to provide disaster service without pay. Disaster service workers include public employees, registered volunteers, and persons pressed into service during an emergency by persons authorized to command such services.

Disaster Support Area (DSA)
A special facility where disaster relief resources can be received, stockpiled, allocated, and dispatched. A separate portion of the area may be used to receive and provide emergency treatment to casualties and for their transfer to adequate medical care facilities.

Disaster Welfare Inquiry (DWI)
A service that provides health and welfare reports about relatives, friends and coworkers believed to be in a disaster area.

Division
Divisions are used to divide an incident into geographical areas of operation. Divisions are identified by alphabetic characters for horizontal applications and, often, by numbers when used in buildings. Divisions are also used at SEMS EOC levels and are found organizationally between Branches and Units.

Division or Group Supervisor
The position title for individuals responsible for command of a Division or Group at an Incident. At the EOC level, the title is Division Coordinator.

Documentation Unit
Functional unit within the Planning Section responsible for collecting, recording, and safeguarding all documents relevant to an incident or within an EOC.

Dose
Accumulated or total exposure to gamma radiation, commonly expressed in REM.

Dosimeter
An instrument for measuring and registering total accumulated exposure to gamma radiation.

Drought
A prolonged period of no rain, particularly during the planting and growing season. In California, drought can affect both agricultural and urban areas that are dependent on reservoirs for water. Decreased water levels due to insufficient rain can lead to restrictions on water use.

E

Earthquake
Sudden motion of the earth caused by an abrupt release of slowly accumulated strain that results in ground shaking, surface faulting, or ground subsidence.

Economic Stabilization
The government's use of direct and indirect controls to stabilize the economy during emergencies. Direct controls include such actions as the setting or freezing of wages, prices, and rents, or the direct rationing of goods. Indirect controls can be put into effect by the government through the use of monetary, credit, tax, or other policy measures.

Electromagnetic Pulse (EMP)
Energy released by detonation of a nuclear weapon at high altitudes. This energy can cause damage or malfunction in unprotected electrical systems, including broadcast stations.

Emergency
(State Definition - Also See Local Emergency and State of Emergency)
A disaster situation or condition of extreme peril to life and/or property, resulting from other than war or labor controversy, which is or is likely to be beyond local capability to control without assistance from other political entities.

Emergency
(Federal Definition - Also See Local Emergency and State of Emergency)
Any hurricane, tornado, storm, flood, high-water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, fire, explosion, or other catastrophe in any part of the United States which requires federal emergency assistance to supplement state and local efforts to save lives and protect public health and safety or to avert or lessen the threat of a major disaster.

Emergency Alert System (EAS)
Enables the President and Federal, State, and Local Governments to communicate with the general public through commercial broadcast stations in the event of a large natural disaster or war-related event. The contact to activate EAS is through Los Angeles County

Communications Watch Commander at (323)980-2000. The only individuals authorized to activate EAS on behalf of the City are the *EOC Director* and the Public Information Officer. The primary radio station for Los Angeles County is KNX-1070.

Emergency Broadcast System (EMS)
A system that enables the President and federal, state, and local governments to communicate through commercial radio and television broadcast stations with the general public in the event of a disaster.

Emergency Communications Center
That facility designated by a political entity as a focal point for receiving and transmitting emergency communications.

Emergency Congregate Care – See Care and Shelter

Emergency Dose Limit
The upper limit of radiation a person can absorb without excessive risk to health.

Emergency Management Assistance Compact
The Emergency Management Assistance Compact (EMAC) is a congressionally ratified organization that provides form and structure to interstate mutual aid.

Through EMAC, a disaster impacted state can request and receive assistance from other member states quickly and efficiently, resolving two key issues upfront: liability and reimbursement.

Electromagnetic Pulse (EMP)
The EMP is a small proportion of energy released by detonation of a high altitude nuclear weapon appearing in the form of a high intensity, short duration pulse, somewhat similar to that generated by lightning. EMP can cause damage to unprotected electrical or electronic systems including broadcast stations, car radios, televisions, and battery-operated portable radios.

Emergency Management (Direction and Control)
The provision of overall operational control or coordination of emergency operations at each level of the statewide emergency organization, whether by the actual direction of field forces or by the coordination of joint efforts of government and private agencies.

Emergency Medical Services
Treatment of casualties necessary to maintain their vital signs prior to treatment at a medical center.

Emergency Operations
Those actions taken during the emergency period to protect life and property, care for the people affected, and temporarily restore essential community services.

Emergency Operating Center (EOC)
A centralized facility from which emergency operations can be directed and coordinated.

Emergency Operations Center (EOC)
A centralized location where resources and personnel are managed and coordination between departments takes place in a disaster situation. The EOC is staffed by City management personnel and City employees.

Emergency Organization
Civil government augmented or reinforced during an emergency by auxiliaries, volunteers, persons pressed into service, and the private sector.

Emergency Period
A period which begins with the recognition of an existing, developing, or impending situation that poses a potential threat to a community. It includes the waning (where applicable) and impact phases and continues until immediate and ensuing effects of the disaster no longer constitute a hazard to life or threat to property.

Emergency Plans
Documents that describe principles, policies, and methods to be applied in carrying out emergency operations and rendering mutual aid during emergencies, including such elements as continuity of government, emergency functions of governmental agencies, mobilization of resources, and public information.

Emergency Planning Zone
An area defined around a nuclear power plant to facilitate off-site emergency planning.

Emergency Public Information (EPI)
Information relayed to the public from official sources during an emergency including: (1) instructions advising on survival and health action, (2) status information on the disaster, and (3) notice of emergency assistance available and where to obtain it.

Emergency Public Information Center
A designated location adjacent to the EOC shall be designated as the EPIC.

Emergency Public Information System
A network of information officers and their staff at all levels of government that provides information to the public during an emergency. The network of personnel works from the EOC and the Director of Recreation and Parks has the primary responsibility for this function.

Emergency Resources Management
Following a major disaster or attack on the United States, the effective management of available goods and services deemed most essential to survival and recovery operations.

Essential Facilities
Facilities essential for conducting emergency operations and maintaining the health, safety and overall well being of the public following a disaster. Essential facilities also may include buildings, which have been designated for use as mass care facilities, such as schools and churches.

Evacuation
Moving people to a safer area.

Evacuee – See Also Relocatee
An individual who moves or is moved from a hazardous area to a safer area and who is expected to return when the hazard abates.

Expedient Shelter
Any shelter constructed during an emergency or crisis on a "crash basis" by individuals, single families, or small groups of families.

Explosive Ordinance Disposal
The location and deactivation of explosive devices by qualified personnel.

F

Fallout
The fallback to earth of particles contaminated with radiation from a nuclear weapon's explosion or from a leak at a nuclear power plant. Early and local fallout refers to those particles, which reach the earth within 24 hours of a nuclear explosion. Delayed or worldwide fallout consists of smaller particles that rise into the stratosphere and are carried by winds to all parts of the earth. Delayed fallout is brought to earth mainly by rain or snow over an extended period of time.

Federal Agency (Federal Definition)
Any department, establishment, government corporation, or other agency of the Executive Branch of the Federal Government, including the United States Postal Service, but not the American Red Cross.

Federal Assistance (Federal Definition)
Aid to disaster victims or state or local governments by federal agencies under the provisions of the Federal Disaster Relief Act (F.L. 93-288) and other statutory authorities of federal agencies.

Federal Communications Commission (FCC)
Manages radio frequencies. Manages licensing for frequencies and amateur radio operators.

Federal Coordinating Officer (Federal Definition) (FCO)
The person appointed by the President to coordinate federal assistance following an emergency or major disaster declaration.

Federal Disaster Assistance
Provides in-kind and monetary assistance to disaster victims, state, and local government by federal agencies under provisions the Federal Disaster Relief Act and other statutory authorities of federal agencies.

Federal Disaster Relief Act
Public Law 93-288, as amended, that gives the president broad powers to supplement the efforts and available resources of state and local governments in carrying out their responsibilities to alleviate suffering and damage resulting from major (peacetime) disasters.

Federal-State Agreement
A legal document entered into between the state and the federal government following a presidential Declaration of an Emergency or Major Disaster. Executed by the Governor, acting for the state, and the FEMA Regional Director, acting for the Federal Government, the agreement shall contain the necessary terms and conditions consistent with the provisions of applicable laws, executive orders and regulations, as required and set forth by the type and extent of federal assistance to be provided.

Field Coordination Center
A temporary facility established by the Office of Emergency Services within or adjacent to areas affected by a disaster. It functions under the operational control of the CAL EMA mutual aid regional manager and is supported by mobile communications and personnel provided by CAL EMA and other state agencies.

First Aid Station
A location within a mass care facility or casualty collection point where disaster victims may receive first aid.

Flood
Flood is the rise or overflow of a body of water. Flood hazards include flash, riverine, and urban floods. Flash floods are brief, heavy flows in small streams or normally dry washes, while riverine flooding is the periodic overflow of rivers or streams, resulting in partial or complete inundation of the adjacent floodplain. Urban flooding involves the overflow of storm sewer systems and is usually caused by inadequate drainage following heavy rain or rapid snowmelt.

G

Governor's Authorized Representative
The person named by the Governor to execute for the state all necessary documents for disaster assistance, including certification of applications for public assistance.

Governor's Emergency Operations Executive Council
An advisory body to the Governor on the coordination and application of state resources during emergencies and civil disorders.

H

Hazard
Any source of danger or element of risk to people or property.

Hazard Area
A geographically defined area in which a specific hazard presents a potential threat to life and property.

Hazardous Material
A substance or combination of substances which, because of quantity, concentration, physical, chemical, radiological, explosive, or infectious characteristics, poses a substantial present or potential danger to humans or the environment. Generally, such materials are classed as explosives and blasting agents, flammable and nonflammable gases, combustible liquids, flammable liquids and solids, oxidizers, poisons, disease causing agents, radioactive materials, corrosive materials, and other materials including hazardous wastes.

Hazardous Material Incident (Stationary)
Any uncontrolled release of material capable of posing a risk to health, safety, and property. Areas at risk include facilities that produce, process, or store hazardous material, as well as all sites that treat, store, and dispose of hazardous material.

Hazardous Material Incident (Transportation)
Any spill during transport of material that is potentially a risk to health and safety.

Hurricane/Tropical Storm
Large cyclonic storms with high winds moving in a large spiral around a calm center. Tropical storms become reclassified as hurricanes after wind speed reaches 74 mph or greater. Such storms originate in the tropics but can move into the northern latitudes.

I

Incident Command Post (ICP)
The location at which the primary command functions are executed. The ICP may be collocated with the incident base or other incident facilities.

Incident Command System (ICS)
A system designed for the on-scene management of field operations during an emergency situation. The incident command system can be used during serious “multidisciplinary” (fire, law, medical) emergencies or for operations involving the coordination of different jurisdictions and agencies under a unified command.

Incident Objectives
Statements of guidance and direction necessary for the selection of appropriate strategy(s) and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished when all allocated resources have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow for strategic and tactical alternatives.

Information Officer
A member of the Command Staff responsible for interfacing with the public and media or with other agencies requiring information directly from the incident. There is only one Information Officer per incident. The Information Officer may have assistants. This position is also referred to as Public Affairs or Public Information Officer in some disciplines. At SEMS EOC levels, the information function may be established as a Coordinator or as a Section or Branch reporting directly to the EOC Director.

Initial Action
The actions taken by resources which are the first to arrive at an incident.

Initial Response
Resources initially committed to an incident.

Institutionalized Persons
Persons who reside in public or private group quarters rather than households; for example, residents of hospitals, nursing homes, orphanages, colleges, universities, and correctional facilities. These residents generally lack major household possession or transportation, or require special care and custody.

Integrated Emergency Management System
An implementation strategy which addresses development of common preparedness elements required for response to emergencies of all types, while recognizing the unique preparedness requirements of individual threats.

J

Joint Information Center (JIC)
A central location that facilitates operation of the Joint Information System. The JIC is a location where personnel with public information responsibilities perform critical emergency information functions, crisis communications, and public affairs functions. JICs may be established at various levels of government or at incident sites, or can be components of Multiagency Coordination Systems. A single JIC location is preferable, but the system is flexible and adaptable enough to accommodate virtual or multiple JIC locations, as required.

Joint Operating Center (JOC)
A facility established on the periphery of a disaster area to coordinate and control multi jurisdictional emergency operations within the disaster area. The JOC will be staffed by representatives of select local, state and federal agencies and private organizations, and will have the capability of providing a communications link between any Mobile Emergency Operating Centers established in the disaster area and the State Operations Center in Sacramento.

L

Land Use Regulations
Zoning for prudent land use, as well as preventative and corrective restrictions on construction, repairs, or alterations of buildings. Preventive restrictions regulate new

land use. Corrective restrictions include flood-proofing, acquiring, insuring, and removing non-conforming structures.

Landslide
A general term for a falling mass of soil or rocks. The term also includes rock falls, rockslides, block slide, debris slide, earth flow, mudflow, and slump.

Liaison Officer
A member of the Command Staff at the Field SEMS level responsible for coordinating with representatives from cooperating and assisting agencies. At SEMS EOC levels, the function may be done by a Coordinator and/or within a Section or Branch reporting directly to the EOC Director.

Lifelines
A general term including all systems for storing, treating, and distributing fuel, communications, water, sewage, and electricity.

Light Search and Rescue – See also Heavy Rescue
Activities ranging from finding lost or injured persons to extricating victims of accidents, downed aircraft, and industrial accidents. The characteristics focus of light search and rescue is usually on a single site, where the surrounding area is not damaged.

Limited Mobility Population
Persons having special transportation need during emergency evacuation operations.

Local Government (Federal Definition)
Any county, city, village, town, district, or other political subdivision of any state, any Indian tribe or organization that includes any rural community or incorporated town or village or any other public entity for which an application for assistance is made by a state or political subdivision thereof.

Local Emergency (State Definition)
The duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the territorial limits of a county, City and county, or City, caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, or earthquake or other conditions, other than conditions resulting from a labor controversy, which conditions are or are likely to be beyond the control of the services, personnel, equipment, and facilities of that political subdivision and require the combined forces of political subdivisions to combat.

Logistics Section
One of the five primary functions found at all SEMS levels. The Section responsible for providing facilities, services, and materials for the incident or at an EOC.

M

Major Disaster (Federal) – See Also Emergency
Any hurricane, tornado, storm, flood, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, fire, explosion, or other catastrophe which, in the determination of the President, causes damage of sufficient severity and magnitude to warrant major disaster assistance under the Federal Disaster Relief Act.

Management by Objectives
In SEMS field and EOC levels, this is a top-down management activity which involves a three-step process to achieve the desired goal. The steps are: establishing the objectives, selection of appropriate strategy(s) to achieve the objectives, and the direction or assignments associated with the selected strategy.

Mass Care Facility
A location where temporary services are provided to disaster victims during an emergency which may include lodging, food, clothing, registration, welfare inquiry, first aid, and essential social services.

Master Mutual Aid Agreement
The California Disaster and Civil Defense Master Mutual Aid Agreement made and entered into by and among the State of California, its various departments and agencies, and the various political subdivisions of the state. The agreement provides for support of one jurisdiction by another.

Media
All means of providing information and instructions to the public, including radio, television, and newspapers.

Medical Self-Help
Medical treatment provided for the sick and injured by citizens and emergency forces in the absence of professional care.

Mitigation
Pre-event planning and actions that aim to lessen the effects of potential disaster. (See also Comprehensive Emergency Management.)

Mobilization
The process and procedures used by all organizations, Federal, State and Local, for activating, assembling, and transporting all resources that have been requested to respond to or support an incident.

Mobilization Center
An off-incident location at which emergency service personnel and equipment are temporarily located pending assignment to incidents, release, or reassignment.

Multi-Agency or Inter-Agency Coordination
The participation of agencies and disciplines involved at any level of the SEMS organization working together in a coordinated effort to facilitate decisions for overall emergency response activities, including the sharing of critical resources and the prioritization of incidents.

Multi-Agency Coordination System (MACS)
The combination of personnel, facilities, equipment, procedures, and communications integrated into a common system. When activated, MACS has the responsibility for coordination of assisting agency resources and support in a multi-agency or multi-jurisdictional environment. A Group functions within the MACS. MACS organizations are used within the California Fire Services.

Multi-Hazard Functional Planning Guidance
A document which lays a foundation for emergency response planning for all state political subdivisions.

Multi-Purpose Staging Area (MSA)
A location that serves as a local base for coordinating emergency operations, a really point for mutual aid coming into an area, and a site for post-disaster population support and recovery activities. The multipurpose staging are should have a large parking area and shelter for equipment and operations.

Mg/mgd
Million gallon/Million gallons per day.

MHz
Megahertz.

Mutual Aid Agreement
An agreement in which two or more parties agree to furnish resources and facilities and to render services to each and every other party of the agreement to prevent and respond to any type of disaster or emergency.

Mutual Aid Agreement
An agreement in which two or more parties agree to furnish resources and facilities and to render services to each and every other party of the agreement to prevent and respond to any type of disaster or emergency.

Mutual Aid Region
A subdivision of the state emergency services organization established to coordinate mutual aid and other emergency operations.

Mutual Aid Staging Area
A temporary facility established by the state Office of Emergency Services within, or adjacent to, an affected area. It may be supported by mobile communications and personnel provided by field or headquarters staff from state agencies, as well as personnel from local jurisdictions throughout the state.

N

National Incident Management System
NIMS provide a consistent nationwide template to enable all government, private-sector, and nongovernmental organizations to work together during domestic incidents.

National Warning System
The federal portion of the civil defense warning system, used to disseminate waning and other emergency information from the warning centers or regions to warning points in each state.

Nuclear Incident (Fixed Facility)
Any occurrence at a nuclear power plant resulting in a potential or actual release of radioactive material in sufficient quantity which threatens the health and safety of nearby populations.

Nuclear Threat
All acts such as blackmail, extortion, and threat of attack in which the use of any nuclear material or radioactive substance is threatened.

Nuclear Weapon
A general name given to any weapon capable of producing a nuclear detonation.

O

Office of Emergency Services (CAL EMA)
Part of the Governor's office, the primary state agency in the coordination and administration of statewide operations to support local jurisdictions' emergency planning and response.

Operational Area
An intermediate level of the State emergency services organization, consisting of a county and all political subdivisions within the county area.

Operational Area Coordinator
The individual within the operational area responsible for a specific function such as law enforcement, coroner's services, or emergency medical services.

Operational Period
The period of time scheduled for execution of a given set of operation actions as specified in the Incident or EOC Action Plan. Operational Periods can be of various lengths, although usually not over 24 hours.

Operations Section
One of the five primary functions found at all SEMS levels. The Section responsible for all tactical operations at the incident, or for the coordination of operational activities at an EOC. The Operations Section at the SEMS Field Response Level can include

Branches, Divisions and/or Groups, Task Forces, Teams, Single Resources, and Staging Areas. At the EOC levels, the Operations Section would contain Branches or Divisions as necessary because of span of control considerations.

P

Plan
As used by CAL EMA, a document which describes the broad, overall jurisdictional response to potential extraordinary emergencies or disasters.

Planning Meeting
A meeting held as needed throughout the duration of an incident to select specific strategies and tactics for incident control operations and for service and support planning. On larger incidents, the planning meeting is a major element in the development of the Incident Action Plan. Planning meetings are also an essential activity at all SEMS EOC levels.

Planning Section
(Also referred to as Planning and Intelligence) One of the five primary functions found at all SEMS levels. Responsible for the collection, evaluation, and dissemination of information related to the incident or an emergency, and for the preparation and documentation of Incident or EOC Action Plans. The section also maintains information on the current and forecasted situation, and on the status of resources assigned to the incident. At the SEMS Field Response level, the Section will include the Situation, Resource, Documentation, and Demobilization Units, as well as Technical Specialists. Other units may be added at the EOC level.

Planning Zone
A subdivision of a county consisting of a city, a city and its sphere of influence in adjacent unincorporated areas, a portion of the unincorporated area of a county, a military installation, or a state facility such as a correctional institution.

Political Subdivision (State Definition)
Any city, city and county, county, district, or other local government agency or public agency authorized by law.

Pollution Incident
Any significant concentration of pollutant that poses a substantial threat to public health.

Power Failure
Any interruption in the generation or transmission of electrical power caused by accident, sabotage, natural hazards, equipment failure, or fuel shortage.

Preparedness - See Comprehensive Emergency Management

Protection Factor (PF)
A number used to compare the relationship between the amount of radiation an unprotected person would receive with the amount a sheltered person would receive.

Public Health or Welfare
All factors affecting the health and welfare of the general public.

Public Information Officer (PIO)
An official responsible for releasing information to the public through the news media.

R

Radio Amateur Civil Emergency Service (RACES)
An emergency service designed to make efficient use of skilled radio amateurs throughout the state in accordance with approved civil defense communications plans. Operators are registered with an CAL EMA agency to provide emergency communications support.

Radiological Defense (RADEF) Officer
A member of the emergency management staff responsible for radiological protection operations. The radiological officer is the principal advisor to the director and other officials on matters pertaining to radiological protection.

Radioactive Fallout -- See Fallout

Radiological Monitor
An individual trained to measure, record, and report radiation exposure and exposure rates, which provides limited field guidance on radiation hazards, and performs operator's checks and maintenance on radiological instruments.

Radiological Monitoring System
The facilities, equipment, and personnel organized to collect and report radiological information to all levels of government.

Radiological Protection
The organized effort to minimize the effect of nuclear radiation on people and resources, through warning, detection, prevention, and remedial measures.

Reconnaissance
A preliminary survey to gain information concerning the damage sustained in the affected area.

Recover - See Comprehensive Emergency Management

Reception and Care Center
A facility established in a low-risk are to receive and process incoming relocatees, assign them to lodging facilities, and provide them with information on food, medical care, and other essential services.

Reception Area
An area in which the basic needs of displaced people are met. For example, a place at the periphery of a dam failure inundation area, which can accommodate evacuated persons.

Reduction
To diminish the strength and intensity of, or lessen the damage resulting from, a major disaster or damage expected from future disasters.

Regional Director (Federal Definition)
A director of a regional office of the Federal Emergency Management Agency (FEMA).

Relocate (See Also Evacuee)
An individual moved from a hazardous area to a safer area that may not return.

Remedial Movement
The post-attack or post-event movement of people to better protected facilities or less hazardous areas.

Remedial Operations
Actions taken as a result of a pending or existing emergency situation to offset or alleviate its effects.

Rescue Groups
Two or more rescue teams responding as one group under the supervision of a designated group leader.

Rescue, Heavy
Rescue requiring heavy lifting, prying or cutting, and/or consisting of several tasks, which require involvement of two or more teams working concurrently.

Rescue, Light
Rescue not requiring use of heavy lifting, prying, or cutting operations and not more than one rescue team to accomplish in one hour.

Rescue Team
A group of people organized to work as a unit with one person designated as team leader.

Rescue Vehicle, Heavy
A mobile unit equipped to support two or more rescue teams involved in heavy rescue operations.

Response - See Comprehensive Emergency Management

Response Plan - See Contingency Plan

S

Scene Management System
A standard system for organizing state agency response to hazardous material incidents.

Search
Systematic investigation of an area or premises to locate persons entrapped, injured, immobilized, or missing.

Search Dog Team
A skilled handler with one or more dogs trained to find entrapped persons.

Section 404
That section of Public Law 93-288 that provides authority for temporary housing assistance to disaster victims.

Section 406
That section of Public Law 93-288 that provides authority for hazard mitigation following disasters.

Section 408
That section of Public Law 93-288 that provides authority for individual and family grants following disasters.

Section 414
That section of Public Law 93-288 that provides authority for community disaster loans.

Section Chief (Coordinator)
The ICS title for individuals responsible for command of functional sections: Operations, Planning and Intelligence, Logistics, and Finance and Administration. At the EOC level, the position title will be Section Coordinator.

Self-Help
A concept describing self-reliance and self-sufficiency in an adverse environment without external assistance.

Sensitive Facilities
Facilities in reception areas that will not normally be used as lodging facilities for relocatees. These facilities are either considered unsuitable or are required for essential activities (food establishments, fire stations, banks, radio stations, service stations, etc.). However, if any of these facilities provide adequate protection against radioactive fallout, they may be used as fallout shelters.

Service
An organization assigned to perform a specific function during an emergency.

Shelter Complex
A geographic grouping of facilities used as fallout shelters when such an arrangement serves planning, administrative, or operational purposes. Normally, a complex will include a maximum of twenty-five individual shelters within a diameter of about one half mile.

Shelter Facility - See Mass Care Facility

Shelter Manager
An individual, who provides for the internal organization, administration, and operation of a mass care facility.

Span of Control
The supervisory ratio maintained within an ICS or EOC organization. A span of control of five positions reporting to one supervisor is considered optimum.

Special District
A special district is any city or county service area, but not a school district, and not a special assessment district formed under the Improvement Act of 1911, the Municipal Improvement Act of 1913, the Street Opening Act of 1903, the Vehicle Parking Mall Law of 1943, the Parking District Law of 1951, the Pedestrian Mall Law of 1960, or any similar assessment law, or any similar procedural ordinance adopted by a chartered city.

Staging Area
Staging Areas are locations set up at an incident where resources can be placed while awaiting a tactical EMA assignment. Staging Areas are managed by the Operations Section.

Standardized Emergency Management System (SEMS)
A system required by California Government Code for managing response to multi-agency and multi-jurisdiction emergencies in California. SEMS consists of five organizational levels which are activated as necessary: Field, Local Government, Operational Area, Regional, and State.

Standard Operating Procedures (SOP)
A set of instructions having the force of a directive, covering those features of operations which lend themselves to a definite or standardized procedure. Standard operating procedures support an Section by indicating in detail how a particular task will be carried out.

State Agency (State Definition)
Any department, division, independent establishment, or agency of the executive branch of the state government.

State Coordination Center
A facility established by the Office of Emergency Services near the site of a major disaster, which supports local governmental operations and coordinates an overall response.

STATE Coordination Officer (SCO)
The person appointed by the Governor to cooperate and work with the Federal Coordinating Officer.

State Emergency Organization
The agencies, boards, commissions of the executive branch of state government, and other local government and private sector organizations responding to emergencies.

State Emergency Plan
The State of California Emergency Plan, as approved by the Governor, which serves as the basis for statewide emergency planning and response.

State of Emergency (State Definition)
According to Section 8558 (b) of the Emergency Service Act, a "State of Emergency means the duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, drought, sudden and severe energy shortage, plan or animal infestation or disease, the governor's warning of an earthquake or volcanic prediction, or an earthquake, or other conditions, other than conditions resulting from a labor controversy or conditions causing a "state of war emergency, "which conditions, by reason of their magnitude are or are likely to be beyond the control of the services, personnel, equipment, and facilities of any single county, city and county, or city, and require the combined forces of a mutual aid region or regions to combat or with respect to regulated energy utilities, a sudden and severe energy shortage requires extraordinary measures beyond the authority vested in the California Public Utilities Commission."

State of War Emergency (State Definition)
According to Section 8558 (a) of the Emergency Services Act, a "State of War Emergency" means the "condition which exists immediately, with or without a proclamation thereof by the Governor, whenever this state or nation is attacked by an enemy of the United States, or upon the receipt by the state of a warning from the federal government indicating that such an enemy attack is probable or imminent."

State Operating Authority
The person with the responsibility and authority for overseeing the state's response to hazardous material incidents.

State Operating Team
A designated group of individuals who implement the scene management system, representing the various state agencies with hazardous material responsibilities.

State Operations Center (SOC)
A facility established by the Office of Emergency Services headquarters in Sacramento to coordinate state operations to a disaster area, and control the response efforts of state and federal agencies in support of local government operations.

Stay-Put
A resident in a hazardous, or potentially hazardous, are who refuses to evacuate during a directed evacuation, or who is too ill or infirm to be evacuated.

T

Task Force
A combination of single resources assembled for a particular tactical need, with common communications and a leader.

Technological Incident
An emergency situation caused by a man-made element. These types of incidents include hazardous chemical and nuclear facility incidents.

Technological Services
A group of functions who performance requires a high degree of technical expertise and equipment.

Tornado
Violently whirling columns of air extending to the ground from a cumulonimbus cloud. The funnel cloud of a tornado may have winds as high as 200 mph and an interior air pressure 10 to 20 percent below that of the surrounding atmosphere. The typical length of a path is 16 miles, but tracks of 200 miles have been reported. Path widths are generally less than 0.25 miles.

Traffic Control Points (TCP)
Sites along movement's routes that are staffed by emergency personnel to direct and control the flow of traffic.

Transportation Accident
An incident of air or rail passenger travel that results in death or serious injury. Highway accidents are excluded from consideration under this hazard since such incidents are generally handled by emergency response services without emergency management organization involvement.

Triage
A process of priority sorting sick and injured people on the basis of urgency and type of condition presented so that they can be routed to appropriate medical facilities.

Tsunami
Also called a seismic sea wave. It is a large oceanic wave generated by earthquakes, submarine volcanic eruptions, or large submarine landslides in which sudden forces are applied to the water mass. The fastest tsunami waves can move at speeds of hundreds of miles per hour in the open ocean. However, as the waves enter shallower waters in

coastal areas, wave velocity decreases and wave height can increase to 100 feet or more on impact at the shoreline.

U

Unified Area Command
A Unified Area Command is established when incidents under an Area Command are multi-jurisdictional. (See Area Command and Unified Command)

Unified Command
In ICS, Unified Command is a unified team effort which allows all agencies with responsibility for the incident, either geographical or functional, to manage an incident by establishing a common set of incident objectives and strategies. This is accomplished without losing or abdicating agency authority, responsibility, or accountability.

Unit
An organizational element having functional responsibility. Units are commonly used in incident Planning and Intelligence, Logistics, or Finance and Administration sections and can be used in operations for some applications. Units are also found in EOC organizations.

Unity of Command
The concept by which each person within an organization reports to one and only one designated person.

Urban Fire
Any instance of uncontrolled burning which results in structural damage to residential, commercial, industrial, institutional, or other properties in developed areas.

V

Validated Earthquake Prediction
A prediction or method of predicting an earthquake, which is approved by the California Earthquake Prediction evaluation Commission (CEPEC) and includes expected location, approximate magnitude, and probability of occurrence.

Vector Control
Actions to limit the spread of disease-carrying insects and animals.

Volcano
An eruption from the earth's interior which produces lava flows or violent explosions issuing gases, rock, and debris. Areas covered by eruptions can be confined to the volcano or range up to hundreds of miles from the site of the eruption.

Volunteers
Individuals who make themselves available for assignment during an emergency who are not paid for the work they do.

W

Wildfire
Any instance of uncontrolled burning in grasslands, brush, or woodlands.

Winter Storm (Severe)
This includes ice storms, blizzards, and extreme cold. The National Weather service characterizes blizzards as combinations of winds in excess of 35 mph with considerable falling or blowing snow, frequently reducing visibility to 0.25 miles or less.

ACRONYMS and ABBREVIATIONS

A and E	**Architecture and Engineering**
AC	**Area Command**
ADA	**Americans with Disabilities Act**
AQMD	**Air Quality Management District**
ARC	**American Red Cross**
ASCS	**U.S. Agricultural Stabilization and Conservation Services**
ARES	**Amateur Radio Emergency Services**
BLM	**Bureau of Land Management**
BOR	**Bureau of Reclamation**
BPA	**Blanket Purchasing Agreements**
C of S	**Chief of Staff**
CAA	**Clean Air Act**
CAL DAP	**California Disaster Assistance Program**
Cal Trans	**California Department of Transportation**
CALWAS	**California Warning System**
CAN	**Community Alert Network**
CAO	**Chief Administrative Office(r)**
CAT	**Crisis Action Team**
CAV	**Community Assistance Visit**
CCA	**Comprehensive Cooperative Agreement**
CCC	**California Conservation Corps**
CCP	**Casualty Collection Points**
CD	**Civil Defense**
CDBG	**Community Development Block Grant**
CDC	**Centers for Disease Control, U.S. Public Health Service**
CDF	**California Department of Forestry**
CDL	**Community Disaster Loan**
CDRG	**Catastrophic Disaster Response Group**
CEM	**Comprehensive Emergency Management**
CEO	**Chief Executive Officer**
CEP	**Comprehensive Emergency Planning**
CEPEC	**California Earthquake Prediction Evaluation Council**
CEPPO	**Chemical Emergency Preparedness and Prevention Office**
CEQA	**California Environmental Quality Act**
CERCLA	**Comprehensive Environmental Response Compensation and Liability Act**
CESA	**California Emergency Services Association**
CESFRS	**California Emergency Service Fire Radio System**
CESRS	**California Emergency Services Radio System**
CFR	**Code of Federal Regulations**
CHP	**California Highway Patrol**

CLEMARS	**California Law Enforcement Mutual Aid Radio System**
CLERS	**California Law Enforcement Radio System**
CLETS	**California Law Enforcement Telecommunications System**
COE	**Corps of Engineers (US Army)**
COG	**Continuity of Government**
CPG	**Civil Preparedness Guide**
CPI	**Consumer Price Index**
CWA	**Clean Water Act**
DA	**Damage Assessment**
DAC	**Disaster Application Center**
DAE	**Disaster Assistance Employee**
DAP	**Disaster Assistance Programs**
DCS	**Disaster Communications Service**
DFCO	**Deputy Federal Coordinating Officer**
DFO	**Disaster Field Office**
DHA	**Disaster Housing Assistance**
DHHS	**Department of Health and Human Services**
DLS	**Disaster Legal Services**
DMA	**Disaster Management Area**
DMAC	**Disaster Management Area Coordinator**
DMIS	**Disaster Management Information System**
DOB	**Duplication of Benefits**
DOC	**Department Operations Center**
DOD	**Department of Defense**
DOE	**Department of Energy**
DOL	**Department of Labor**
DOT	**Department of Transportation**
DP	**Disaster Preparedness**
DPIG	**Disaster Preparedness Improvement Grant**
DRM	**Disaster Recovery Manager**
DRO	**Disaster Recovery Operations**
DSA	**Disaster Support Area**
DSA	**Division of the State Architect (California)**
DSR	**Damage Survey Report**
DUA	**Disaster Unemployment Assistance**
DWI	**Disaster Welfare Inquiry**
DWR	**California Department of Water Resources**
EAS	**Emergency Alert System**
EBS	**Emergency Broadcast System**
ED	**United States Department of Education**
EDD	**Employment Development Department**
EDIS	**Emergency Digital Information System**
EEIs	**Essential Elements of Information**
EEO	**Equal Employment Opportunity**
EIR	**Environmental Impact Review**

EMA	**Emergency Management Assistance**
EMAC	**Emergency Management Assistance Compact**
EMI	**Emergency Management Institute**
EMMA	**Emergency Managers Mutual Aid**
EMP	**Electromagnetic Pulse**
EMSA	**Emergency Medical Services Authority**
EMS	**Emergency Medical Services**
EMT	**Emergency Medical Technician**
ENN	**Emergency News Network**
EOB	**Emergency Operations Bureau (L.A. County Sheriff's Dept.)**
EOC	**Emergency Operations Center**
EOP	**Emergency Operating Procedures**
EOP	**Emergency Operations Plan**
EPA	**Environmental Protection Agency**
EPI	**Emergency Public Information**
EPIC	**Emergency Public Information Center**
ER	**Emergency Relief Program**
ERT	**Emergency Response Team**
ESA	**California Emergency Services Act**
ESA	**Endangered Species Act**
ESC	**Earthquake Service Center**
ESC	**Emergency Services Coordinator**
ESF	**Emergency Support Functions**
EST	**Emergency Support Team**
FA	**Fire Administration (office symbol)**
FAA	**Federal Aviation Administration**
FAS	**Federal Aid System Road**
FAST	**Federal Agency Support Team**
FAX	**Facsimile**
FBI	**Federal Bureau of Investigation**
FCC	**Federal Communications Commission**
FCO	**Federal Coordinating Officer**
FEMA	**Federal Emergency Management Agency**
FFY	**Federal Fiscal Year**
FHWA	**Federal Highway Administration**
FIA	**Federal Insurance Administration**
FIPS Number	**Same as Project Application Number**
FIRESCOPE	**Firefighting Resources of Calif. Organized for Potential Emergencies**
FmHA	**Farmers Home Administration**
FONSI	**Finding of No Significant Number**
FPM	**Flood Plain Management**
FRERP	**Federal Radiological Emergency Response Plan**
FTB	**Franchise Tax board (State of California)**
GAR	**Governor's Authorized Representative**

GIS	**Geographic Information System**
GSA	**General Services Administration**
Haz Mit	**Hazard Mitigation (Safety measures taken in advance to lessen future damage)**
HAZMAT	**Hazardous Materials**
HEW	**U.S. Department of Health, Education and Welfare**
HM	**Hazard Mitigation**
HMC	**Hazard Mitigation Coordinator**
HMDA	**Hazard Mitigation and Disaster Assistance**
HMGP	**Hazard Mitigation Grant Program**
HMO	**Hazard Mitigation Officer**
HMT	**Hazard Mitigation Team**
HUD	**Housing and Urban Development Program**
IA	**Individual Assistance**
IA/O	**Individual Assistance/Officer**
IC	**Incident Commander**
ICC	**Interstate Commerce Commission**
ICP	**Incident Command Post**
ICS	**Incident Command System**
IFG	**Individual and Family Grant Program (State of California program)**
IFGP	**Individual and Family Grant Program**
IG	**Inspector General**
IMA	**Individual Mobilization Augmentee**
IRS	**U.S. Internal Revenue Service**
IRMS	**Information Resources Management Service**
JIC	**Joint Information Center**
JDIC	**Justice Data Interface Controller**
JPA	**Joint Powers Agreement**
JPIC	**Joint Public Information Center**
JIS	**Joint Information System**
LACDA	**Los Angeles County Drainage Area**
LACTA	**Los Angeles County Transportation Authority**
LGAC	**Local Government Advisory Committee**
MACS	**Multi-Agency Coordination System**
MARAC	**Mutual Aid Regional Advisory Committee**
MARS	**U.S. Army Military Affiliate Radio System**
MASF	**Mobile Aeromedical Staging Facility**
MC	**Mobilization Center**
MCR	**Military Communications Representative**
MHFP	**Multi-Hazard Functional Planning**
MOA	**Memorandum of Agreement**
MOU	**Memorandum of Understanding**

MRA	**Mortgage and Rental Assistance Program**
MRE	**Meals Ready to Eat**
MSA	**Multi-Purpose Staging Area**
MTA	**Metropolitan Transit Authority**
NAWAS	**National Warning System**
NCCEM	**National Coordinating Council on Emergency Management**
NCS	**National Communications System**
NCSP	**National Communications Support System**
NCSRM	**National Communications System Regional Manager**
NDAA	**California Natural Disaster Assistance Act**
NDEA	**National Defense Education Act**
NDMS	**National Disaster Medical System**
NECC	**National Emergency Coordination Center (FEMA)**
NEIS	**National Earthquake Information Service**
NEST	**Nuclear Emergency Search Team**
NETC	**National Emergency Training Center**
NFA	**National Fire Academy**
NFDA	**National Funeral Directors Association**
NFIP	**National Flood Insurance Program**
NHC	**National Hurricane Center**
NHPA	**National Historic Preservation Act**
NIFCC	**National Interagency Fire Coordination Center, U.S. Forest Service**
NIMS	**National Incident Management System**
NOAA	**National Oceanic and Atmospheric Administration**
NOI	**Notice of Interest**
NRC	**Nuclear Regulatory Commission**
NRP	**National Response Plan**
NRT	**National Response Team**
NTC	**National Teleregistration Center**
NVOAD	**National Voluntary Organizations Active in Disaster**
NWS	**National Weather Service**
OA	**Operational Area**
OASIS	**Operational Area Satellite Information System**
CAL EMA	**Office of Emergency Services**
OFA	**Other Federal Agencies**
OMB	**Office of Management and Budget (Federal)**
OPA	**Oil Pollution Act**
OPM	**Office of Personnel Management**
OSA	**California Office of the State Architect**
OSC	**On-Scene Coordinator**
OSHA	**Occupational Safety and Health Administration**
OSTP	**Office of Science Technology Policy**
PA	**Public Affairs**

PAO	**Public Affairs Officer**
PA	**Public Assistance**
PA/O	**Public Assistance Officer**
PA#	**Project Application Number**
PBX	**Private Branch Exchange**
PDA	**Preliminary Damage Assessment**
PDH	**Packaged Disaster Hospital**
PDS	**Professional Development Series**
PFT	**Permanent Full-Time Employee**
PIO	**Public Information Officer**
PL	**Public Law - U.S. Public Law 93-288, Federal Disaster Relief Act of 1974**
PNP	**Private Nonprofit Organization**
PSI	**Pounds per Square Inch**
PSR	**Personal Service Radio**
PUC	**California Public Utilities Commission**
RACES	**Radio Amateur Civil Emergency Services**
RADEF	**Radiological Defense**
RCP	**Regional Oil and Hazardous Substances Pollution Contingency Plan**
RD	**Regional Director (FEMA)**
REACT	**Radio Emergency Associated Communication Team**
REC	**Regional Emergency Coordinator**
REOC	**Regional Emergency Operations Center**
RM	**Radiological Monitor**
RO	**Radiological Officer**
RRT	**Regional Response Team**
RTOS	**Rail Transit Operations Supervisor**
SA	**Salvation Army**
SAP	**State Assistance Program**
SAR	**Search and Rescue**
SARA	**Superfund Amendment Reauthorization Act (Title III)**
SAST	**California State Agency Support Team**
SBA	**Small Business Administration**
SCAQMD	**South Coast Air Quality Management District**
SCESA	**Southern California Emergency Services Association**
SCO	**State Coordinating Officer**
SEMO	**State Emergency Management Office**
SEMS	**Standardized Emergency Management System**
SF	**Standard Form**
SHMO	**State Hazard Mitigation Officer**
SHPO	**State Historic Preservation Officer**
SITREP	**Situation Report**
SLPS	**State and Local Programs and Support Directorate (FEMA)**
SOC	**State Operations Center**

SOP	**Standard Operating Procedure**
STO	**State Training Officer**
Subgrantee	**An eligible applicant in Federally declared disasters**
TH	**Temporary Housing**
TSCA	**Toxic Substances Control Act**
USACE	**United States Army Corps of Engineers**
USAR	**Urban Search and Rescue**
USDA	**U.S. Department of Agriculture**
USFA	**United States Fire Administration**
USGS	**United States Geological Survey**
VA	**Veterans Administration**
VSAT	**Very Small Aperture Terminal**
VOAD	**Volunteer Organizations Active in Disaster**

RESOURCES – INTERNAL & EXTERNAL
CITY VEHICLES AND EQUIPMENT RESOURCE TYPE INVENTORY LIST

CITY VEHICLES AND EQUIPMENT

Number	Type	Model	Year
2	14-Passenger Vans	Ford Sportsman	1989
2	4X4 Pick-up Trucks	Ford Ranger	2002
1	Pick-up Truck	Ford Ranger	1994
2	Hybrid Sedans	Toyota Prius	2006
1	4-door Sedan	Ford Taurus	1994
1	Sports Utility Vehicle (2-wheel drive)	Jeep Cherokee	2001
2	Speed Radar Utility Trailers	RU2 Fast 800	1996/2005
3	5000W Portable Generators		2005

CONTRACTOR VEHICLES ON-SITE

Number	Type	Contractor	Location
1	Dump Truck	Hardy and Harper	City Hall
2	Stake-bed Trucks	Landscape West	Ryan Park
1	Pick-up Truck	Landscape West	Ryan Park

CONTACT LISTS

Verdes Emergency Operations Plan 2010 Confidential Supplemental Plan. Copies of the Confidential Supplemental Plan are on file in the City Manager, Deputy City Manager, City Clerk and Emergency Services Coordinator Offices.

SUPPORTING TRAINING DOCUMENTATION

The City of Rancho Palos Verdes staff SEMS/NIMS and annual exercise training records are on file in the Emergency Services Coordinator office. The most recent functional training exercises were the 2010 and 2011 “ShakeOut” events held in correlation with the state-wide “ShakeOut” exercise. The City is currently planning it’s 2012 functional exercise. The exact date and specifics of that exercise have not been decided.

EOC FORMS LIST

1. EOC 100 – EOC ACTION PLAN
2. EOC 103 – ORGANIZATION ASSIGNMENT LIST
3. EOC 105 – INCIDENT COMMUNICATIONS PLAN
4. EOC 107 – EOC ORGANIZATION CHART
5. EOC 120/A – EOC DIAGRAM – MAIN ROOM
6. EOC 120/B – EOC DIAGRAM – MANAGEMENT BREAKOUT ROOM
7. EOC 121 – MANAGEMENT OBJECTIVES
8. EOC 122 – OPERATIONS OBJECTIVES
9. EOC 123 – PLANNING & INTELLIGENCE OBJECTIVES
10. EOC 124 – LOGISTICS OBJECTIVES
11. EOC 125 – FINANCE OBJECTIVES
12. EOC 126 – AFTER ACTION & CORRECTIVE ACTION REPORT
13. EOC 127 – EMERGENCY PRESS INFORMATION LOG
14. EOC 128 – PIO STATUS FORM
15. EOC 129 – EOC VISITATION REQUEST FORM
16. EOC 130 – EOC CHECK IN/OUT FORM
17. EOC 131 - SECTION ACTIVITY LOG
18. EOC 132 – BRANCH ACTIVITY LOG
19. EOC 133 – UNIT ACTIVITY LOG
20. EOC 134 – INDIVIDUAL ACTIVITY LOG
21. EOC 135 – MESSAGE FORM
22. EOC 136 – RESOURCE REQUEST FORM
23. EOC 137 – DAILY SHELTER ACTIVITY FORM
24. EOC 138 – PROCUREMENT FORM
25. EOC 140 – INCIDENT WORK REPORT
26. EOC 142 – INCIDENT STATUS REPORT
27. EOC 143 – INCIDENT REPORT – GENERAL PUBLIC
28. EOC 144 – EOC INCIDENT SUMMARY
29. EOC 145 – INITIAL DAMAGE ESTIMATE
30. EOC 146 – INITIAL DAMAGE ESTIMATE
31. EOC 180 – BODY IDENTIFICATION SHEET