



City of Rancho Palos Verdes

# EMERGENCY OPERATIONS PLAN

Adopted December 16, 2025



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## TABLE OF CONTENTS

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<b>APPROVAL AND IMPLEMENTATION .....</b>	<b>8</b>
<b>PLAN CONCURRENCE .....</b>	<b>10</b>
<b>RECORD OF DISTRIBUTION.....</b>	<b>11</b>
<b>INTRODUCTION .....</b>	<b>12</b>
Purpose.....	13
Key Concepts .....	14
Scope.....	14
<b>SITUATION OVERVIEW.....</b>	<b>16</b>
History .....	17
Demographics .....	17
Hazard analysis.....	18
Capabilities .....	21
Vulnerabilities .....	24
Community Resilience .....	26
City Readiness Efforts .....	26
Emergency Preparedness Committee .....	27
Public Outreach and Education.....	27
Whole Community Engagement .....	28
<b>CONCEPT OF OPERATIONS.....</b>	<b>31</b>
Goals, Priorities, and Strategies .....	31
Emergency Management throughout the disaster cycle.....	31
Emergency Management Structure .....	36
Emergency Activation and Levels .....	37
Rancho Palos Verdes Emergency Operations Center (EOC) .....	38
Emergency Proclamations.....	39
Presidential Declarations .....	40
<b>ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES.....</b>	<b>41</b>
Assignment of Responsibilities .....	41
Elected Officials & City Council.....	41
Disaster Council.....	42
Director of Emergency Services.....	42
City Staff and Departments .....	43

# EMERGENCY OPERATIONS PLAN - *Basic Plan*

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Disaster Management Area Coordinator (DMAC) Area G .....	44
County of Los Angeles .....	45
Cal Trans .....	46
Transportation Agencies .....	46
The Palos Verdes Peninsula Unified School District .....	47
The American Red Cross (ARC) .....	47
The Salvation Army .....	47
Utility and Communication Companies .....	47
Landslide Abatement Districts .....	47
Community Organizations .....	47
State Agencies .....	48
Federal Agencies .....	48
EOC Roles .....	48
Lines of Succession .....	50
<b>DIRECTION, CONTROL, AND COORDINATION.....</b>	<b>52</b>
On Scene Command and Management .....	52
Multi-Jurisdictional Coordination .....	52
Mutual Aid .....	54
<b>COMMUNICATIONS .....</b>	<b>57</b>
<b>INFORMATION COLLECTION, ANALYSIS, AND DISSEMINATION .....</b>	<b>58</b>
<b>ADMINISTRATION, FINANCE, AND LOGISTICS .....</b>	<b>60</b>
Documentation .....	61
Finance .....	61
Resource Management .....	62
Disaster Service Workers .....	63
<b>PLAN DEVELOPMENT AND MAINTENANCE .....</b>	<b>64</b>
After Action Report .....	64
Training & Exercises .....	65
<b>AUTHORITIES AND REFERENCES .....</b>	<b>67</b>
<b>ATTACHMENT 1: GLOSARY OF TERMS .....</b>	<b>72</b>
<b>ATTACHMENT 2: RECORD OF CHANGES .....</b>	<b>76</b>
<b>ANNEXES.....</b>	<b>77</b>



### PROMULGATION

The City of Rancho Palos Verdes has updated its Emergency Operations Plan (EOP) to ensure the most effective and economical allocation of resources for the maximum benefit and protection of life, property, and the environment during an emergency. This plan supersedes the Emergency Operations Plan adopted by City Council in September 2018 along with any other previous plans promulgated for this purpose.

The objective of the EOP is to provide a reference guide for the coordination of all City facilities and personnel to efficiently and effectively respond to any emergency. As such, this plan provides a framework for the City of Rancho Palos Verdes to use in performing emergency functions before, during, and after an emergency event, natural disaster or technological incident—regardless of cause, size or complexity. While no plan can prevent death and destruction, good plans carried out by knowledgeable and well-trained personnel will minimize losses.

In accordance with the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS), this EOP is an extension of the State of California Emergency Plan and the Los Angeles County Operational Area EOP. It has been reviewed by staff, and will be tested through training and exercise, and revised as necessary.

As per the City of Rancho Palos Verdes Emergency Services Ordinance No. 55, last updated on September 17, 1974, the City's Disaster Council is responsible for the development of the EOP. The Disaster Council membership includes the Mayor, who shall be Chairman, the members of the City Council, the Director of Emergency Services (City Manager), the Assistant Director of Emergency Services (Deputy City Manager), Emergency Operations Center Section Chiefs, and other community members, as desired, all of whom shall be ex-officio and nonvoting members of the Disaster Council.

This plan was developed in accordance with all existing Federal, State and local statutes. All Federal, State, and local laws supersede the policies and procedures listed in this plan. All recipients are requested to advise the City of Rancho Palos Verdes regarding recommendations for improvement.

The City's EOP supports the overall mission of the City. As such, the City Council endorses and gives its full support to this plan and urges all officials, employees, and residents, individually and collectively, to support the total emergency preparedness and response efforts of the City of Rancho Palos Verdes.

This document is hereby approved and promulgated as the City of Rancho Palos Verdes Emergency Operations Plan.

**RESOLUTION NO. 2025-94**

**A RESOLUTION OF THE CITY COUNCIL OF THE  
CITY OF RANCHO PALOS VERDES ADOPTING  
THE UPDATED RANCHO PALOS VERDES  
EMERGENCY OPERATIONS PLAN  
CONSISTENT WITH THE CALIFORNIA  
STANDARDIZED EMERGENCY MANAGEMENT  
SYSTEM AND THE FEDERAL NATIONAL  
INCIDENT MANAGEMENT SYSTEM.**

WHEREAS, the California Standardized Emergency Management System (SEMS) and the Federal National Incident Management System (NIMS) legislation require the creation, maintenance, training, and exercising of emergency response protocols by every local government; and,

WHEREAS, the City Council, approved and adopted a City Emergency Operations Plan in 2018; 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 City of Rancho Palos Verdes Emergency Operations Plan establishes the emergency organization, assigns tasks, specifies policies and general procedures, and provides for coordination of the City's response to emergencies consistent with the SEMS and NIMS; and,

WHEREAS, 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 disaster or emergencies; and,

WHEREAS, the City of Rancho Palos Verdes Emergency Operations Plan is an extension of the Los Angeles County Operational Area Emergency Operations Plan and the State of California Emergency Plan. It will be reviewed, exercised periodically, and revised as necessary to meet changing conditions.

NOW, THEREFORE THE CITY COUNCIL OF THE CITY OF RANCHO PALOS VERDES DOES HEREBY FIND, DETERMINE, AND RESOLVE AS FOLLOWS:

**Section 1.** Adopts the Emergency Operations Plan update by reference, as

attached hereto as Exhibit "A." and,

**Section 2.** Grants authority to the City Manager or designee to amend and update the Emergency Operations Plan as needed.

PASSED, APPROVED AND ADOPTED on this 16<sup>th</sup> day of December, 2025.



Paul Seo, Mayor

ATTEST:



Teresa Takaoka, City Clerk

STATE OF CALIFORNIA                     )  
COUNTY OF LOS ANGELES            ) ss  
CITY OF RANCHO PALOS VERDES        )

I, Teresa Takaoka, City Clerk of the City of Rancho Palos Verdes, hereby certify that the above Resolution No. 2025-94 was duly and regularly passed and adopted by the said City Council at a regular meeting thereof held on December 16, 2025.



Teresa Takaoka, City Clerk

### APPROVAL AND IMPLEMENTATION

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The City of Rancho Palos Verdes is dedicated to fostering community disaster resilience for all hazards through hazard mitigation, emergency preparedness, and efficient and effective emergency response and recovery efforts.

The Emergency Operation Plan (EOP) serves as a reference guide to support the City of Rancho Palos Verdes' commitment to the safety of its citizens and the continuation of public services before, during, and after disaster. This plan seeks to address, to the extent possible, emergency response functions of City departments, supporting agencies, public officials, and other public and private organizations.

The City's Disaster Council and Emergency Management Coordinator are responsible for the development of the City's Emergency Operations Plan, its updates, and the maintenance of its record of changes.

The EOP was developed in line with federal, state, and local laws. The plan follows the Federal Emergency Management Agency's (FEMA) Comprehensive Preparedness Guide 101 Version 3.0 and was developed with the cooperation of all City departments, and agencies including the Palos Verdes Peninsula School District, neighboring cities, and County of Los Angeles Office of Emergency Management, Area G Disaster Management Area Coordinator (DMAC), Sheriff's Department, and Fire Department. Many such external organizations play a pivotal and functional role in responding to a major emergency or disaster.

The EOP consists of this Basic Plan, as well as separately maintained procedural Annexes and Supporting Documents.

The Basic Plan includes:

1. The purpose and scope of the plan.
2. An overview of the City and its hazard risks.
3. Emergency planning assumptions.
4. The Concept of Operation for emergency activities within the City, including descriptions of the City's emergency management organization, assigned roles and responsibilities, and continuity of government principles.
5. The coordination mechanism, or direction and control mechanisms, utilized in the emergency management process.
6. Communication and information collection, analysis and dissemination methods.
7. Administration, finance, logistics, and plan maintenance procedures.
8. Authorities and references.

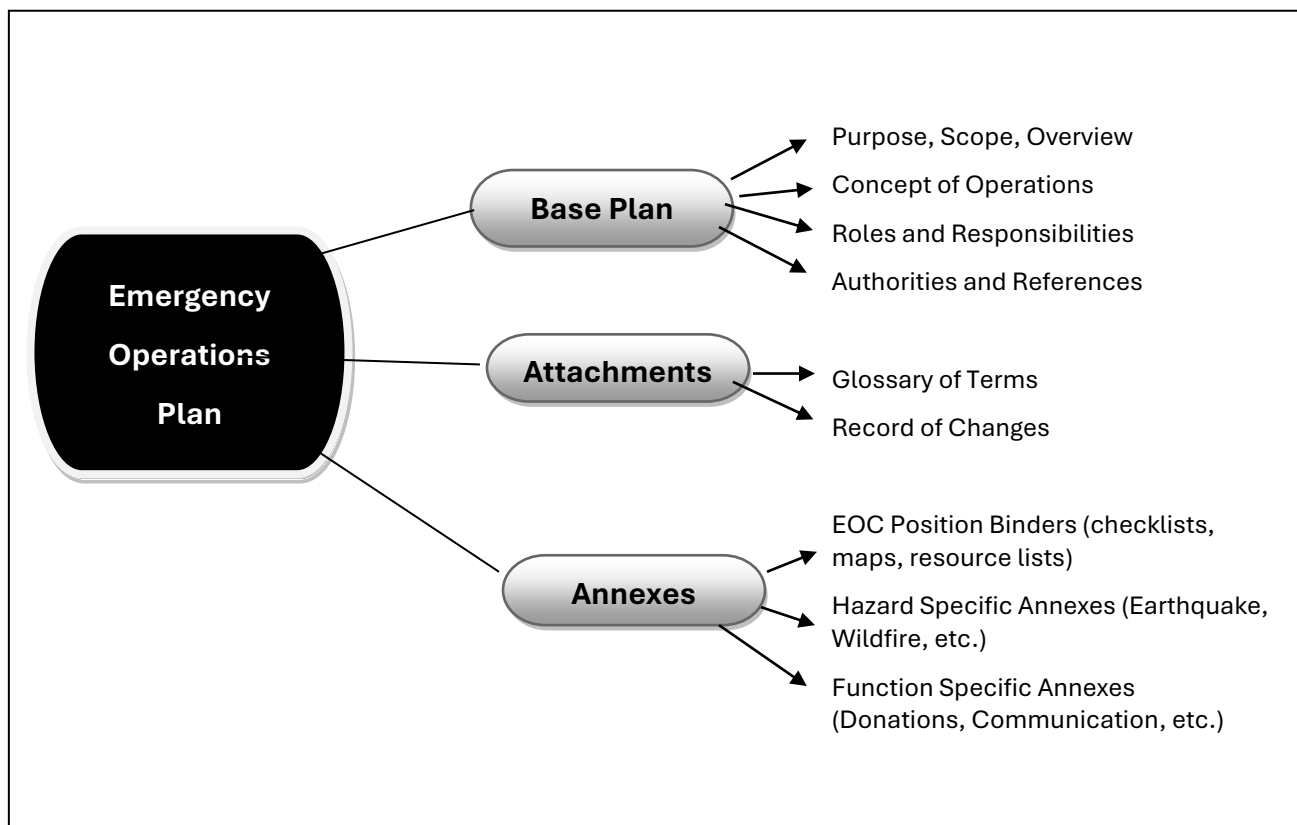


The EOP – Basic Plan is supported by the following Attachments:

- Glossary of Terms
- Record of Changes

The EOP – Basic Plan is supported by the Emergency Operations Center (EOC) Position Binder Annex. The position binders detail the roles of each EOC position and include supporting documents, such as forms, guidance material, and a position checklist. EOC Position Binders are reviewed and updated by City Management as needed and after major exercises and activations of the City EOC. There are five sections to this Annex, one for each of the functional areas within the City's EOC: Management, Operations, Planning & Intelligence, Logistics, and Finance & Administration.

Functional and Hazard Specific Annexes will be developed over the next 3 years to address specific emergency response services and hazards. These Annexes are considered operational documents and are therefore maintained separately; they will be presented individually to City Council for approval, as needed. A final annex list will be included in the 2028 EOP Update.




PLAN CONCURRENCE

The following list of signatures documents each City Council Member’s concurrence and receipt of the 2025 City Emergency Operations Plan.

Mayor

Paul Seo

Signed by:



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Date12/22/2025

Mayor Pro-Tem

Ara Mihranian

Signed by:



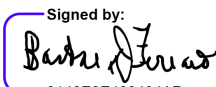
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Date12/23/2025

Council Member

Barbara Ferrero

Signed by:




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Date1/20/2026

Council Member

Geroge Lewis

Signed by:




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Date1/20/2026

Council Member

David Bradley

Signed by:




F9D93AF817EC450...

Date12/22/2025

City Manager

Ara Mihranian

Signed by:



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Date12/22/2025

## RECORD OF DISTRIBUTION

Printed copies are of particular importance in the event of power loss or other emergencies where the network drive is not accessible and have been provided to the agencies listed below. Printed copies are also maintained in the primary and back-up EOC locations. The EOP and its annexes are available electronically to City of Rancho Palos Verdes employees on the City's network drive. A redacted version of the EOP will be available on the city's website for the public to view.

Agency/ Jurisdiction	Title or Department	# of Copies
City of Rancho Palos Verdes	City Council Members	5
	City Clerk	1
	City Manager's Department	1
	Finance Department Services	1
	Community Development Department	1
	Public Works	1
	Recreation & Parks	1
	Public Safety Division	1
County of Los Angeles	Area G Disaster Management Coordinator	1
	Alert South Bay Coordinator	1
	Board of Supervisors Fourth District	1
	Department of Sanitation Fifth District	1
	Emergency Management Department	1
	Fire Department	1
	Sheriff Department	1
Regional Partners	Assemblymember, District 66	1
	City of Palos Verdes Estates	1
	City of Rolling Hills	1
	City of Rolling Hills Estates	1
	City of Torrance	1
	City of Lomita	1
	City of Los Angeles	1
	Palos Verdes Unified School District	1
	Peninsula Volunteer Alert Network	1
Private Utilities	AT&T	1
	Cal Water	1
	Cox Communications	1
	Frontier Communications	1
	Southern California Edison	1
	Southern California Gas	1
	T-Mobile	1
	Verizon	1

### INTRODUCTION

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The protection of life, property, and the environment are the primary goals of governmental public safety agencies. Emergency plans provide the basis for response and recovery operations. Effective plans tell those with operational responsibilities what to do and why, and they instruct those outside the jurisdiction how to provide support and what to expect. ***Emergency plans are designed to be flexible enough so that the City's capabilities can adapt to a changing response environment and to the needs of supporting organizations.***

The Emergency Operations Plan (EOP) is the central all-hazard emergency planning document for the City of Rancho Palos Verdes. It describes a comprehensive emergency management system which provides for a planned response to disaster situations associated with natural disasters, technological incidents, and human-caused events.

The EOP delineates operational concepts relating to various emergency situations, identifies components of the Emergency Management Organization and the City's Emergency Operations Center (EOC), and describes the responsibilities for protecting life, property, and the environment, and assuring the overall well-being of the population. It details the coordination of response services and support within the City and the City's relationships, obligations and dependencies with other response organizations and governmental entities, to include mutual aid and specific statutory authorities, as well as state and federal agencies and the private sector. Further, the EOP provides details regarding reporting requirements, as well as an overview of the City's concepts of operation for all-hazard disaster management and coordination.

The EOP is supported by an EOC Position Binder Annex which describes roles and responsibilities of each EOC position. The Annex includes operational documents and is therefore maintained separately. There are five (5) sections to the Annex, one for each of the functional areas within the City's Emergency Management Organization - Management, Operations, Planning, Logistics, and Finance.

In addition, the city is developing functional and hazard-specific annexes to the EOP, including a Donation and Volunteer Annex, a Communication and Warning Annex, and a Wildfire Response Annex. Annexes will be developed independent of the 2025 EOP plan update, with the goal to complete and publish all annexes by 2028. Once all annexes are complete, updates will occur every 3 years, in line with the EOP update.

The City is part of several stand-alone local and regional plans that support the City's Emergency Management Program and compliment the EOP. Brief descriptions of each plan are included below:

1. **Multi-Jurisdictional Hazard Mitigation Plan.** The Mitigation Plan documents all ongoing and future actions that contribute to minimizing or eliminating threats associated with

natural hazards. The Plan is federally mandated and ensures the City's eligibility for Hazard Mitigation Grant Funds. An important component in the Mitigation Plan is a thorough analysis of hazard risks and impacts to City-owned facilities and the City at large. The City's first Mitigation Plan was adopted by City Council on October 5, 2004, and was last updated in November 2020. An update to the plan is currently underway in collaboration with the cities of Palos Verdes Estates, Rolling Hills, and Rolling Hills Estates and the two landslide abatement districts in Rancho Palos Verdes, Abalone Cove Landslide Abatement District (ACLAD) and Klondike Canyon Landslide Abatement district (KCLAD). The plan is projected to be completed and adopted during the first half of 2026.

2. **City of Rancho Palos Verdes General Plan Safety Element.** The Safety Element is intended to reduce the potential risk of death, injuries, property damage, and economic and social dislocation resulting from fires, floods, earthquakes, landslides, climate change, and other hazards. Other locally relevant safety issues, such as emergency response, hazardous materials spills, and crime reduction, are also included. The City's General Plan Safety Element was first adopted by the City Council on June 26, 1975, and is currently being updated, with plan adoption estimated to occur in 2026.
3. **City of Rancho Palos Verdes Continuity of Operations Plan (COOP).** The Continuity of Operations Plan ensures the City can maintain essential services and functions before, during, and after an emergency. Unlike the EOP, which focuses on guiding emergency response and expansion of services in support of the community, this plan focuses on the City's ability to withstand an emergency internally and maintain the critical services it provides. The last plan update occurred in 2018, with an update currently in progress.
4. **Palos Verdes Peninsula Mass Care and Evacuation Plan.** This plan will be developed by the four Palos Verdes Peninsula cities in collaboration with local law and fire agencies. The plan will provide guidance on resources, vulnerabilities, access and functional needs considerations, and communication and coordination protocols for incidents where mass care and shelter services and/or evacuations are needed. The Mass Care and Evacuation Plan development is scheduled to begin in 2026, with the full scope of the plan and timeline still being determined by the four cities and Peninsula Public Safety Committee.

### Purpose

The EOP is designed to provide guidance for emergency operations in the City of Rancho Palos Verdes by establishing the City's:

- Policy and procedures for implementing a whole community approach to emergency response.
- Emergency management organization and its integrated system for the effective management of emergencies.
- Procedures for gathering intelligence and communicating, both internally and with the public during emergencies.

- Understanding of dependencies and relationships with outside agencies and jurisdictions, as it relates to emergency response activities in the City.
- Triggers and actions needed to activate and run the City Emergency Operations Center
- Lines of authority, roles, and responsibilities during emergency response.
- Available resources and the means to acquire them to support emergency response activities.
- Framework to allow for the smooth transition from the response phase to the recovery phase.

### Key Concepts

For the purpose of this document and its associated annexes:

**“Emergency”** and **“Disaster”** are used interchangeably and refer to events where the City and its residents face extensive damage, loss, or disruptions to regular operations.

A **“Hazard”** refers to any natural or manmade danger that could cause an emergency or disaster to occur if it is not prevented, mitigated against, or quickly addressed.

The **“City”** consists of the City’s geographic boundaries, to include all citizens, governmental entities and departments, businesses and non-profit organizations within the bounds of the City, and/or those individuals and entities operating or transiting the City.

A **“resource”** is defined as personnel, teams, equipment, facilities, and supplies needed to achieve an identified task.

### Scope

The City of Rancho Palos Verdes EOP applies to extraordinary emergencies associated with any hazard – natural, technological or human-caused - which may affect the City and result in a planned, coordinated response by multiple departments and/or supporting agencies. The EOP establishes an emergency organization and defines responsibilities for all departments and individuals (public and private) having roles in emergency preparedness, response, recovery and/or mitigation in the City. The EOP will be activated to guide City emergency response and management activities any time the City’s Emergency Operations Center (EOC) is activated. *For information on the circumstances in which the EOC can be activated, see the Concept of Operations section of this EOP.*

The EOP is designed to be compliant with the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS), acknowledging that successful emergency planning requires a comprehensive approach to prepare and plan for all-hazards, disasters and emergencies. The EOP was developed utilizing the guidance provided in FEMA’s Comprehensive Preparedness Guide 101 Version 3.0, and the 2023 Los Angeles County Operational Area (OA) Emergency Response Plan. In recognizing the importance of collaboration in emergency operations, the EOP was developed in close



coordination and alignment with Los Angeles County, neighboring cities, local special districts, local utilities, community organizations, and the above-mentioned key stakeholders.

Per the City of Rancho Palos Verdes Emergency Services Ordinance No. 55, the City's Disaster Council is charged with ensuring the City is prepared for all hazards and emergencies. Accordingly, the Disaster Council is responsible for review, development and recommendation for adoption by the City Council of the City's Emergency Operations Plan (EOP). These tasks are more specifically assigned in the Ordinance to the Assistant Director of Emergency Services (appointed by the Director of Emergency Services).

During emergencies, the City Manager leads the City's response as the Director of Emergency Services. The City of Rancho Palos Verdes is a part of the Los Angeles County Operational Area (OA), which includes the County and its political subdivisions (e.g. cities and special districts). In accordance with SEMS/NIMS, the City of Rancho Palos Verdes sends requests for additional support through the OA and its designated emergency management organization, the Los Angeles County Office of Emergency Management. In the event the OA cannot meet the needs of the City, requests are then sent to the Region, State and Federal levels.

Key services that have a direct bearing on the City's emergency response organization that the City does not directly manage include:

- Law enforcement - Los Angeles County Sheriff's Department
- Fire prevention, fire suppression, and hazardous materials response and compliance - Los Angeles County Fire Department
- Building permits and inspection - Los Angeles County Department of Public Works, Building and Safety Division
- Residential trash collection and recycling - EDCO
- Animal control services - County of Los Angeles Department of Animal Care and Control
- K-12 education - Palos Verdes Unified School District (PVPUSD)
- Landslide Abatement - Abalone Cove Landslide Abatement District (ACLAD), and Klondike Canyon Landslide Abatement District (KCLAD).
- Healthcare: Public health concerns are primarily addressed by Los Angeles County Department of Public Health. There are urgent care and doctor offices, but no hospitals in the city. The closest hospitals to the City are in Torrance and San Pedro.
- Public Transportation: Palos Verdes Peninsula is served by LA Metro and Palos Verdes Peninsula Transit Authority (PVPTA).
- Utilities:
  - Southern California Edison (SCE) manages electricity systems in the City.
  - Southern California Gas (SCG) manages natural gas systems in the City.
  - California Water Service Company (Cal Water) provides water service to the City.

- Los Angeles County Sanitation District #5 owns and/or manages some of the wastewater services within the City, while the City owns and/or manages others:
  - The Abalone Cove Sanitary Sewer is owned, operated, and maintained by the City
  - Sanitary Sewers outside Abalone Cove are owned by the City, but operated and maintained by Los Angeles County Public Works, Consolidated Sewer Maintenance District.
  - Sanitary Sewer Trunk Lines are owned, operated, and maintained by Los Angeles County Sanitation District 5.

*For more details on utility infrastructure and interdependencies view the 2022 Palos Verdes Peninsula Infrastructural Interdependencies White Paper*

- Communication:
  - Telephone, satellite, and cable services in the City are provided by a variety of private companies.
  - The Everbridge system is used by the City to push emergency alerts through Alert South Bay.
  - PVPready.gov, which hosts the Genasys map with the City's emergency zones, is shared in collaboration with the rest of the Palos Verdes Peninsula Cities.
  - FEMA's Integrated Public Alert & Warning System can be used by the City in major emergencies.

*More information on Alert and Warning systems and procedures, will be provided in the Communication and Warning Annex once developed.*

## SITUATION OVERVIEW

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The City of Rancho Palos Verdes is located on a coastal peninsula overlooking the Pacific Ocean in Los Angeles County, California. The City has a land area of 13.6 square miles, and about 41,000 residents. With 7.5 miles of Pacific coastline, a 1400-acre nature preserve, and hundreds more acres of open space, the City has maintained a semi-rural environment. Rancho Palos Verdes borders the Pacific Ocean to its south, the City of Palos Verdes Estates to its west, the cities of Lomita, Torrance, Rolling Hills, and Rolling Hills Estates to its north, along with portions of unincorporated Los Angeles County, and the City of Los Angeles (San Pedro and Port of Los Angeles) to its east.

### City Governance

Rancho Palos Verdes is a California General Law city, and has operated under a council-manager form of government since incorporation in 1973. Policy-making and legislative authority are vested in the City Council; which consists of five members elected at-large on a non-partisan basis, including the City Council designated Mayor and Mayor Pro-Tem. Council Members are elected to four-year staggered terms, with two or three Council Members elected

every two years. The City Council is responsible for passing ordinances, adopting the budget, appointing committees, and hiring the City Manager and City Attorney.

The City Manager is responsible for carrying out the policies and ordinances of the City Council, overseeing day-to-day operations and appointing the heads of the City's departments. City departments include City Management (City Attorney, City Clerk, Information Technology, and Public Safety Division), Community Development, Finance, Public Works, and Recreation, Parks, & Open Space Departments. City committees include Planning, Civic Center Advisory, Traffic Safety, Emergency Preparedness, Finance Advisory, and Infrastructure Management Advisory Committees. The City also participates in peninsula wide committees, including the Peninsula Public Safety and Regional Contract Law Committees.

### History

The Tongva tribe, were the first residents of the Palos Verdes Peninsula, living on the land for over 4,500 years. The Tongva were nomadic fishermen who camped along Abalone Cove in the summers and moved to higher ground during the rainy season. In the late 1700s Spaniards began permanently settling on the peninsula. The Spaniards enslaved and killed the Tongva people and introduced cattle farms, new crops, and invasive species, such as mustard plants and eucalyptus trees, into the peninsula, which has contributed to increased fire risk in the region. The area remained sparsely populated and was subsequently used for farming in the early 1900s.

In 1913, Frank A. Vanderlip, a prominent banker, purchased the entire 16,000-acre peninsula with the vision of creating an exclusive residential community. However, plans were delayed by the Great Depression and World War II. In 1953, the Great Lakes Carbon Corporation acquired 7,000 acres from the Vanderlip family and eventually shifted from mining to residential development. In the mid-1900s, as an American territory, the Palos Verdes Peninsula cities of Palos Verdes Estates, Rolling Hills, and Rolling Hills Estates were created, while the region that is now the City of Rancho Palos Verdes remained unincorporated. Rancho Palos Verdes incorporated in 1973, with the support of the Peninsula Advisory Council and the Save Our Coastline (SOC), to slow the fast development in the region and protect the area's environment.

### Demographics

According to 2023 US Census Bureau data, there are 41,259 residents in the City of Rancho Palos Verdes, composed of 15,279 households. 80.5% of City residents are homeowners, with 73.4% still owing mortgages on their homes. The median home value in the City is \$1,540,000.

**Age:** The median age of the City's residents is 49.7, with 4.5% of the population aged 5 years or younger, 21.4% of the population under 18 years old, and 26% of the population being 65 years or older.

**Health:** 2.19% of residents have no health insurance and about 3% of residents under 65 have a disability.

**Income:** The annual personal income per capita is about \$75,777 and a medium household income of \$175,307. The poverty rate for the City is 4.07%.

**Employment:** The economy of Rancho Palos Verdes employs about 17,800 people, with the largest industries being Professional, Scientific, & Technical Services (3,013 people), Health Care & Social Assistance (2,348 people), and Manufacturing (2,004 people). The largest employers include the Palos Verdes Peninsula Unified School District, Terranea Resort, Canterbury, Belmont Village and Marymount California University. The unemployment rate is about 4.9%.

**Unhoused:** 7 people were identified as homeless in the City during the 2024 Point of Time Count.

**Communication:** 97.7% of households in the City have a computer and 95.% have a broadband internet subscription. In the Palos Verdes Peninsula Unified School District, about 3.5% of all children live in limited English-speaking households, with Japanese, Korean, Spanish, and Mandarin being the most common languages spoken at home for English learners.

**Education:** Public-school enrollment is about 11,500 for the City. 98.1% of City residents age 25 or older graduated high school, while 69.1% of residents age 25 and older have earned a bachelor's degree or higher.

**Commute and Car Ownership:** The average commute time to work for residents of the city is 34.3 minutes, and most residents drive alone to work. The average car ownership in Rancho Palos Verdes, CA was 2 cars per household. 1.3% of households did not own any cars.

## Hazard analysis

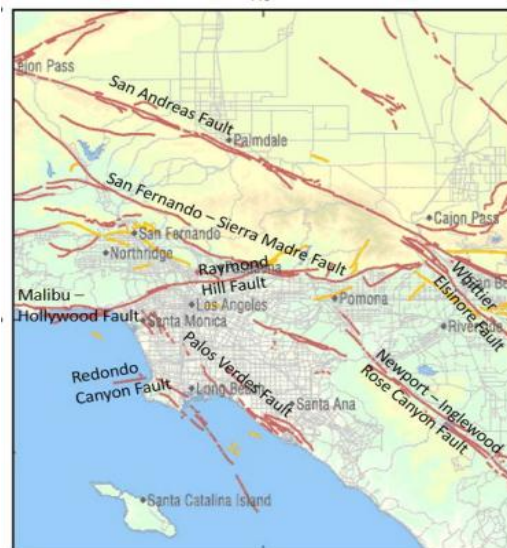
The City of Rancho Palos Verdes is exposed to a number of hazards, all posing the risk of disrupting the community and services, causing damage, and creating casualties. The 2020 Hazard Mitigation Plan identified earthquakes, wildfires, utility-related events, earth movement, and tsunamis as the hazards posing the greatest threat, with escalating risk for climate-related hazards due to climate change. Technological hazards including hazardous material releases, major transportation accidents, and utility emergencies are also included in the Hazard Mitigation Plan, as well as human-caused hazards including terrorism, civil unrest, and disease pandemics.

An overview of the City's hazard risk is provided below. For additional information, please refer to the City's Hazard Mitigation Plan and General Plan Safety Element.

### Earthquake

The City of Rancho Palos Verdes is located in a seismically active area and is near several of the active and potentially active faults in Southern California including The Palos Verdes, Cabrillo, Newport-Inglewood, San Andreas, and Puente Hills Bind Faults (see exhibit to the right and additional images in the Hazard Mitigation Plan).

Earthquakes can cause building and road damage, disruption to services and utilities, casualties, and displacement, along with triggering other hazards, such



as tsunamis, gas leaks, fires, increased land movement, and liquefaction.

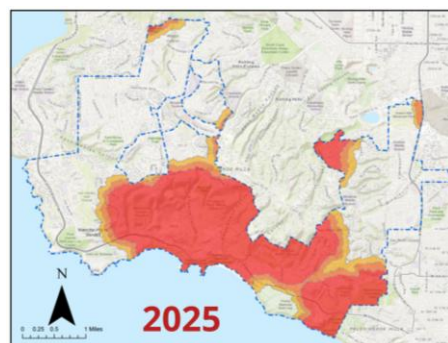
**Liquefaction risk** in Rancho Palos Verdes is very low since the local soil deposits are relatively thin and cohesive, and groundwater is usually at depth.

**Tsunami risk** is low in the City but, if a tsunami were to occur, it would likely occur due to an earthquake or from large-scale landslides and slumping off the Palos Verdes Peninsula coast. Areas in the City that would be impacted, would include coastal public parks, beaches, and commercial businesses, such as the Trump National Golf Club and the Terranea Resort.

**Building Collapse:** Fewer than 220 residential structures were constructed on the Peninsula prior to 1933, when building code requirements were adopted, with the majority of these structures located in the Palos Verdes Estates and Miraleste areas. These areas are expected to see high building damage during a large earthquake. Alternatively, due to vintage and construction techniques, it is expected that the most vital public buildings (administrative, fire, police) will withstand major quakes and recover quickly enough to support emergency operations.

### Wildfire

About half of the City of Rancho Palos Verdes has a Very High Fire Hazard Severity Zone classification, while the entirety of the City has some wildfire risk. Wildland fires are typically caused by humans (human carelessness, arson, accidents, and utility sparks); while lightning is responsible for most naturally occurring fires. Climate change induced heat waves, droughts, and wind events can also dramatically increase wildfire risk and alter the behavior of wildfires. Fuel modifications, defensible space, fire resistant landscaping, and building with fire resistant material can all help reduce fire risk in the City.



Wildfires can cause building damage, displacement, casualties, utility outages, hazardous material exposure and landslides, along with negatively impacting regional air quality.

### Earth Movement

Landslides in Rancho Palos Verdes can be grouped into two major landslide systems that represent complex groups of smaller coalescing landslides: the Ancient Altamira - Greater Portuguese Bend Landslide Complex and the South Shores. Smaller, isolated landslides are scattered throughout the City, outside the two major systems. Land movement can be triggered by new development, erosion, heavy rainfall, wave action, and earthquakes. Impacts of land movement include potential casualties, building, road, and other infrastructure damage; including utility line breaks and disruptions.

Winter Storms triggered major acceleration of the Ancient Altamira – Greater Portuguese Bend Landslide Complex in the Spring and early Summer of 2023, which is ongoing at the time of this EOP update (December 2025); impacting the neighborhoods of Seaview, Portuguese Bend Beach Club and Portuguese Bend Community Association. The landslide caused water line breaks, roadway damage, loss of utility service, and the red- and yellow-tagging of some homes and commercial structures in the landslide area. Evacuation warnings and hazard alerts were issued



in the area due to public safety concerns, and most remain in place, as of December 2025, along with a local emergency proclamation. The City has reduced the impacts of the landslides through installation of deep dewatering wells, temporary emergency winterization measures, and repairs to public roadways in the area, and the facilitation of a federal grant buyout program for impacted households.

To help manage the landslides in the City, two geologic hazard abatement districts were formed:

**The Abalone Cove Landslide Abatement District (ACLAD)** was formed in 1980 to help prevent, mitigate, abate and control the landslide and currently has de-watering wells to remove ground water that fuels the Abalone Cove Landslide, as well as drainage infrastructure to reduce the recharge of the groundwater table.

**The Klondike Canyon Landslide Abatement District** was formed in 1982 and currently has dewatering wells to remove ground water that fuels the Klondike Canyon Landslide, as well as drainage infrastructure to reduce the recharge of the groundwater table.

### Utility Related Events

The City could face impacts of utility outages due to earthquakes, wildfires, or other hazards. Utilities are highly interdependent and, as such, impacts to one can impact all. Utility outages can negatively impact the health and quality of life of residents, along with impeding emergency response and relief efforts, impacting road safety, posing public safety risks, and creating waste and debris. Read below for a brief summary of the major utility systems in the City. *For more details on utility related emergency impacts and response, refer to the Peninsula Infrastructure Interdependency Vulnerabilities Assessment 2022 White Paper and the Regional Utility Disruption Plan (once developed)*

### Power Outages

Southern California Edison (SCE) provides the supply of electrical power to municipal, commercial, and residential customers on the Palos Verdes Peninsula. The changing climate, below average rainfall, extended periods of high winds and potential for wildfires to spread are indicators that SCE may need to implement Public Safety Power Shutoffs (PSPS) more often to reduce the risk of fires from utility equipment.

### Natural Gas Pipelines

Southern California Gas Company (SoCalGas) provides natural gas to the Palos Verdes Peninsula through a network of transmission lines, high-pressure distribution supply lines and medium pressure distribution pipelines. Although part of the larger SoCalGas system, the Peninsula is also included in SoCalGas distribution sections, which are responsible for all lines and service systems that feed from transmission lines to the point of delivery. However, the Palos Verdes Peninsula lacks resource gas production facilities, with the processing and transmission of natural gas all located outside of the Peninsula.

### Water

California Water Service (Cal Water) serves the entire Palos Verdes Peninsula, providing drinking and emergency water supplies. Metropolitan Water District of Southern California via West Basin Municipal Water District provides the water supply to Cal Water, importing water from the Colorado River and the northern Sierra Mountains and providing it to customers through four



connections located at the northeastern edge of the Peninsula. For the Palos Verdes service area, as of 2025, Cal Water has 24,059 service connections, 105 pressure zones, 341 miles of main, 611 control valves, 2,567 fire hydrants, and 16 storage tanks, 14 of which are active. The Palos Verdes water system distributes water through two systems commonly referred to as the “D-500 System” and the “Ridge System.” The D-500 System serves the lower-elevation areas of the Peninsula, about 13% of the total demand, and the Ridge System serves the upper-elevation areas, comprising the remaining 87% of demand. 16.1 million gallons of water are provided to the area on average per day.

### **Wastewater**

The South Bay Cities Sanitation District is serviced by the Los Angeles County Sanitation Districts, which owns and operates the wastewater collection system within the Peninsula cities. The Peninsula Cities are located in Los Angeles County Sanitation District #5. The City owns about 150 miles of sewer mains, which convey sewage from about 10,000 service connections to the wastewater treatment facility in Carson. Through annexation of connected properties into a Sewer Maintenance District, the LA County Public Works Department has the responsibility to operate and maintain these pipes.

### **Capabilities**

The following section lists the key resources, facilities and assets that may support the City during an emergency. Availability will be incident specific. A full/active list of emergency response capabilities can be found by City staff in the City’s GIS maps.

#### **Assets for emergency operations**

- Helopods
  - Ken Dyda Civic Center in Rancho Palos Verdes
  - Palos Verdes Reservoir in Rolling Hills Estates
- Pano AI Wildfire Cameras
  - Ken Dyda Civic Center
  - Terranea Resort
  - City of Torrance
  - San Pedro Hill

#### **Facilities for emergency operations**

The following facilities may be used to support emergency operations, including hosting the emergency operations center or emergency facilities, such as centers or shelters. *How and when these facilities are used will be decided based on the circumstances surrounding the incident.*

- Hesse Park Community Center
- Ladera Linda
- Point Vicente Interpretive Center
- Rancho Palos Verdes City Hall

- Salvation Army Campus
- UCLA Campus

First responder facilities serving the City within a close proximity include:

- LA County Sheriff Dept Lomita Station - 26123 Narbonne Ave, Lomita, CA
- LA County Fire Dept. Station 53 - 6124 PV Drive South, Rancho Palos Verdes CA,
- LA County Fire Dept. Station 83 - 83 Miraleste Plaza, Rancho Palos Verdes, CA
- LA County Fire Dept. Station 2 - 340 Palos Verdes Dr W, Palos Verdes Estates, CA
- LA County Fire Dept. Station 56 - 12 Crest Rd W, Rolling Hills, CA
- LA County Fire Dept. Station 106 - 27413 Indian Peak Rd, Rolling Hills Estates, CA

### **City Parks for emergency operations**

The following parks can be used as evacuation staging locations, safe refugee locations, or in other capacities to support emergency operations, such as a commodity point of distribution. *How and when these facilities are used will be decided based on the circumstances surrounding the incident.*

Abalone Cove Park

Del Cerro Park (No Restrooms)

Eastview Park Dog Park

Frank A. Vanderlip Park (No Restrooms)

Fred Hesse Jr. Community Park

Ken Dyda Civic Center

Ladera Linda Community Park

Marilyn Ryan Sunset Point Park (No Restrooms)

Pelican Cove Park

Point Vicente Park

Robert E. Ryan Community Park

### **Schools serving Rancho Palos Verdes**

Rancho Palos Verdes is primarily served by the Palos Verdes Peninsula Unified School District, with a small portion of the City's east side being served by Los Angeles Unified School District. UCLA and the Salvation Army also host college campuses in the City. The following campuses could be used as facilities for emergency operations, such as emergency centers, shelters, and commodity points of distribution. *How and when these facilities are used will be decided based on the circumstances surrounding the incident through close coordination between the City and school districts/campuses. Agreements between the City, educational facilities, and American Red Cross can help expedite the utilization of these facilities during emergencies. See the EOC Position Binders: Health and Welfare Unit for more information and a list of active City agreements.*

St. John Fisher Elementary

Ascension Lutheran Preschool

Point Vicente Elementary

Vista Grande Elementary

Crestwood Elementary

Silver Spur Elementary

Montessori Peninsula

Hilltop Nursery

Soleado Elementary

Cornerstone at Pedregal

Christ Lutheran Christian

Mira Catalina Elementary

Dodson Intermediate Private  
Miraleste Early Learning Academy  
Children's World Learning Center  
Congregation Ner Tamid Preschool  
Salvation Army Campus

Miraleste Intermediate  
Ridgecrest Intermediate  
Mount Olive Lutheran  
Brighter Days Montessori  
UCLA South Bay

### **City Emergency Supply Cache**

The City has 3 EOC trailers with supplies to support City staff during emergency operations. *Details about EOC supply caches and trailers can be found in the EOC Position Binder: Logistics Section*

### **Health Care Facilities in and near Rancho Palos Verdes**

There are two urgent cares in the City and several within close proximity to the City:

- Exer Urgent Care - 28900 S Western Ave, Rancho Palos Verdes
- Palos Verdes Urgent care - 31236 Palos Verdes Dr W, Rancho Palos Verdes
- Exer Urgent Care -- 395 Silver Spur Rd, Rolling Hills Estates
- Palos Verdes Medical Group – 550 Deep Valley Drive Ste 319, Rolling Hills Estates
- UCLA Health Palos Verdes - 501 Deep Valley Drive Ste 100, Rolling Hills Estates
- Urgent Care 3D – 827 Deep Valley Drive #100, Rolling Hills Estates
- AFC Urgent Care -- 24329 Crenshaw Blvd, Ste A, Torrance
- Peninsula Urgent Care - 5001 Pacific Coast Hwy, Torrance
- Torrance Memorial Urgent Care -- 2900 Lomita Blvd, Torrance
- Urgent Care Center of South Bay -- 4305 Torrance Blvd, Ste 106, Torrance

There are no hospitals in the City or on the peninsula, the closest hospitals include:

- Del Amo Hospital Torrance - 23700 Camino Del Sol, Torrance
- Harbor - UCLA Medical Center - 1000 W Carson St, Torrance
- Providence Little Company of Mary Medical Center - 4101 Torrance Blvd, Torrance
- Torrance Memorial Medical Center - 3330 Lomita Blvd, Torrance
- Providence Little Company of Mary Medical Center - 1300 W 7th St, San Pedro
- Kaiser Harbor City - 25825 Vermont Ave, Harbor City

*The City GIS Maps and EOC Position Binder: Health and Welfare Unit provide a more thorough list of health care contacts and resources.*

### **Animal Facilities in and near Rancho Palos Verdes**

Some of the animal hospitals in and around Rancho Palos Verdes include:

- All Pets Veterinary Hospital – 38326 S Western Ave, Ranch Palos Verdes
- Point Vicente Animal Hospital – 31270 Palos Verdes Drive West, Rancho Palos Verdes
- Animal Hospital of South Bay -- 28916 S Western Ave, Rancho Palos Verdes

- Peninsula Center Pet Hospital – 728 Deep Valley Drive, Rolling Hills Estate
- Harbor Animal Hospital – 2078 Torrance Blvd, Torrance
- Lomita Pet Hospital - 25445 Narbonne Ave, Lomita
- PV Village Pet Hospital - 1930 S Pacific Coast Hwy, Redondo Beach

Animal shelters near Rancho Palos Verdes include:

- Los Angeles County Animal Care Center-- 216 W Victoria, Gardena
- Harbor Animal Services Center – 957 N. Gaffey St, San Pedro

*The City GIS Maps and EOC Position Binder: Animal Services Coordinator provide a more thorough list of health care contacts and resources.*

### **Vulnerabilities**

The following beaches and nature preserves will not be support emergency operations, but may be impacted by an emergency and pose a threat to public safety.

#### **City Beaches**

Abalone Cove Beach  
Golden Cove Beach  
Pelican Cove Beach  
Portuguese Bend Beach Club  
Portuguese Bend Cove Beach  
Rancho Palos Verdes Beach  
Terranea Cove Beach

#### **Palos Verdes Nature Preserve**

Abalone Cove Shoreline Park / Reserve  
Agua Amarga Reserve  
Alta Vicente Reserve  
Filiorum Reserve  
Forrestal Reserve  
Ocean Trails Reserve  
Portuguese Bend Reserve  
San Ramon Reserve  
Three Sisters Reserve  
Vicente Bluffs Reserve  
Vista Del Norte Reserve

### **Road infrastructure**

The City has limited routes to leave the city/peninsula in the event of a disaster. These include:

Crenshaw Blvd  
Crest Road

Hawthorne Blvd  
Miraleste Drive  
Western Ave

Palos Verdes Drive East  
Palos Verdes Drive South



*This map provides a summary look at the egress routes directly out of the City. It will be updated with the development of the Peninsula Mass Care and Evacuation Plan (development scheduled to begin in 2026)*

### **Vulnerable facilities within the City**

*A full/active list of vulnerabilities can be found in the City's GIS maps.*

#### **Assisted and Residential Care Facilities**

According to the California Department of social services, there are 31 assisted living and residential care facilities in the City of Rancho Palos Verdes. Working closely with these facilities will help reduce barriers to evacuation and mass care services. The largest facilities in the City include

- Belmont Village - a 150-bed senior assisted-living facility at 5701 Crestridge Road. It provides assisted living, skilled nursing, and Alzheimer's care for its residents.
- Mirandela - a 34-unit senior affordable housing apartment complex at 5555 Crestridge Rd.
- Sol-y-Mar - a 60-unit age-restricted (55 years+) market-rate senior condominium complex that includes a clubhouse, resident services, three affordable housing units, and a public access trail through site. It is located at 5601 Crestridge Road.
- The Canterbury - a non-profit, nondenominational continuing care retirement community located at 5801 Crestridge Road that provides seniors independent living, assisted living,

and memorial care. There are 98 independent living units and 60-bed assisted and memorial care living at the facility

- Palos Verdes Villa - a senior assisted-living facility with 125 units located on 29661 S Western Ave

### **Multi-unit properties**

There are several multi-unit properties in the City. These properties can be sites for mass casualties during emergencies, such as earthquakes, but can also be a prime location for sharing emergency preparedness and public safety information. For a list of *Multi-Unit Properties*, City Staff should view the City's GIS Maps

### **City Critical Infrastructure**

The City maintains an internal facing GIS map with the above-mentioned facilities, buildings and services; along with map layers of utility infrastructure, city owned properties, houses of worship, and other relevant data to inform emergency management operations. During the response and recovery phases of an emergency, the City may also utilize the Genasys Map to provide public facing information of road infrastructure and emergency facilities/services. Details on continuity of operations for City critical infrastructure can be found in the Rancho Palos Verdes Continuity of Operations Plan.

### **Community Resilience**

Resilience is the ability to prepare for, cope with, overcome, positively adapt to, and recover from change, including adverse or stressful events. When disasters strike, resilient communities are better able to return to normal, learn from the experience, and become stronger and better prepared as a result. Resilience is a skill that we must constantly develop and build upon.

Community resilience consists of three key factors:

- 1) Ability of first response agencies (e.g. fire, law, emergency medical, public works) to divert from their day-to-day operations to the emergency response effectively and efficiently.
- 2) Strength, cohesiveness, and inclusivity of the emergency management system and organizations within the City, to include the Emergency Operations Center (EOC), and emergency public information systems and tools (e.g., mass notification and communication systems, etc.).
- 3) City, residents, businesses, and community organizations ability to take on the responsibility of preventing, mitigating, preparing for, responding to, recovering and learning from each emergency in a way that makes them better prepared to manage future emergencies.

### **City Readiness Efforts**

Along with the extensive planning efforts outlined above, city staff engage in routine training and emergency exercises. City Management maintains a “warm” Emergency Operations Center, equipped with job position binders, technology, and needed material to quickly activate a fully functional Emergency Operations Center for the City. City facilities and property are routinely inspected and modified, as needed, to reduce hazard risk and impacts.



Understanding the importance of partnership and mutual aid, the City of Rancho Palos Verdes has partnered with the other three peninsula cities, Palos Verdes Estates, Rolling Hills, and Rolling Hills Estates on several efforts including emergency planning, programs, events, and response efforts, such as an annual Peninsula Preparedness Expo, the Multi-Jurisdictional Hazard Mitigation Plan, and the PVP Ready Website.

City Management works closely with first responder agencies who have their own strategic and tactical response plans, resources, and training to support their readiness. The City also frequently engages with the Los Angeles County Office of Emergency Management Disaster Management Area Coordinator (DMAC), of which the City is a member of “Area G”. Through the Area G DMAC, the City has developed relationships with the other 13 South Bay cities, sharing emergency management resources and knowledge with one another and partnering on a local emergency alert notification system, Alert South Bay.

### **Emergency Preparedness Committee**

The City has an Emergency Preparedness Committee (EPC) who advises and makes recommendations to the City Council on matters pertaining to emergency preparedness to help ensure that the City of Rancho Palos Verdes develops and maintains a high state of readiness to respond to a wide variety of emergencies and disasters.

The Committee meets monthly with a total of seven members selected by the City Council, including a Chair, Vice-Chair, and 5 Committee Members. Committee meetings are a good opportunity for presenting and discussing community matters pertaining to emergency management. Input from these meetings is documented, and where appropriate, incorporated into emergency policies and planning documents, inclusive of the EOP Basic Plan, Annexes, and Attachments.

The Committee also develops outreach material related to emergency preparedness, mitigation, response, and recovery, including sharing a monthly preparedness message with residents. Further the committee hosts a booth at most events in the city and on the peninsula, where they share disaster related information with the community.

### **Public Outreach and Education**

This plan does not substitute government services for individual responsibility. Citizens are expected to be aware of developing events and take appropriate steps to respond in a safe and timely manner. Since the City’s resources and personnel may be overwhelmed at the onset of a disaster event, individuals and organizations should be prepared to be self-sufficient following a disaster. The City will make every effort to provide information to the public via the media and other sources to assist citizens in dealing with the emergency.

The City recognizes that the public’s response to any emergency is based on an understanding of the nature of the emergency, 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. For this reason, the City of Rancho Palos Verdes places a high priority on public disaster education, encouraging all residents to sign up for emergency alerts, gather emergency supplies, make an emergency plan and practice it

regularly, and take actions to prevent and mitigate hazards.

The Emergency Preparedness Committee is an important tool for sharing preparedness information with residents, additionally, the City:

- ✓ Works with Palos Verdes Alert Network (PVAN), a volunteer group of amateur radio operators that have come together to assist the city by being its “eyes and ears” during emergency situations, along with coordinating with CERT volunteers, as needed. The PVAN amateur radio station (the Emergency Communications Center), is located adjacent to City Hall and is comprised of several physical radio operating positions and has multiple radio antennas installed.
- ✓ Dedicates a prominent and easily-referenced section of the City’s website to providing emergency management-related information to the public. Posted information includes this EOP, Rancho Palos Verdes specific hazard and threat information, and links to tools and resources to support individual and collective readiness and resilience. The City further amplifies messaging through their social media channels, the MyRPV app, RPVtv, weekly reports, and ListServ notifications.
- ✓ Works with its neighbors on the peninsula to maintain PVP Ready, a joint website developed as part of the Know Your Zone campaign that provides the Genasys Map of emergency zones and preparedness information for the entire peninsula.
- ✓ Collaborates with the rest of the 14 South Bay cities to maintain the Alert South Bay local emergency alert opt-in system.
- ✓ Encourages participation in Volunteers on Patrol (VOP) which is led by the Los Angeles County Sheriff’s Department (Lomita Station). The primary objective for the volunteer members is to prevent crime by mere presence while identifying public hazards. Members also act as the eyes and ears of the Sheriff’s Department by identifying suspicious activities, crimes in progress, or dangerous circumstances. The members do not take action themselves but are trained to notify the proper authorities.
- ✓ Supports and works hand-in-hand with the Palos Verdes Peninsula Community Emergency Response Team (PVP CERT) to provide emergency response training to the Palos Verdes Peninsula and promote overall community disaster readiness.

### **Whole Community Engagement**

Engaging in whole community emergency management strengthens overall community disaster resilience. The effectiveness of the emergency response is largely predicated on the preparedness and resiliency of the collective community. When the City Council and staff engage residents, community leaders and groups, organizations, and businesses throughout the disaster cycle, they can more adequately assess community needs and determine the best way to organize and capitalize on their resources, capacities, and interests to effectively manage emergencies.

In 2011 FEMA published ***A Whole Community Approach to Emergency Management: Principles, Themes, and pathways for Action***. The ***Whole Community*** document recognizes that effects of natural and manmade disasters have become more frequent, far-reaching,

and widespread. It also notes that the Nation's traditional approach to managing the risks associated with disasters relies too heavily on the government. This plan supports the following whole community principles outlined in the document:

1. Understand and meet the needs of the entire community, including people with disabilities and those with other access and functional needs.
2. Engage and empower all parts of the community to assist in all phases of the disaster cycle.
3. Strengthen what works well in communities on a daily basis.

The city seeks to foster an inclusive environment in all aspects of emergency planning so that all groups, especially persons who face disproportionate impacts of disaster, have opportunities to receive emergency services and support. The City of Rancho Palos Verdes recognizes and understands that the community is only as strong as its most vulnerable members and seeks to ensure that all persons regardless of socioeconomic status, physical or cognitive ability, language, age, race, ethnicity, sexual orientation, gender, or residence have equal access to emergency services, information, and resources in the event of a disaster.

In keeping with the whole community approach, the City's EOP was developed with the guidance of representatives from City departments, County departments/agencies, law enforcement, fire services, emergency management, the access and functional needs communities, neighboring jurisdictions, local community organizations, non-profits, and businesses. During the course of this plan's development, a "Whole Community" meeting was held as part of the Emergency Preparedness Committee's regular meeting to specifically solicit information and input for the Emergency Operations Plan. Invitees included members of the City's Emergency Preparedness Committee and residents.

Whether an individual, family, neighborhood, community, business, government, organization, or other gathering of people, there is a common need to prepare for disaster. The City calls upon all everyone to engage, participate, and take ownership of the collective preparedness and resiliency effort in and for the City.

### **Planning Assumptions**

The following assumptions were taken into account during the development of this plan.

1. The City of Rancho Palos Verdes is susceptible to several hazards and risks that may result in a large-scale emergency.
2. Any emergency can result in property damage/loss, interruption of essential public services and goods, damage to infrastructure, and significant harm to the environment.
3. Large scale emergencies and disasters may occur at any time with little or no warning and may result in casualties and displace people from their homes.
4. Large scale emergencies can cause communication, transportation, and utility disruptions. Plans must account for these potential disruptions.
5. Multiple large-scale emergency incidents may occur simultaneously. The principles and concepts of this plan are scalable and adaptable to manage multiple incidents at once.

6. Major emergencies and disasters may generate widespread media and public interest; information provided to the public needs to be accurate and timely.
7. The City of Rancho Palos Verdes is responsible for emergency response operations and will commit all available resources to save lives, minimize injury to persons, protect the environment, and minimize damage to property.
8. The City will follow the Incident Command (ICS), Standard Emergency Management (SEMS) and National Incident Management (NIMS) Systems in all emergency response activities.
9. The Director of Emergency Services (City Manager) serves as the EOC Director during times of activation, coordinating the City's disaster response in conformance with the City of Rancho Palos Verdes Emergency Services Ordinance No. 55.
10. City staff are adequately trained to perform roles in the City EOC, however City staff may be impacted by the emergency and be unable to report to work, thus planning documents must be flexible enough to accommodate new personnel received through mutual aid.
11. The City is a member of, and will participate in, the Los Angeles County Operational Area.
12. City resources will be made available to local agencies and citizens to cope with disasters affecting this area.
13. Mutual aid assistance will be requested when emergency requirements exceed the City's ability to meet them; and will be provided as available.
14. Non-essential City operations may be reduced or canceled in order to prioritize resources.
15. The City is dependent upon external and/or contracted services for some of its primary emergency response-related activities. Service agreements will be kept up to date to ensure continuance of such services during and following a major emergency or disaster.
16. Supporting plans and procedures are updated and maintained by responsible parties in line with this Emergency Operations Plan.
17. The EOP and supporting plans and procedures are living documents that will be refined and updated over time to account for new requirements, lessons learned, and best practices.
18. Residents, businesses, and other entities may need to be self-sufficient for one week or more during major emergencies.
19. Additional planning, resources, and support will be needed to aid people with disabilities and others with access and functional needs during and after an emergency.
20. Mitigation activities conducted prior to the occurrence of a disaster result in a potential reduction in loss of life, injuries, and damage.

### CONCEPT OF OPERATIONS

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The EOP establishes the overall priorities, goals, and high-level strategies that the City should utilize when managing emergencies. Incident specific tactical strategies, objectives, and related concepts are developed by the appropriate authorities at the time of the incident to meet these overarching priorities and goals efficiently and successfully.

#### Goals, Priorities, and Strategies

The ultimate goals of emergency management (inclusive of prevention, mitigation, preparedness, response and recovery) are to:

- Prevent/reduce hazard risk and impacts
- Protect life, property, and the environment
- Address basic human needs of all individuals
- Effectively mitigate and respond to hazards
- Rapidly resume impacted essential community services.
- Support collaborative and equitable community and economic recovery efforts
- Accurately document and keep records as required for cost recovery efforts.

#### Emergency Management throughout the disaster cycle

##### BEFORE AN EMERGENCY

As described in the previous section, the City takes many steps to ensure both city staff and public disaster readiness, including:

1. **Community education:** Regarding hazard prevention, mitigation, and preparedness
2. **Mitigation activities:** As outlined in the Multi-Jurisdictional Hazard Mitigation Plan
3. **Emergency Operations Center, Plans, and Tools** maintenance and enhancement
4. **Routine Training, Exercises, and Monitoring** for Alerts, Watches and Warnings
5. **Development of strong partnerships with** first response agencies, community groups, and regional emergency management partners
6. **Enhanced engagement with vulnerable residents**, who have a high hazard risk and/or difficulties independently taking protective actions during an emergency (ex. those with Access and Functional Needs, children, animal owners).

## EMERGENCY OPERATIONS PLAN - *Basic Plan*

### INITIAL EMERGENCY RESPONSE

When an emergency takes place, the following will occur:

1. **Alert and Notification:** Once an emergency is identified, local response agencies and city management will notify the public of protective actions they should take through Alert South Bay and regular agency and City communication channels, along with informing emergency response and city staff to come into work, as appropriate.
2. **Resource Mobilization:** Response agencies activate personnel and mobilize to support the incident response during emergencies. If resource needs within the City surpass capacity, mutual aid and support will be requested from surrounding unaffected jurisdictions, the County, then the State.
3. **Incident Response:** Response operations are conducted in the City by local first responders and City departments. The responding agencies will manage all incidents in accordance with the Incident Command System. The Incident Commander develops an initial Incident Action Plan, which sets priorities for the incident, assigns resources, and includes a common communications plan. If multiple jurisdictions or agencies are involved, the first responders will establish a Unified Incident Command Post to facilitate multijurisdictional and multiagency policy decisions. The Incident Commander may implement an Area Command to oversee multiple incidents that are handled by separate Incident Command System organizations or to oversee the management of a large or evolving incident that includes multiple incident management teams.
4. **Emergency Operations Center and Plan Activation:** The City Emergency Operations Plan and Center will be activated concurrently by the City Manager when an emergency occurs or threatens to exceed normal day-to-day capabilities to adequately respond to and mitigate an incident(s).
5. **Emergency proclamations & declarations** - If an emergency threatens people, property, or the environment in the city; and the condition is beyond the city's capability to control effectively, the City Manager and/or City Council can proclaim a Local Emergency. Similarly, the Governor of California and President of the United States can issue proclamations and declarations for an emergency to expand emergency powers and authorities and provide a mechanism for providing resources and assistance to affected jurisdictions.
6. **Continuity of Government** - A critical component of the city emergency management strategy is ensuring that government operations will continue during and after a major emergency. The City has pre-identified succession plans for key City leadership positions, as shown in the "Organization and Assignment of Responsibilities" section below. Further, the Rancho Palos Verdes Continuity of Operations Plan outlines critical City functions and identifies back up plans for facilities, records, and technology to ensure the maintenance and/or quick resumption of critical City services.



## SUSTAINED EMERGENCY OPERATIONS

As the emergency continues, further emergency assistance is provided to individuals impacted by the disaster and efforts are made to reduce the likelihood of secondary damage. If the situation demands, mutual aid will be provided, as well as activities such as search and rescue, shelter and care for those displaced by the emergency, family relocations centers, and identification of victims.

## SHORT TERM RECOVERY

As the initial and sustained operational priorities are met, emergency management officials consider the recovery phase needs. During the recovery phase, damage is assessed, local assistance centers and disaster recovery centers are opened, and hazard mitigation surveys are performed.

**Short-term recovery:** Activities include returning vital life-support systems to minimum operating standards.

- 1. Damage Assessments:** Assessment of the extent and severity of damage to public and private property will be conducted by City departments and local agencies involved in the emergency response.
- 2. Restoration and expansion of essential services** such as food, utilities, water, medical assistance, mental health, social services and other community lifelines.
- 3. Debris removal and clean up.** This process typically begins during short term recovery and continues into long term recovery. Clean up guidelines are hazard specific and are included in the EOP's annexes (in development)
- 4. Local Assistance Centers (LAC):** LACs are opened by the City or County to assist communities by providing a centralized location for services and resource referrals for unmet needs following a disaster. The LAC may be staffed and supported by local, state, and federal agencies, as well as nonprofit and voluntary organizations. The LAC provides a venue at which individuals, families, and businesses can access available disaster assistance programs and services. LACs need to be physically accessible, and information needs to be provided in accessible and understandable formats for all community members. If federal resources are authorized, a state-federal Disaster Recovery Center (DRC) may be co-located with a LAC.
- 5. Demobilization:** As resources are no longer needed to support the response, or the response activities cease, resources are demobilized. Demobilization includes provisions to address and validate the safe return of resources to their original location and includes processes for resource tracking and ensuring applicable reimbursement. Where applicable, demobilization should comply with mutual aid and assistance provisions.
- 6. Deactivation of the EOC:** EOC deactivation is determined by the EOC Director. The decision to deactivate should be made in consultation and agreement with Field Incident Commanders. Incident stabilization, recovery needs, demobilization of field resources, public information needs, and status of incident objectives are all factors that should be considered when deactivating the EOC.

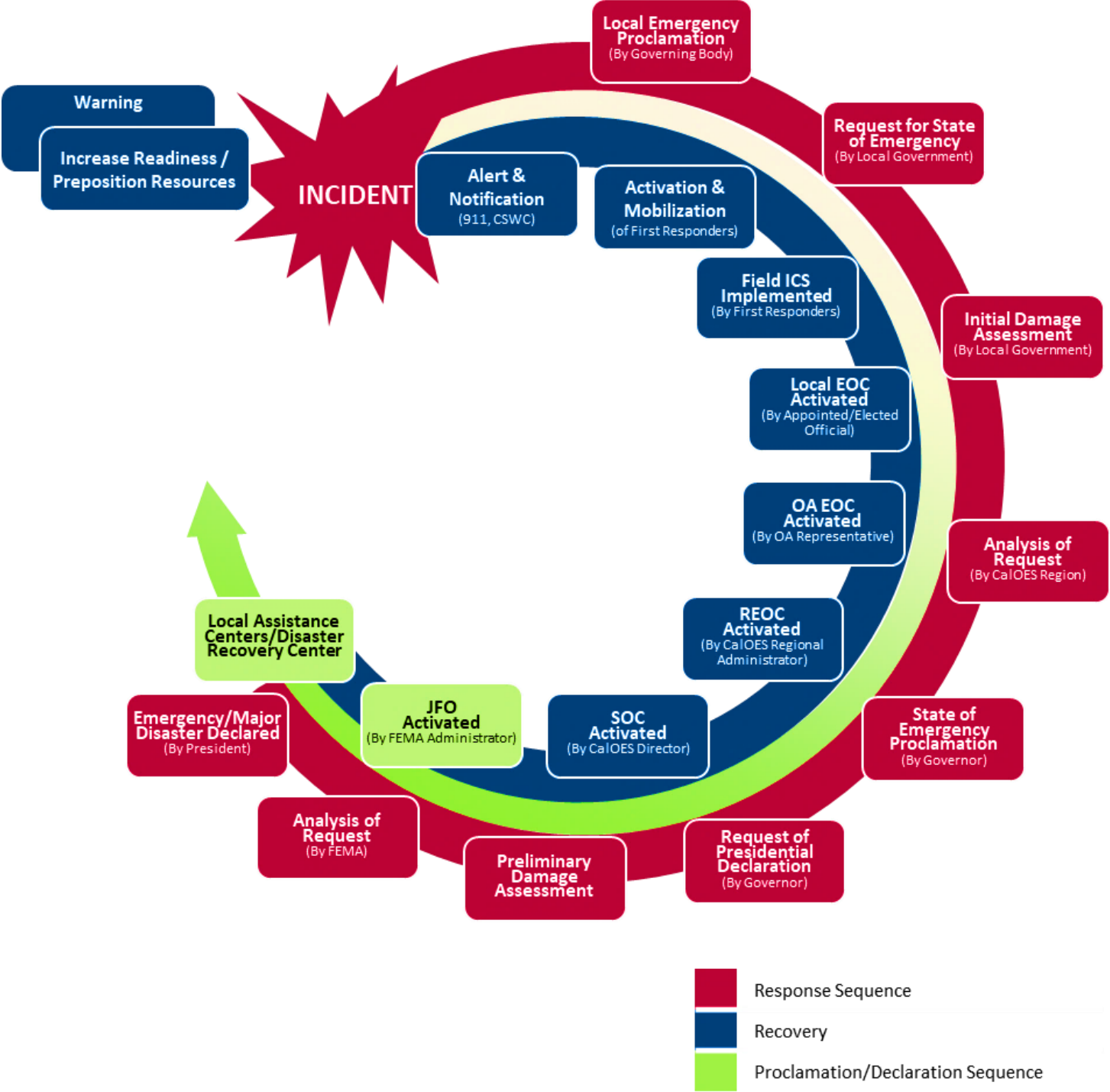
### LONG TERM RECOVERY

After a disaster occurs, all resources are demobilized and the EOC is deactivated, however the impacts of a disaster do not disappear. As the EOC looks to deactivate and the City seeks to shift back to regular operations, plans must also be made to help support the community's long-term recovery, physically, economically, and psychologically.

Long-term recovery may continue for several months or years depending on the severity and extent of the damage sustained. These activities include those necessary to restore a community to a state of normalcy, while incorporating the lessons learned from the current emergency to help reduce future risk. Long-term recovery activities may include the following:

1. **Repair of damaged homes, buildings, and infrastructure**, including the technology systems and services necessary for restoration of all City operations.
2. **Support of economic recovery.** The City can help facilitate financial support along with implementing waivers, zoning changes, and other land-use legislation to promote recovery.
3. **After Action Review and Report.** Within 90 days of the emergency, the City should conduct an after-action review to identify best practices and lessons learned from the emergency and incorporate them into plans, exercises, training, and mitigation activities. The review should culminate in an After-Action Report that should be shared with EOC staff and supporting agencies and Cal OES. When possible, local disaster research should be conducted in line with after action reviews to provide additional evaluations and independent analysis on disaster impacts.
4. **Integration of mitigation strategies into recovery efforts.** Disasters are devastating but also hold a unique opportunity for the community to build back in a way that reduces future hazards. After State Proclaimed and Federally Declared disasters, the City also becomes eligible for Hazard Mitigation Grant Funds that can support mitigation efforts that are interwoven into recovery efforts. The After-Action Report may help inform these mitigation strategies and projects
5. **Documentation of eligible disaster-related costs** for reimbursement through state and federal grant programs, including public and individual assistance.
6. **Community Events.** When possible, the City should provide venues for the community to gather and support one another. These social events can boost morale and provide beneficial social support to the community to promote post-disaster healing.

EMERGENCY OPERATIONS PLAN - *Basic Plan*



## Emergency Management Structure

Local government has the primary responsibility for emergency management activities within its jurisdiction. It is understood that in an emergency scenario, the day-to-day activities, which do not contribute directly to the emergency operation, may need to be suspended for the duration of the emergency. When an emergency exceeds the local government's capability to respond, assistance is requested from other local jurisdictions and the operational area, then State and Federal governments. In any case, incident command and response operations remain with the local jurisdiction.

All jurisdictions within California operate under the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS). In the State of California, the use of SEMS is mandatory to be eligible for reimbursement of response-related personnel costs. The basic frameworks for SEMS and NIMS incorporate the use of the Incident Command System (ICS) and the Multi-Agency Coordination System (MACS). This EOP is based on SEMS and NIMS.

Fully activated, SEMS consists of the emergency management systems of all local jurisdictions (including special districts), Operational Areas (county-wide), California Mutual Aid Regions (two or more counties) and State Government. There are five organizational SEMS levels, which are activated as necessary: field response, local government, operational area, region, and State. As a local jurisdiction, the City of Rancho Palos Verdes is responsible for directing and/or coordinating emergency operations within the City, with the other levels being responsible for coordinating with, and/or providing support to the City, and other local jurisdictions.

**Field Response** will be conducted by the City or the response agencies it contracts with. Field Response utilizes the Incident Command System (ICS), with response operations carried out under the command of an appropriate authority (ex. single Incident Commander, Unified Command), in close coordination with the Emergency Operations Center (EOC).

**At the Local level**, the Rancho Palos Verdes EOC manages the overall city response to major disasters and coordinates inter-departmental activity, implements city policy, determines the mission and priorities, and provides direction and the authority to act. EOC personnel engage in long range planning and coordination with outside agencies. The EOC coordinates and disseminates public information during emergencies, and supports cost recovery efforts for the city, by tracking and reporting the

<b>FIELD RESPONSE</b>	Commands on-scene information, resources, and priorities
<b>LOCAL</b>	Manages and/or coordinates information, resources, and priorities within its jurisdiction
<b>OPERATIONAL AREA</b>	Manages and/or coordinates information, resources, and priorities among all local governments within the boundary of a county
<b>REGION</b>	Manages and coordinates information and resources among operational areas
<b>STATE</b>	Statewide resource coordination integrated with Federal agencies

personnel, supplies and equipment used by the city departments. City department and agency roles in the EOC are described in more detail in the Organization & Assignment of Responsibilities section below.

**Los Angeles County Operational Area (OA)** supports the City's EOC during response efforts that require regional support or which impact multiple cities within the County. The OA EOC is managed by the Los Angeles County Office of Emergency Management. In the event that needed resources exceed the capabilities of the City EOC, requests will be sent to the OA EOC through the Area G Disaster Management Area Coordinator.

**At the regional level**, California has six mutual aid regions and three Administrative Regions (Coastal, Inland and Southern). These regions are managed by Cal OES who coordinate information and resources among operational areas within the mutual aid region and between the operational areas and the state level. The regional level also coordinates overall state agency support for emergency response activities within the region. The Los Angeles County OA EOC reports to the Southern Regional Emergency Operations Center (REOC), when OA EOC resources are exceeded. The OA (and by extension, the City of Rancho Palos Verdes) is in Region I, which includes Los Angeles, Orange, Ventura, Santa Barbara, and San Luis Obispo Counties. Region VI is also a part of the Southern Region and includes Riverside, Imperial and San Diego counties.

**At the State level**, Cal OES coordinates information sharing throughout the state and pushes resource needs that exceed the state's capacity to the federal government's Department of Homeland Security, Federal Emergency Management Agency (FEMA).

### **Emergency Activation and Levels**

The City Emergency Operations Plan and Center will be activated concurrently when an emergency occurs or threatens to exceed normal day to day capabilities to adequately respond to and mitigate an incident(s). The scope of an emergency, rather than the type, will largely determine whether the Emergency Operations Plan and Emergency Operations Center will be activated, and to what level. The City Manager or designated alternates will be responsible for activating the Emergency Operations Plan and Center and for increasing or reducing the EOC's activation level. The decision to activate the EOC may also come upon receiving a request from an Incident Commander (in charge of the field Incident Command Post) who determines that additional resources or capabilities are needed for incident response.

When activated, the RPV EOC helps form a common operating picture of the incident by collecting, analyzing, and disseminating emergency information. The EOC can also improve the effectiveness of the response by reducing the amount of external coordination of resources needed by the Incident Commander, providing a single point of contact to support multi-agency coordination. The City EOC will notify the OA EOC when activated and may request the OA EOC to activate in support of local emergency operations. Following SEMS, the OA EOC will coordinate resource requests within the region and forward requests to the regional level if local resources are exhausted.

For large scale and/or complex emergencies where many agencies are involved, a Joint Information Center can be activated to coordinate accurate and consistent emergency information for the public. Similarly, Multiagency Coordination Systems (MACS) and Multiagency Coordination System Groups (MAC Groups) may be activated to coordinate communication between various agencies.

## EMERGENCY OPERATIONS PLAN - *Basic Plan*

In line with SEMS, the State of California and the Los Angeles Operational Area Emergency Response Plan (OA ERP), the City of Rancho Palos Verdes activates the City EOC using three levels, with one (1) being the highest and most serious level of activation. EOC activation levels can be increased or decreased by the EOC Director/City Manager as needed throughout the course of the emergency. See the chart below for a detailed description of each level:

RANCHO PALOS VERDES EMERGENCY RESPONSE LEVELS	
<b>LEVEL 1</b>	A major disaster or emergency wherein resources in or near the impacted area are overwhelmed and extensive state and/or federal resources are required. A local emergency and a state of emergency will be proclaimed, and a presidential declaration of emergency or major disaster may be requested. The RPV EOC will be fully staffed, and the OA EOC will be activated to support emergency response operations.
<b>LEVEL 2</b>	A moderate to severe emergency or incident wherein local resources are not adequate and mutual aid may be required on a regional or even statewide basis. A local emergency may or may not be proclaimed and a state of emergency might be proclaimed. The RPV EOC is partially staffed and may or may not request the OA EOC to activate in support of emergency response operations.
<b>LEVEL 3</b>	A minor to moderate incident wherein local resources are adequate and available. A local emergency may or may not be proclaimed. The RPV EOC is minimally staffed, and the OA EOC is not needed to support City response efforts.
<b>DUTY OFFICER STATUS</b>	The RPV EOC is not activated at any level, however City staff is on high alert and actively monitoring a potential hazard risk that could become an emergency.

### Rancho Palos Verdes Emergency Operations Center (EOC)

Core functions of the EOC include coordination, communications, resource allocation and tracking, information collection, analysis and dissemination. The EOC will help to form a common operating picture of the incident; assist on-scene command with external coordination and the securing of additional resources; and coordinate/liaise with other jurisdictions and special districts, to include the County OA. To accomplish this, the EOC will be activated and staffed to the appropriate level necessary for the response.

The EOC is organized into five (5) functional sections, each responsible for carrying out different aspects of the coordination and support provided to the field response incident commander(s): Management, Operations, Planning & Intelligence, Logistics, and Finance & Administration.

- **Management Section.** Responsible for overall emergency policy and coordination through joint efforts of governmental agencies and private organizations.
- **Operations Section.** Responsible for coordinating all jurisdictional operations in support of



the emergency response through implementation of the local government's action plan.

- **Planning & Intelligence Section.** Responsible for collecting, evaluating, and disseminating information; developing the local government's action plan in coordination with other functions; and maintaining documentation.
- **Logistics Section.** Responsible for providing facilities, services, personnel, equipment, and materials.
- **Finance & Administration Section.** Responsible for financial activities and other administrative aspects.

*Refer to Annex: EOC Position Binders for more details about EOC sections and positions.*

### Emergency Proclamations

Emergency proclamations expand the emergency powers and authorities of the State and its political subdivisions. The California Emergency Services Act provides three types of emergency proclamations in California: (1) Local Emergency, (2) State of Emergency, (3) State of War Emergency.

#### Local Emergency Proclamations:

In the case of the existence or likely existence of an emergency that threatens the people, property, or environment of the city; and the condition is beyond the capability of the city to control effectively; the City Manager can proclaim a Local Emergency under Rancho Palos Verdes Municipal Code 2.24.080. A local emergency will also be proclaimed if one of the following occurs:

- When the Governor has proclaimed a State of Emergency in an area including the City
- Upon proclamation of a State of War Emergency as defined in California Emergency Services Act (Chapter 7, Division 1, Title 2, California Government Code).
- When a Presidential declaration of a National Emergency is issued.
- Upon receipt of an attack warning or the observation of a nuclear detonation.

A local emergency should be proclaimed within 10 days after the actual occurrence of a disaster and should be ratified by the City Council within 7 days. The City Council must review the need to continue the proclamation at least every 30 days until the Local Emergency is terminated. The Local Emergency must be terminated by resolution as soon as conditions warrant and an After-Action Report (AAR) should be submitted to Cal OES within 90 days of the close of an incident.

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

- Request the Governor proclaim a State of Emergency, if necessary
- 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 order
- Conduct emergency operations without incurring legal liability for performance, or failure of performance (Article 17 of the Emergency Services Act provides for certain privileges and immunities)

When the City proclaims a Local Emergency, it will:

- Notify the Los Angeles County Office of Emergency Management (OEM) Duty Officer
- Notify the Area G Disaster Management Area Coordinator (DMAC)

### **Proclamation of a State of Emergency:**

The Governor proclaims a State of Emergency based on the formal request from the City Council and the recommendation of Cal OES. If conditions and time warrant, the Governor drafts and signs a formal State of Emergency Proclamation.

The Governor has expanded emergency powers during a proclaimed State of Emergency, including the power to:

- Exercise police power as deemed necessary, vested in the State Constitution and the laws of California within the designated area
- Use and commandeer public and private property and personnel, to ensure all resources within California are available and dedicated to the emergency when requested
- Direct all state agencies to utilize and employ personnel, equipment, and facilities for the performance of any and all activities designed to prevent or alleviate the actual and threatened damage due to the emergency. The governor can also direct them to provide supplemental services and equipment to political subdivisions to restore any service to provide for the health and safety of the residents of the affected area.
- Make, amend, or rescind orders and regulations during an emergency and temporarily suspend any non-safety-related statutes, ordinances, regulations, or rules that impose restrictions on emergency response activities.

### **Proclamation of a State of War Emergency**

In addition to a State of Emergency, the Governor can proclaim a State of War Emergency whenever California or the nation is attacked by an enemy of the United States, or upon receiving a warning from the federal government indicating that such an enemy attack is probable or imminent. The powers of the Governor granted under a State of War Emergency are commensurate with those granted under a State of Emergency.

### **Presidential Declarations**

When it is clear that State capabilities will be exceeded, the Governor can request federal assistance, including assistance under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act). The Stafford Act authorizes the President to provide financial and other assistance to state and local government, certain private nonprofit organizations, and individuals, to support response, recovery, and mitigation efforts following a Presidential Emergency or Major Disaster declaration. While Presidential Declarations under the Stafford Act release federal resources and funding to support response and recovery, federal agencies may also

provide assistance under other authorities or agreements that do not require a Presidential Declaration.

## ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

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The City of Rancho Palos Verdes has the overall responsibility to provide an effective emergency response within the City. These emergency management systems provide procedures for both on-scene management of an incident and coordination of response activities between the City and other jurisdictions (such as neighboring cities, the OA EOC, & supporting agencies). The section below outlines the roles and responsibilities during emergency management operations in the City at all phases of emergency management, from prevention, mitigation, and preparedness to response and recovery. Organization and responsibilities outlined in the EOP are all-hazard focused and in compliance with SEMS and NIMS, and City plans, procedures, and laws.

*For more details on EOC position tasks, view the EOC Position Binder Annex*

*For City staffing and supplies information, refer to the RPV Continuity of Operations Plan.*

*For information regarding the City's policies for public safety enforcement actions required to maintain the public order during a crisis response, refer to the Public Safety Emergencies Annex*

### Assignment of Responsibilities

#### Elected Officials & City Council

Pre-disaster, elected officials can host events and share information regarding emergency mitigation, prevention, and preparedness. They can also approve emergency plans, regulations, and programs, along with providing support and funding for various disaster readiness activities. In Rancho Palos Verdes, the City Council, composed of the Mayor, Mayor Pro Tem, and 3 Councilmembers, is tasked with approving emergency plans, agreements, ordinances, resolutions, rules, and regulations.

The primary role of an elected official during a disaster is that of support. As the disaster is occurring and the immediate response is underway, elected officials best serve citizens by empowering and allowing first responders and EOC staff the freedom to manage the incident as they have been trained to do. Elected officials' role as decision maker will come, but the primary goal of addressing a disaster as it is happening is to stabilize the situation quickly and efficiently – first responders and City EOC staff will do this. At the onset of an emergency, and always in coordination with the City EOC or Incident Commander, elected officials can:

- Help facilitate communication with and obtain assistance from other agencies,
- Issue emergency orders such as imposing curfews
- Get accurate and accessible information out, early and often, to constituents

The City Council can also proclaim a local emergency or ratify a proclaimed emergency by the Director of Emergency Services.

Once the first responders and EOC staff have stabilized the situation, elected officials become crucial to the recovery process, supporting applications for disaster assistance, identifying opportunities to rebuild and mitigate future damage through planning and smart infrastructure

investments, ensuring all Codes and Regulations are enforced, and being a supportive leader for the community throughout the recovery; which can be a long process and may take multiple years.

### **Disaster Council**

Rancho Palos Verdes Municipal Code Title 2, Chapter 2.24, tasks the Disaster Council with developing and recommending for adoption by the City Council, emergency and mutual aid plans and agreements, and such ordinances, resolutions, rules and regulations as necessary to implement these plans and agreements. The Disaster Council is also empowered to register, maintain registration of, implement training for, and direct the activities of disaster service workers in the City.

The City of Rancho Palos Verdes Disaster Council consists of the following entities:

- Mayor – Chair and member of the City Council
- Director of Emergency Services (City Manager) – Vice Chair
- Assistant Director of Emergency Services (Deputy City Manager)
- EOC Section Chiefs (Department Heads and designees)
- Representatives of civic, business, labor, veteran, professional or other organizations having official emergency responsibilities (as determined by the City Manager with City Council consent)

The Disaster Council meets upon call of the Chair (in the absence of the Chair, the Vice Chair). The City Public Safety Manager, Emergency Management Coordinator, and contracted first responder agency leadership serve as advisors, providing guidance and subject matter expertise to the disaster council throughout the disaster cycle.

### **Director of Emergency Services**

The City Manager is designated as the Director of Emergency Services and will control and direct the efforts of the City's Emergency Management Organization in order to carry out the duties identified in Rancho Palos Verdes Municipal Code Title 2, Chapter 2.24.

Throughout the disaster cycle, the director:

- Manages the disaster readiness of City staff, facilities, and resources
- Oversees the development of emergency plans and the City emergency program,
- Provides Information and guidance to the public

During an emergency the Director is responsible for activating, organizing, staffing, and operating the City EOC, along with:

- Requesting the city council to proclaim the existence or threatened existence of a local emergency if the city council is in session, or issuing such proclamation if the city council is not in session.
- Requesting 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.
- Directing cooperation between and coordination of services and staff of the emergency organization of this city;.

## EMERGENCY OPERATIONS PLAN - *Basic Plan*

- Resolving questions of authority and responsibility that may arise.
- Representing the City in all dealings with public or private agencies on matters pertaining to emergencies.

In the event of the proclamation of a local emergency, the director is empowered 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 are confirmed at the earliest practical time by the city council.
- Obtain vital supplies, equipment, and 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.
- Require emergency services of any city officer or employee and to command the aid of as many citizens of this community as they deem necessary in the execution of their duties.

### City Staff and Departments

According to Section 3100 of the California Government Code, all public employees are disaster service workers (DSWs), subject to such disaster service activities as may be assigned to them by their superiors or by law. In the event of a local emergency, the EOC Director may require the emergency services of any City officer or employee and may request necessary personnel or materials of any City department or division. While disasters can impact City staff's ability to work, the City expects DSWs to make every reasonable effort to report as requested without jeopardizing themselves or their families. Due to this critical role in emergency operations, City staff should prepare themselves and their loved ones for emergencies pre-disaster and engage in City emergency operations training and exercises.

The City has 5 Departments: Administration, Community Development, Finance, Public Works, and Recreation & Parks. Each department in the City works independently of one another, however in a major emergency there can be consolidation and crossover of staff from different departments within the EOC. An overview of each department's roles in the EOC is provided below. Specific operational concepts, including the emergency response actions of City departments and supporting agencies, are reflected in the annexes and supplemental guides to this plan.

- **Administration Department.** The Administration Department includes Emergency and City Management, the Public Information Officer, Public Safety, Information Technology, the City Clerk, and Human Resources.
  - City and Emergency Management work closely pre-disaster to develop emergency plans and programs and lead EOC operations in the management section during an activation.
  - The Public Information officer provides information to the public and media pre, during and, post disaster, staffing the Management section of the EOC.
  - The Public Safety Division supports law enforcement operations in the City throughout the disaster cycle, with staff typically serving in the management and operations sections of the EOC.

## EMERGENCY OPERATIONS PLAN - *Basic Plan*

- Information Technology (IT) staff manage cybersecurity and some of the communication technology and back-up communication systems within the County before during and after emergencies. During EOC activations IT staff supports the overall functioning of the EOC and is positioned within the logistics section.
- The City Clerk staff are responsible for documentation throughout the disaster cycle and will typically help staff the planning section of the EOC.
- Human Resources is responsible for managing all efforts associated with city personnel and volunteers and may support the logistics and management sections of the EOC. They also manage workers compensation, disaster service worker (DSW) agreements, volunteer management, and other tasks as determined appropriate.
- **The Public Works Department** serves in a variety of roles to support emergency management and response operations. Responsibilities for Public Works include, but are not limited to, hazard mitigation work on City property, flood control, damage assessments, critical infrastructure restoration, and support for debris management, transportation, evacuation, and general logistics operations. Department representatives will typically staff the EOC's Operations and Logistics Sections.
- **The Community Development Department** is responsible for providing support on public infrastructure evaluation/damage assessments, providing GIS support upon request, identifying possible shelter locations (ensuring the structural safety of the buildings), providing staff to the EOC (typically in the Planning Section), and administering evaluations and permits in the recovery process.
- **The Finance Department** is responsible for overseeing all expenditures related to emergency management and response operations, including tracking and documentation necessary for recovery reimbursement purposes including personnel time tracking during emergency operations. This department typically staffs the Finance Section in the EOC.
- **The Recreation & Parks Department** is responsible for supporting mass care operations, including the implementation of shelter operations in the city, when the American Red Cross is unable to do so. Staff in this department are also responsible for maintenance of park facilities and nature reserves. The Department includes an open space management division that manages City open spaces and reserves, ensuring first responder access to emergency roads, implementing programs to reduce hazard risk, and conducting patrols during emergencies and in situations of elevated hazard risk (ex. fire weather). Department representatives will typically staff the EOC's Operations and Logistics Sections.

### **Disaster Management Area Coordinator (DMAC) Area G**

The mission of DMACs is to coordinate with Area cities in planning for preparedness, mitigation, and recovery from disasters. Before a disaster, the DMAC supports City emergency planning, training, exercises, as a subject matter expert and for support in regional coordination with neighboring cities and the County. During large scale disasters, DMACs responsibilities include, but are not limited to, sharing emergency related information between the cities and the County/OA EOC, assisting with the resource requests elevated to the OA, and advocating for their cities while serving as liaisons to the OA. DMACs maintain a seat within the County/OA EOC.

For more information, refer to the Joint Power Agreement to Provide for Inter-Agency Cooperation in Major Natural or Man-Made Disaster – Disaster Management Area G.

### County of Los Angeles

**Los Angeles County Operational Area Emergency Operations (OA EOC)** will activate to support emergency response operations in impacted unincorporated areas of Los Angeles County and to support local cities response efforts, when requested, when there are multiple local emergency proclamations, and/or when multiagency coordination is needed. Coordination between the City and the OA EOC will typically be done through the Area G DMAC.

**Los Angeles County Fire Department (LACoFD)** serves as the fire department for the City of Rancho Palos Verdes and the entire Palos Verdes Peninsula. LACoFD is designated as the Region I Fire Mutual Aid Coordinator and assumes the responsibility of coordinating fire and rescue mutual aid resources during major emergencies. The department may also contribute to critical emergency alert, warning, and public information efforts following an incident. All City response and emergency readiness operations should be done in close coordination with LACoFD.

**Los Angeles County Sheriff's Department (LASD)** provides law enforcement services for the City of Rancho Palos Verdes. The department's responsibilities encompass a broad range of tasks, including search and rescue operations, situational awareness, evacuation coordination, traffic control, and ensuring order in affected areas. LASD serves as the Region 1 Law Enforcement Mutual Aid Coordinator. All City response and emergency readiness operations should be done in close coordination with LASD.

Aside from the above-mentioned emergency coordination and response departments, certain County departments will engage with the City during various types of emergency preparedness, mitigation, response, and recovery efforts. A short summary is provided below, for more details view the Hazard Specific Annexes to the EOP.

**The Department of Aging and Disabilities** supports the safety and well-being of older adults and individuals with disabilities. The department works collaboratively to address the unique needs and challenges faced by vulnerable populations during emergencies, including providing support or subject matter expertise to response partners for emergency sheltering and services. Prior to emergencies, City emergency management should seek guidance from the Department, where appropriate, to ensure emergency readiness efforts reach the whole community. During emergencies, the AFN unit of the City EOC should coordinate with the department.

**The Department of Animal Care and Control (DACC)** plays a critical role in ensuring the welfare and safety of animals. DACC takes lead in supporting animal evacuations with law enforcement, coordinating emergency sheltering sites for large animals and livestock, shelter-in-place resource assistance, small animal emergency sheltering at department animal care facilities, and reunification. The Animal Services Coordinator of the City EOC should coordinate closely with DACC during emergencies.

**The Department of Beaches and Harbors** coordinates and provides essential services in relation to beaches, harbors, and waterfront areas. The City EOC should work closely with this department whenever a beach within the City is impacted by an emergency.

**The Department of Consumer and Business Affairs (DCBA)** focuses on ensuring consumer protection and promoting fair business practices during the aftermath of a disaster. DCBA also



actively protects and informs residents of rights and responsibilities, particularly in relation to disaster-related issues such as price gouging, fraud, and deceptive business practices. The City should maintain communication with DCBA to share relevant information/resources with residents.

**The Department of Economic Opportunity (DEO)** helps mitigate the economic impact of a disaster and provides resources to support affected individuals and communities – such as job placement services and SBA loans. The City should maintain communication with the department, sharing relevant information and resources with residents.

**The Department of Health Services (DHS)** organizes, mobilizes, coordinates, and directs both public and private medical and health resources to meet response needs during emergencies. The City works with DHS through the OA EOC's Medical and Health Operational Area Coordinator (MHOAC).

**The Department of Medical Examiner (DME)** is responsible for management of fatalities, including those occurring before, during, and after a disaster. During a large-scale emergency or disaster, the DME collaborates with key agencies to properly manage and investigate fatalities and establish appropriate facilities as necessary (e.g., Mass Fatality Collection Points). The DME acts as the Region 1 Mutual Aid Coordinator for the Coroner mutual aid system.

**The Department of Mental Health (DMH)** provides mental health services to the community and emergency responders during emergencies. After a disaster, the DMH continues to provide mental health services to address the emotional and psychological needs of the community during the recovery phase, assisting in Local Assistance Centers and/or Disaster Resource Centers when established. The City should share emergency information/resources from the DMH with residents.

**The Department of Public Health (DPH)** coordinates and implements public health emergency response efforts to mitigate the impact of the disaster on the population. They rapidly assess health risks, provide timely and accurate information to the public, issue Health Officer orders, coordinate medical and public health services, support healthcare facilities and providers, ensure the availability of essential resources and supplies, conduct disease surveillance and control measures, and collaborate with various local, state, and federal agencies to enhance the overall response and recovery efforts. During emergencies impacting Public Health, The City should seek response and recovery guidance from DPH and amplify its messaging.

**The Department of Public Works (PW)** includes the County Road Commissioner, Flood Control Engineer and County Engineer. PW is responsible for Countywide water resource management, including flood risk management and water supply. City and County Public Works Departments maintain coordination pre, during and post disaster on infrastructure maintenance and repairs and debris management.

### **Cal Trans**

Caltrans owns, maintains, and operates a section of Western Avenue within the City of Rancho Palos Verdes.

### **Transportation Agencies**

Transportation agencies serving the City may be able to support evacuation operations during an emergency. The City should work closely with agencies pre-disaster to gain a mutual understanding of transportation capabilities and ensure coordination during disasters.



**The Palos Verdes Peninsula Transit Authority** is the primary provider of public transportation for Rancho Palos Verdes.

**The Metropolitan Transportation Authority (Metro)** is the primary source of public transportation for the County, providing bus routes within the City, providing significant transit service on Hawthorne Boulevard and Western Avenue. Requests for Metro resources are coordinated through the appropriate channels within the OA EOC.

### **The Palos Verdes Peninsula Unified School District**

The Palos Verdes Peninsula Unified School District (PVPUSD) provides K-12 education in the City and works closely with the City pre disaster on emergency training, planning, exercises, and projects. During and after disasters, PVPUSD can provide school facilities in support of emergency operations. Depending on the emergency, PVPUSD staff may fill the school unit of the City EOC.

### **The American Red Cross (ARC)**

The ARC provides training and shelter site surveys pre-disaster and services to meet basic human needs during and after a disaster - including emergency sheltering, feeding, and recovery services. The ARC maintains a Memorandum of Understanding (MOU) with the County of Los Angeles to support Mass Care and Shelter activities and has an agreement in place with the City of Rancho Palos Verdes to utilize City facilities for Emergency Operations. The City requests support during an emergency from ARC through their Duty Officer. The ARC utilizes its own mutual aid processes when the local region can no longer provide resources to expand or continue services.

### **The Salvation Army**

The City signed an MOU with the Salvation Army in 2025 to provide emergency facilities, services, and sheltering in support of emergency response operations conducted by the City, when requested and able.

### **Utility and Communication Companies**

The City coordinates with utility and communication companies serving the City pre-disaster to reduce risk and during disaster to manage response efforts related to the company's services.

### **Landslide Abatement Districts**

There are two current Landslide Abatement Districts in the City: Abalone Cove Landslide Abatement District (ACLAD) and Klondike Canyon Landslide Abatement District (KCLAD) and one planned District: Portuguese Bend Landslide Abatement District. The City coordinates closely with these districts on all matters pertaining to land movement, pre, during and post disaster.

### **Community Organizations**

**Rotary Club of the Palos Verdes Peninsula** is a leading community organization on the Peninsula who has supported preparedness, response, and recovery efforts in the City, including providing a relief fund and meals to residents impacted by landslides.

**Palos Verdes Peninsula Chamber of Commerce** provides connections and advocacy to local businesses and should be utilized as an amplifying force for disaster related information.

**Council of Homeowners' Associations (CHOA)** connects Homeowners and Community Associations in the City and should be utilized as an amplifying force for disaster related information. CHOA also hosts events related to emergency mitigation, readiness, and response.

**Palos Verdes Peninsula Community Emergency Response Team (PVP CERT)** provides residents training and volunteer opportunities related to disaster readiness and can be used both as an amplifying force for disaster related information and as an organization that can help fill needs for volunteers during and after an emergency.

**Palos Verdes Peninsula Village** is a dynamic organization of older adults who have joined together to help one another to navigate the challenges and opportunities of aging.

**Peninsula Seniors** is a nonprofit sharing activities and services to enrich the lives of senior adults living on the Palos Verdes Peninsula and in the surrounding community.

**Rancho Palos Verdes Neighborhood Watch** is a community-based, resident-run organization that exists to help neighborhoods enhance safety through crime prevention measures and education for individuals living in the same area. The RPV Neighborhood Watch uses its network to inform residents of crime, public safety, and quality of life, all while supporting crime reduction and improving communication between residents and the City.

### State Agencies

State agencies involved in response operations will typically coordinate with the City through Los Angeles County, though the City sometimes works directly with Cal OES on disaster related grants and plans.

### Federal Agencies

The City does not typically work directly with federal agencies, working through the State for federal coordination. The few cases in which the City must work directly with federal agencies, include, but are not limited to, coordination with:

- FEMA for disaster recovery centers
- US Coast Guard for tsunamis
- Federal Bureau of Investigation for acts of Terror

*To learn more about the roles and responsibilities during emergency operations, review the EOC Job Position Binder Annex.*

### EOC Roles

The Emergency Operations Center is divided into five emergency functions: Management, Operations, Planning & Intelligence, Logistics, and Finance & Administration. Within those functional areas are positions assigned to City departments and outside organizations. The **EOC Staffing Assignments** chart below identifies the distribution of assignments between departments and outside organizations.

## EMERGENCY OPERATIONS PLAN - *Basic Plan*

EOC Staffing Assignments Primary (P) and Alternate (A)

Function/Position	City Management	Finance	Community Development	Public Works	Recreation and Parks	Non-City Agency
<b>MANAGEMENT SECTION CHIEF/EOC Director</b>	P	A		A		
Director's Assistant	P/A					
Coordinator	P/A					
Safety Officer	P/A					
Public Information Officer	P		A	A		
Public Information Officer Assistant	P		A	A		
Media Unit	P				A	
Website Unit		A	P			
Social Media Unit	P		A		A	
Liaison Officer	P/A					
Agency Representatives						P/A
<b>OPERATIONS SECTION CHIEF</b>				P		A
Animal Services				P/A	P/A	P/A
Public Works Field Staff				P/A		
Fire & Rescue						P/A
Law Enforcement						P/A
Construction & Engineering				P/A		
Health & Welfare Unit					P/A	
Building Official				P/A		
Damage Assessment Unit			P	A		
<b>PLANNING &amp; INTELLIGENCE SECTION CHIEF</b>			P/A			
Situation Analysis			P/A			
Advance Planning			P/A			
Documentation & Demobilization	P/A					
Long Term Recovery			P/A			
AFN Unit	P/A		P/A			P/A
<b>LOGISTICS SECTION CHIEF</b>				P/A		
Resource Tracking			A	P		
Transportation			P		A	A
Personnel	P/A					P/A
Donation and Volunteer Management					P/A	
Supply & Procurement Unit			A	P		
Facilities Unit					P/A	
<b>FINANCE &amp; ADMINISTRATION SECTION CHIEF</b>		P/A				
Compensation & Claims		P/A				
Cost Recovery		P/A				
Purchasing		P/A				
Time Keeping & Personnel		P/A				
Cost Accounting		P/A				

## EMERGENCY OPERATIONS PLAN - *Basic Plan*

### Lines of Succession

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. The article also outlines procedures to ensure the continued functioning of political subdivisions in the event the governing body, including standby officers, is unavailable to serve.

### City Council

The City of Rancho Palos Verdes Resolution 2018-72 names the Chairs and/or Vice-Chairs of the Planning Commission, Civic Center Advisory Committee, Emergency Preparedness Committee, Finance Advisory Committee, Infrastructure Management Advisory Committee and Traffic Safety Committee as the position for which City Councilmembers can choose alternates in the event of a disaster. While the Preservations of Local Government provision does not explicitly list any criteria for prospective standby officers, the Government Code provides that the chance of survival in an emergency should be an important consideration. For example, the Government Code recommends that consideration be given to places of residence and work, so that for each office there is the greatest probability of survivorship for the appointed standby officers.

### Mayor

If the Mayor or Mayor Pro Tem is unavailable, Resolution 2018-72 includes the provision to assign the titles and duties of the Mayor and Mayor Pro Tem to the next most senior available Councilmember rather than to the standby officers replacing the Mayor or Mayor Pro Tem.

### Director of Emergency Services

The Director of Emergency Services is authorized to establish an order of succession to the office of the Director of Emergency Services should the Director not be available to serve. The Emergency Operations Plan identifies the intentions of the Director of Emergency Services regarding the order of succession. The successor, as approved by the City Council, shall act as the Director of Emergency Services, with all the same powers and authorities. Only these alternates will be empowered to exercise the powers and authorities of the Director of Emergency Services. Notification of any successor changes shall be made through the established chain of command.

ORDER OF SUCCESSION	DAY TO DAY JOB TITLE	DEPARTMENT
Director of Emergency Services	City Manager	City Manager's Department
First Alternate	Deputy City Manager	City Manager's Department

## EMERGENCY OPERATIONS PLAN - *Basic Plan*

Second Alternate	Finance Director	Finance Department
Third Alternate	Public Works Director	Public Works Department

### Department Heads

All levels of government are required to provide for the continuity of government in the event that current officials are unable to carry out their responsibilities. (SEMS, NIMS). Each Department includes a department head and deputy director who can serve as a backup, in the event the director is unavailable.

### Temporary City Seat

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

- City Council shall designate alternative city seats that may be located outside of the 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.

It is incumbent upon all levels of government to designate temporary seats of government in the event the normal location is not available. For example, the normal seat of government for the City is located at City Hall, 30940 Hawthorne Boulevard, Rancho Palos Verdes, CA 90275. In the event this location is not available, additional sites have been identified, in priority order, as the temporary seat of government. These sites should have the capacity and capability to conduct operations, inclusive of the necessary equipment, communications, planning and response tools necessary to function as the seat of government.

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 Community Park, 29301 Hawthorne Boulevard
- Second Alternate: Point Vicente Interpretative Center, 31501 Palos Verdes Drive West
- Third Alternate: As designated by the Director of the EOC

### Alternate EOC

In the event the primary EOC facility is unusable or inaccessible due to an emergency, alternate facilities are designated to assume the impacted facility's roles and responsibilities. A completely virtual EOC is also an alternate solution if the primary EOC is inaccessible or otherwise unavailable. When there is a temporary transfer of operations to an alternate facility, notifications will be made to City staff, key stakeholders, and the OA.

Due to the sensitive nature of the location of the EOC, the information regarding the primary and the alternate EOC is found in the RPV COOP, a confidential and internal operational plan.

### DIRECTION, CONTROL, AND COORDINATION

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Tactical control will always be the responsibility of field Incident Commanders. The City is responsible for coordinating the resources, strategies, and policy for any event in the City that exceeds the capacity of field responders. The City Manager, working through the mechanism of the EOC as the EOC Director, provides direction and control over the coordination of multi-department and multi-jurisdictional resources to support the field responders.

The Disaster Council and the City's EOP provide the structures, based upon SEMS and NIMS, for implementing city-level policy and operational coordination for domestic incident response. It can be partially or fully implemented in response to a potential/actual threat, in anticipation of a significant event, or in response to an emergency. Selective implementation allows for a scaled response, delivery of the exact resources needed, and a level of coordination appropriate to each incident.

#### **On Scene Command and Management**

At the scene of the emergency, an Incident Commander is responsible for command of all response activities, including the development of strategies and tactics and the ordering and release of resources. Following ICS, the Incident Commander has overall authority and responsibility for conducting incident operations and is responsible for the management of all operations at the incident site.

When multiple command authorities are involved, the incident may be led by a Unified Command comprised of officials who have jurisdictional authority or functional responsibility for the incident under an appropriate law, ordinance, or agreement. The Unified Command provides direct, on-scene control of tactical operations. At the tactical level, on-scene incident command and management organization is located at an Incident Command Post, which is typically comprised of local and mutual aid responders.

#### **Multi-Jurisdictional Coordination**

If an incident overwhelms the resources and capabilities of the City, additional support will be requested from a variety of entities, jurisdictions, and organizations. In the event an emergency impacts the entire Palos Verdes Peninsula, the City's EOC director will connect with the EOC Directors for Rolling Hills, Rolling Hills Estates, and Rancho Palos Verdes to discuss the utility of forming a Palos Verdes Peninsula (PVP) EOC to reduce the duplication of effort and strengthen coordination. The location and staffing will be decided upon during the agreement to combine City EOCs and will be based on the circumstances surrounding an incident.

#### **Peninsula Communication Procedure**

In the event an emergency impacts more than one city on the peninsula:

1. A check-in via group chat will occur between the city management for all 4 peninsula cities and key first responder agencies

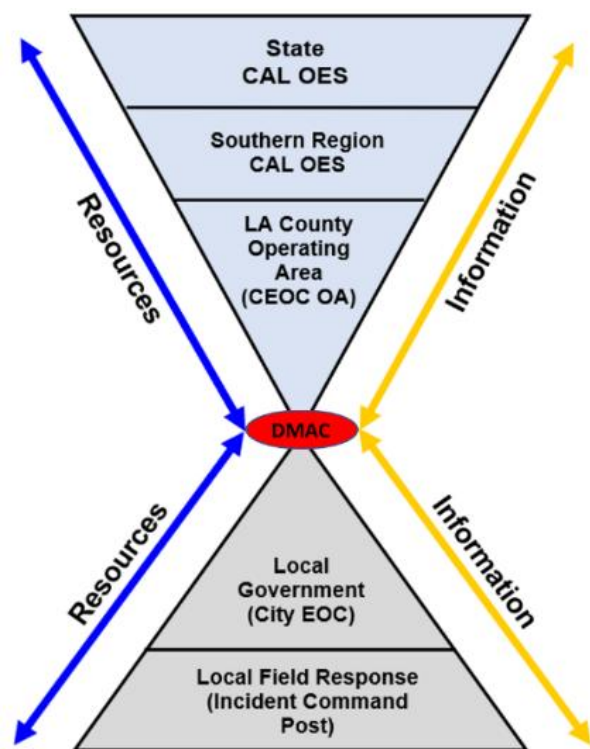
## EMERGENCY OPERATIONS PLAN - *Basic Plan*

2. The 4 city emergency management staff will monitor and provide updates on the situation, gathered from county, regional, state, and federal entities directly to their city management and via the group chat
3. The assigned public information officers for the cities will coordinate with one another and the Alert South Bay coordinator to ensure unified messaging and push out emergency alerts. In the event of an emergency impacting additional areas outside of the peninsula, coordination will expand to Area G, the County, the State, or the Nation, depending on the circumstances surrounding the incident.
4. As needed, the 4 City Managers will meet virtually or in person to coordinate their response and recovery operations.
5. If and when it is deemed appropriate by the city managers, emergency operations centers, emergency facilities, and/or long-term recovery groups will be combined to reduce duplication of effort and ensure an efficient and effective emergency response.

During Incidents where multiple jurisdictions and agencies are impacted and need to provide public information, these jurisdictions and agencies will work together to analyze the information available and provide a consistent message to the public and the media. Where practical, the agencies will activate a Joint Information Center (JIC) to facilitate the dissemination of consistent information, using the Joint Information System (JIS).

For general emergency management operations, the city will follow SEMS and make requests for additional assistance through the operational area, working directly with the Operational Area Emergency Operations Center (OA EOC) or through the Area G DMAC verbally or through communication methods established by the OA or DMAC. The OA EOC will coordinate available resources obtained from within the operational area of Los Angeles County. If a request for a specific resource exceeds the supply, the available resources will be allocated consistently with the priorities established through the action planning process. The EOC Section Chiefs and Director are responsible for ensuring that priorities are followed.

If resources are not available in the operational area, they will request them from the Southern Regional Emergency Operations Center. The Regional Emergency Operations Center will





## EMERGENCY OPERATIONS PLAN - *Basic Plan*

coordinate resources obtained from operational areas throughout the region. If resources are not available in the region, they will request them from the State Operations Center. If the state cannot supply the resource, they will request them from FEMA and other federal agencies.

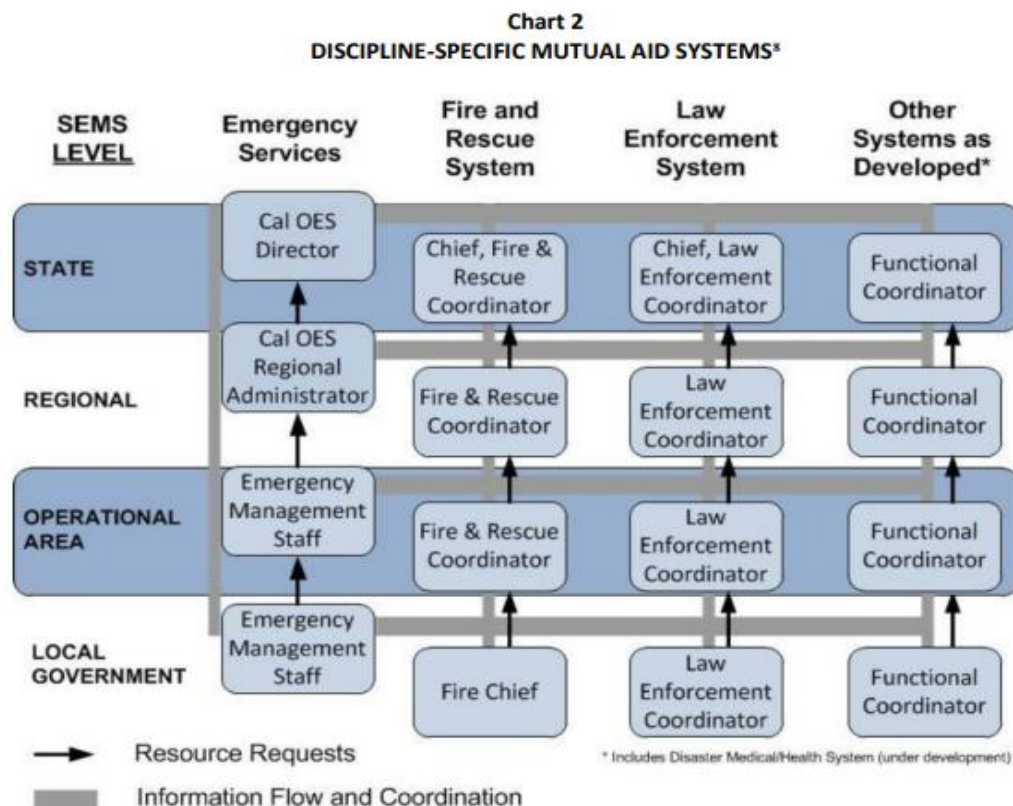
### Mutual Aid

There are four formal Mutual Aid Systems in California:

1. Fire and Rescue
2. Law Enforcement
3. Coroner
4. Emergency Management (resources not covered by the other three systems)

Additional informal mutual aid agreements include

1. Medical and Health coordination system
2. Public information
3. Communications,
4. Transportation services (TransMAC),
5. Water (CalWARN)
6. Facilities
7. Hazardous material mutual aid system
8. Volunteer and private agencies



## EMERGENCY OPERATIONS PLAN - *Basic Plan*

For emergency management, the California Disaster and Civil Defense Master Mutual Aid Agreement, as provided for in the California Emergency Services Act, guides statewide mutual aid. The Civil Defense Master Mutual Aid Agreement was developed in 1950 and adopted by California's incorporated cities and by all 58 counties. It created a formal structure, in which each jurisdiction retains control of its own personnel and facilities, but can give and receive help whenever it is needed. State government, on the other hand, is obligated to provide available resources to assist local jurisdictions in emergencies. The agreement obligates each signatory entity to provide aid to each other during an emergency without expectation of reimbursement. Under specific conditions, federal and state funding may be appropriated to reimburse public agencies who aid other jurisdictions.

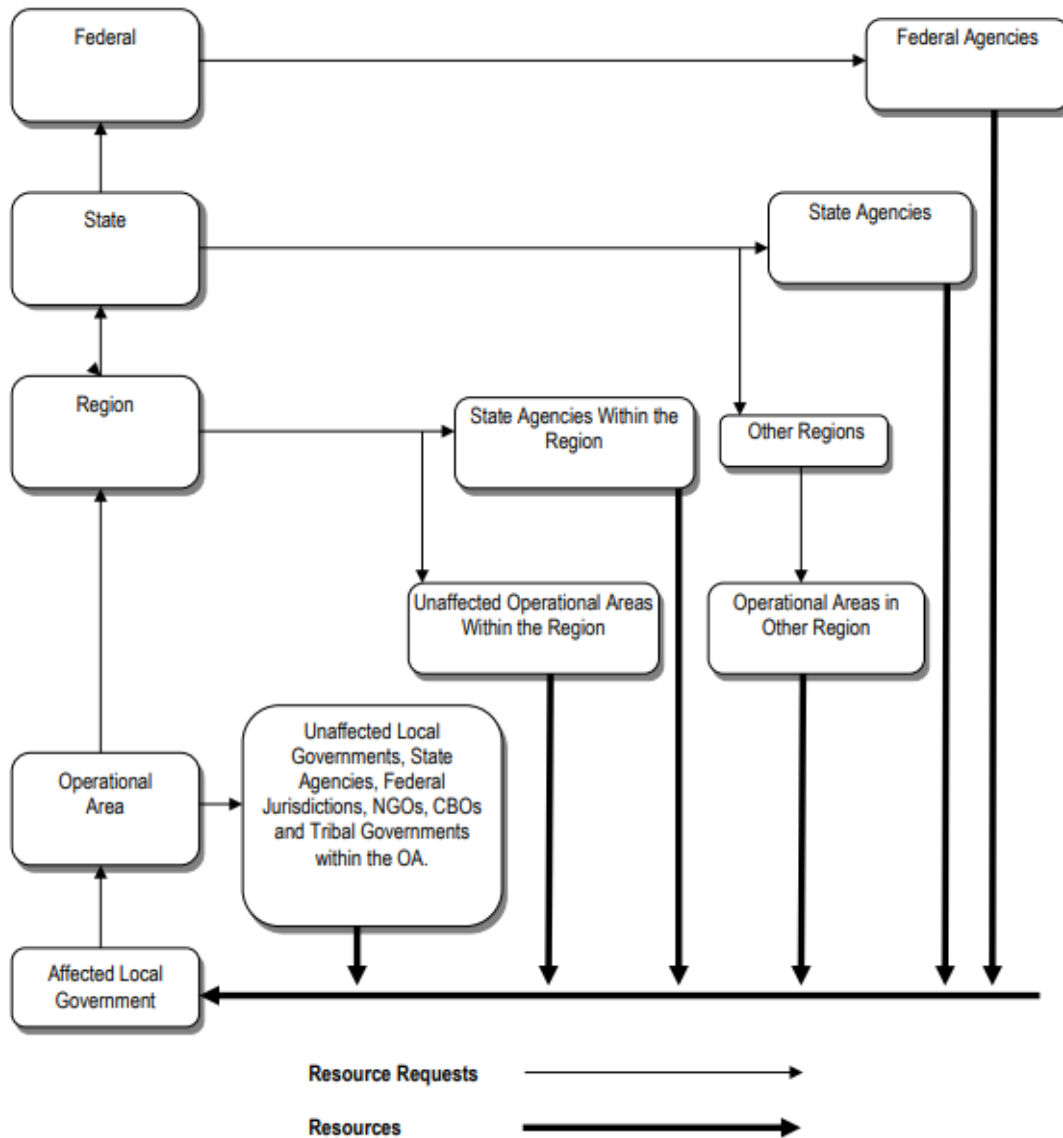
Through this system, each local jurisdiction relies first on its own resources, then calls for assistance at the level directly above them.

1. **City to city** - At a local level the City works with neighboring cities to request mutual aid, in coordination with the Area G DMAC.
2. **City to county** – If mutual aid requests cannot be filled by neighboring cities, the City can make request to the OA EOC via the DMAC or WebEOC to seek resources countywide.
3. **County to county** – When the County cannot meet a mutual aid request, they will seek support from neighboring counties.
4. **County to the regional office of Cal OES** – When neighboring counties cannot meet a mutual aid request, the request is elevated to the regional and state levels. To facilitate the coordination and flow of mutual aid, the state has been divided into six (6) Cal OES Mutual Aid Regions. The City of Rancho Palos Verdes is located within OES Mutual Aid Region I, and the OES Southern Administrative Region. The primary mission of the 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.
5. **State to State** – through the interstate Emergency Management Assistance Compact (EMAC), states can support one another with mutual aid. Through EMAC (which is administered through the National Emergency Management Association), assistance can be offered during governor-declared states of emergency through a system that allows states to send personnel, equipment, services, and commodities to help disaster relief efforts in other states. EMAC covers all hazards, and may also be used to support special events—so long as they are governor-proclaimed emergencies by the requesting State.



## EMERGENCY OPERATIONS PLAN - *Basic Plan*

**MUTUAL AID SYSTEM FLOW CHART**



Requests for and coordination of mutual aid support should include, as applicable:

5. Number of personnel needed
6. Type and amount of equipment
7. Reporting time and location
8. Authority to whom they are to report
9. Access routes
10. Estimated duration of operations

### COMMUNICATIONS

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Communication inside the EOC should be a two-way flow (both top down and bottom up) through the established ICS structure. All communications should use plain language and avoid acronyms or jargon.

The EOC serves as the hub of information for the incident and will communicate necessary information and response actions to and from the field. The Management Section in the EOC will make priority decisions, in conjunction with City Council, and provide guidance and direction to the EOC. EOC Section Chiefs will coordinate the management of the incident per the direction of the Management Section.

Communication will be coordinated between the City EOC and all responding departments and supporting agencies through various forms of communications devices, channels and methods. If the EOC is activated, all incident-related information, updates, resource requests, etc. will be done in accordance with communications policies and procedures outlined in the EOC Position Binder Annex: Management. Communications with the Los Angeles OA EOC will typically be conducted through the Area G DMAC and via WebEOC or other communication methods, as decided by the DMAC and OA EOC, based on the circumstances surrounding the incident.

#### **Communication Tools**

The EOC is equipped with a variety of communications systems in addition to the public dial network (phone and Internet access). The City Public Works Department, and contracted Fire and Law Enforcement possess the greatest number and types of communication devices in the City inclusive of phones, cellular devices, computers, radios, etc. City Staff may utilize the same communication tools they typically use to perform work for the City (ex. Email, phone calls, Teams), along with the Everbridge System for internal communications and DLAN for regional communications, situational awareness, and coordination, when needed.

In addition to radio- and cellular-based communications, staff have been issued Government Emergency Telecommunications Service (GETS) cards, through CISA, allowing for priority phone dialing. Additionally, staff work cell phones are on the FirstNet system. These systems help bypass congestion when cell service is still functional but heavily trafficked due to an emergency.

Alternative communication systems that can be used when cell and data service are disrupted include: Amateur radio (e.g., “ham radio”); Analog; Handheld radios; and CWIRS radio, which can be used to communicate with the OA, Area G DMAC, and other cities, if cell service fails.

For more details on emergency communication and coordination, refer to the Communication and Warning & EOC Position Binder Annexes of this plan.

# INFORMATION COLLECTION, ANALYSIS, AND DISSEMINATION

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## Information Collection & Analysis

### Before an Incident

Information is often provided before an incident occurs from sources such as weather reports, National Oceanic Atmospheric Administration (NOAA) alerts, levee monitoring data, crime reports, and credible threats of intentional events. Advanced notice information can be used to activate the EOC, prepare emergency management and response personnel, and provide information to the city population. This advanced information can increase the preparedness level of emergency management and response personnel, by helping them anticipate the number of responders and material resources needed for the incident. Advanced information is also used to notify people that might be living in harm's way, and supports individuals and their families with preparing for, or evacuating from, the hazardous situation, greatly reducing the number of people who might otherwise be harmed.

### During an Incident

Establishing a common operating picture and maintaining situational awareness are essential to effective incident management. Information will be gathered by responders on scene, communications centers, dispatch centers, the media, and the public. The EOC serves as the hub for information collection, analysis, and dissemination of information relating to the incident or event. Information will be analyzed and verified for accuracy by stakeholders, departments, agencies, and organizations. Information collected from open-source public resources will also be processed through rumor control and documented by the respective EOC sections. The EOC director will work with section chiefs, the PIO, and liaisons to determine what information should be disseminated to responders, EOC staff and stakeholders, and the public.

### After an Incident

Information collected throughout emergency operations will be documented by members of the Planning Section. This information will be used during the recovery phase of the emergency to develop a history of actions and expenditures related to the disaster and for the after-action report which documents effective practices/tools and areas of improvement, including additional training and resource needs. In addition, the city and other agencies, entities, and organizations involved in the emergency management and response operations will collect information related to social and economic impacts for the emergency, relief support provided, and ongoing recovery operations.

## Information Dissemination

Information that needs to be provided to responders will be disseminated via the on-scene incident command staff. Information that needs to be distributed to other levels of government, other agencies and departments outside the city, and the private sector will be shared through the EOC, as necessary, to ensure public safety, economic integrity, and effective resources for response and recovery. Information that needs to be shared with the public will be disseminated via the EOC's Public Information Officer (PIO), in coordination with

## EMERGENCY OPERATIONS PLAN - *Basic Plan*

the EOC director. The PIO will utilize available media outlets, including social media, RPTV, and Alert South Bay, to get necessary information to the public as soon as possible.

Periodic EOC briefings and situation reports update agencies, departments, and organizations of the current incident status. Briefings should occur at least once per shift, with the understanding that the schedule will be adjusted to suit the needs of the situation.

The City contracts law and fire service with Los Angeles County Sheriff's Department and Los Angeles County Fire Department, respectively. As both agencies have their own Public Information Officers, most activations of the EOC will also include the activation of a Joint Information Center (JIC). The JIC plays a large role in information collection, analysis, and dissemination, provides support to the City, and ensures public information is consistent.

### Tools for Information Dissemination

The City utilizes its social media accounts (NextDoor, Instagram, X, and Facebook), website, List Serv, MyRPV app, RPTV, and connections with local media and partners to push out messaging regularly and during emergencies. During active emergencies, the City amplifies first responder messaging and creates an incident webpage and banners to quickly connect residents to incident webpages. Further, the City utilizes the following tools to expand the reach of messaging to residents during emergencies. When these communication systems fail, the City and first responders may use door-to-door knocks, loudspeakers, and information centers to share urgent emergency information with residents

- **Genasys:** The Palos Verdes Peninsula cities have established predefined emergency zones to streamline communication with the public during incidents requiring protective action (e.g., shelter-in-place or evacuation). These zones are integrated into the Genasys Map and embedded within PVPReady.gov, the Peninsula-wide website that provides emergency information to the community. Through the Genasys platform, the City can update zone status and related information in real time, including evacuation routes and emergency facility locations. This capability enhances situational awareness and supports the safe and efficient movement of residents during and after an incident.
- **Alert South Bay:** A local alert and warning system for the South Bay of Los Angeles County, including Rancho Palos Verdes, that utilizes the Everbridge software. Residents can opt into this alert system and receive texts, calls, and email emergency notifications and alerts for all areas within the region that they sign up for.
- **Integrated Public Alert & Warning System (IPAWS):** FEMA's national system for local alerting providing emergency and life-saving information to the public through mobile phones using Wireless Emergency Alerts (WEA), radio and television via the Emergency Alert System (EAS), and on NOAA Weather Radios. Trained City staff can access IPAWS, using the Everbridge Software, to provide emergency alerts without needing resident opt in.
- **Radio Broadcasts:** Local radio stations, hand-held radios, GMRS Radios, and Amateur Radios, also known as HAM Radio, can be used during emergencies that impact cellular service to provide emergency information and guidance to residents.

*Refer to the Communication and Warning Annex and EOC Position Binder Annexes for more information on internal and external emergency communication and information processes.*



### ADMINISTRATION, FINANCE, AND LOGISTICS

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All assets (personnel, facilities, and equipment) of the City will become the purview of the EOC to direct in any way necessary to respond to an emergency. Day-to-day functions that do not contribute directly to the disaster operation may be suspended for the duration of an emergency. Efforts normally required for routine activities may be redirected to accomplish emergency tasks. During an emergency response, City employees not otherwise assigned emergency disaster related duties will, unless otherwise restricted, be made available to augment the work of their department, or other City departments, if required.

City employees may not be at peak efficiency or effectiveness during a disaster if the status of their households is unknown or in doubt. Employees who are assigned disaster response duties are encouraged to make arrangements with other employees, friends, neighbors, or relatives to check on their immediate families in the event of a disaster and to communicate that information to the employee through the City EOC.

All local activities will be carried out in accordance with federal nondiscrimination laws. It is the City's policy that no service will be denied on the basis of race, religion, national origin, age, sex, marital status, veteran status, sexual orientation, or the presence of any sensory, mental, or physical disability.

The following departments provide financial, accounting, procurement and human resource management services on a day-to-day basis and during emergencies:

- **Finance.** The Finance Department is responsible for all cash management functions, accounting functions, and ensuring compliance with the annual adopted budget. Finance Department staff will fill the City EOC's Finance Section
- **Public Works.** The Public Works Department conducts bids for major capital projects and professional services in strict compliance with Rancho Palos Verdes Municipal Code Title 2, Chapter 2.44: Purchasing System. Depending on the nature of work being bid, and the estimated value of the resulting purchase or contract, the Public Works Department may directly seek informal bids in order to secure the product or service. Other products or services of a higher value may require joint participation with the Finance Department and ultimate approval of the City Manager or City Council. Public Works Department staff will primarily work in the Operations Section of the City EOC.
- **Administration.** The City Human Resources Division is responsible for personnel recruitment and selection activities, labor negotiations, job classification and compensation analysis, employee benefits administration, organizational development and training, the Employee Assistance Program, discipline and grievance handling, and employee recognition.
- **Logistics.** The Recreation and Parks Department administers the City's parks, facilities, and associated activities and will serve primarily in the EOC Logistics Section.

In addition to adhering to Rancho Palos Verdes Title 2, Chapter 2.44 "Purchasing System," the City of Rancho Palos Verdes will comply with the following Codes of Federal Regulations (CFR) for Documentation, Time, Compensation and Cost Accounting, and Purchasing and emergency procedures as outlined in the California Emergency Services Act (CESA) Legal Authority for Emergency Expenditures and the California Disaster Assistance Act (CDAA), as noted below:



## EMERGENCY OPERATIONS PLAN - *Basic Plan*

- 2 CFR Part 200 (200.333 Record Retention through 200.337, Restrictions on public access to records)
- 2 CFR Part 200 (200.430 Compensation—personal services - 200.439 Equipment and other Capital Expenditures)
- 2 CFR Part 200 (200.318 General Procurement Standards - 200.326 Contract Provisions)
- CESA, Article 16 (8654.b Authority of Governor during emergency or major disaster)
- CDAA, Article 4 Allocations to Local Agencies and Article 5 – Funds

The City of Rancho Palos Verdes should comply with their own procurement procedures in accordance with applicable state and local laws and regulations, provided they conform to applicable federal laws and standards. If there is a question regarding applicable law(s), ordinance(s), etc., the more stringent policy shall apply. Any reimbursable expenditures must be processed and documented as required by federal laws and standards.

### **Documentation**

Documentation is a key component of an incident response; allowing the city to track and recover costs, manage limited resources, keep a historical record of incident impacts and response, address insurance needs, develop mitigation strategies, and apply for reimbursement from the State and Federal Governments. Maintenance of administrative records continues through all phases of an emergency. In preparation for an emergency, training and appropriate forms are provided to the city's emergency response organization. During a response, entities ensure adequate documentation is collected through the Documentation Unit at the Incident and EOC. Finally, after the response has been terminated, records should be protected and maintained for audit purposes. The Cost Unit is responsible for cost recovery records and assisting in collecting any missing information. Problem areas are identified, corrective measures taken, and employees retrained in the proper, updated procedures.

Incident Command in the field will be instrumental in monitoring and documenting needs and requests to the EOC. The City EOC Finance Section will be responsible for maintaining records on damage assessment expenditures, recovery cost expenditures, insurance related documents, personnel overtime and other cost associated with the emergency. The Planning Section will maintain copies of documents that are integral to Emergency Operation Center functions such as EOC Action Plans, Situation Status Logs, and Position Logs, that together make up the history and chronology of the emergency. The Operations Section will conduct damage assessments and provide results to the rest of the EOC.

Documentation is required for the following disaster-related activities:

- Staff overtime
- Emergency protective measures
- Mutual aid support from other jurisdictions
- Contracted emergency services and equipment
- Disaster debris removal
- Inspections, repairs, and reconstruction of City facilities

### **Finance**

Pre-disaster the City should take steps to educate local first responders and city staff on procedures to ensure proper documentation for cost recovery. During disasters, the EOC Finance

& Administration will manage all financial, administrative and cost analysis aspects of an emergency. Initially, this work may be done in the EOC, but in later stages of the emergency this function may be accomplished at alternate locations and/or concurrently within the bounds of normal operating procedures. The Finance Section is responsible for the following:

- Expenditures
- Purchase authorizations
- Timekeeping records (Force Account Labor)
- Equipment use (Force Account Equipment)
- Vendor contracting
- Property damage
- Injury claims
- Cost accounting

The EOC Finance & Administration Section works closely with the EOC Logistics Section to ensure proper documentation of human, equipment, and other resources, as well as procurement processes.

### **Emergency Purchasing**

RPV Municipal Code Title 2, Chapter 2.44.140, authorizes the immediate purchase of services, supplies, or equipment if the city manager finds that exigent circumstances require them, allowing for quicker response capabilities. City event documentation shall be captured and tracked by various methods which may include activating one or more “Emergency Activity Account Codes” and/or establishing a “Disaster Fund” in the City’s financial accounting system based upon the size and complexity of the emergency response required. The City’s financial accounting system tracks all expenses associated with a particular function.

### **Reimbursement**

Disaster-related expenditures and obligations of the City may be reimbursed under a number of federal programs, such as the Public Assistance Program. The federal government may authorize reimbursement of approved costs for work performed in the restoration of certain public facilities after a major disaster declaration by the President of the United States under the statutory authority of certain federal agencies. Further, damage to City equipment and facilities may be covered by current insurance policies.

### **Audits**

Audits of state and local jurisdiction emergency expenditures will be conducted in the normal course of state and local government audits. Audits of projects approved for funding through federal disaster assistance are necessary to determine the eligibility of the costs claimed by the applicant. The City recognizes that proper documentation in accordance with established codes and regulations is essential for state and/or federal reimbursement.

### **Resource Management**

The EOC Logistics Section provides guidance for coordinating resources needed to support planned events, emergency response and recovery operations. The Logistics Section primarily addresses protocols, processes, and systems for requesting, utilizing, tracking and reporting resources that are outside the standard practices of pre-existing discipline-specific mutual aid agreements (e.g., Fire and Law Enforcement). The EOC Logistics Section’s main functions include,

but are not limited to:

- Identification of Logistics / Resource Requirements
- Inventory of Resources
- Requesting Resources
- Ordering and Acquiring Resources
- Mobilizing Resources
- Resource Allocation and Prioritization
- Resource Tracking and Reporting
- Donations and Volunteer Management
- Certification and Credentialing
- Demobilization
- Reimbursement

To ensure proper documentation and to maximize cost recovery, the EOC Logistics Section works closely with the EOC Finance Section.

### **Disaster Service Workers**

Under California Government Code, Section 3100-3109, all public employees are obligated to serve as Disaster Service Workers. Public employees (civil service) are all persons employed by any county, city, state agency or public district in the State of California. Disaster Service Workers provide services and support during declared emergencies or disasters. In the event of a major emergency or disaster, City employees may be called upon to perform certain duties in support of emergency management operations, such as serve in a position in the Emergency Operations Center, support shelter operations, or work at a logistics base in the field.

- City employees may be required to work at any time during a declared emergency and may be assigned to disaster service work
- Assignments may require service at locations, times and under conditions other than normal work assignments
- Assignment may include duties within the Emergency Operation Center, in the field or at another designated location

Under no circumstances will City employees that do not usually have a response role in their day-to-day responsibilities be asked to perform duties or functions that are hazardous, that they have not been trained to perform or are beyond their recognized capabilities. If the City cannot meet staffing needs for an incident, they will follow the mutual aid procedures outlined in the Direction, Control, and Coordination section of this plan.

*Additional details regarding Emergency Operations Finance and Administration can be found in EOC Position Binder Annex and Recovery Annex.*

*Information regarding mutual aid can be found in the Direction, Control, and Coordination Section of this Plan.*

*Information on available City resources and contracts/agreements to supplement equipment and facilities can be found in the City's Continuity of Operations Plan (COOP).*

### PLAN DEVELOPMENT AND MAINTENANCE

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City Management, in coordination with City staff and relevant stakeholders is responsible for revising the EOP to enhance the conduct of response operations and will prepare, coordinate, publish and distribute any necessary changes to the plan to all entities as shown on the Record of Distribution Section of this Plan. Significant Plan updates will be approved by the City of Rancho Palos Verdes City Council. To ensure the EOP is a relevant, up-to-date tool, and in compliance with State-level regulations, the City of Rancho Palos Verdes EOP will be reviewed and updated every three (3) years. All Updates should incorporate new relevant plans, guidance, laws, and procedures and updates to plans, procedures, and laws described throughout this plan. Plan updates should include input from City Staff, the EPC, relevant partners and stakeholders, and the public.

The EOP is a living document, subject to change at any time. Changes to improve the plan will be incorporated into the plan based on lessons learned from drills, exercises, and local and regional emergencies, changes in emergency or government structures at the local (City and/or County/OA), state and/or federal levels, and stakeholder feedback. The need for significant changes to the EOP may precipitate an out-of-cycle emergency update and/or review. Changes to the plan prior to the next update, that are not deemed substantial by the city manager, will be listed in the Attachment: Record of Changes.

Annexes to the Plan are designed to readily adapt to changes in policy, processes and to the specifics of various hazards, which can occur frequently. Annexes will be developed and updated on an ongoing basis, and at a minimum, in cycle with revisions to the Basic Plan, every three years.

The EOP Basic Plan, and all Attachments and Annexes incorporated within it shall be:

1. Kept as a “Master Copy” on paper and electronically on the City of Rancho Palos Verdes network and on a memory stick in the EOC closet.
2. Distributed to all EOC staff with the primary role in an EOC position (as shown on the internal EOC organization chart in the EOC Position Binder Annex. A list of Plan holders will be maintained by the City’s Emergency Management Coordinator.
3. Stored in the EOC closet/supply area at both the primary and alternate EOC site. Five (5) hard copies and electronic memory stick copies of the Plan (one for the EOC Director and each Section Chief)
4. Posted on the City’s website for public access; with sensitive information redacted from the plan, attachments, appendices, and annexes.

#### **After Action Report**

After every exercise or incident, an after-action review should be conducted, and an After-Action Report (AAR) should be completed. The EOC Coordinator is responsible for the development of the AAR and convenes participants to discuss action items and solicit recommendations for improvement. The purpose of an AAR is to analyze response efforts, identify strengths to be maintained and built upon, identify areas for further improvement, and to support the development of corrective actions. Corrective actions may encompass anything from detailed recommendations for improving individual agency plans and procedures to broader system-wide improvements.

Corrective actions are assigned to relevant stakeholders and tracked to ensure the identified problem has been addressed. Findings and recommendations in the contents of the AAR will be used to further develop and update the city EOP, as necessary. AAR development will include the input of all personnel involved in the incident or exercise.

The AAR will provide, at a minimum:

- Response actions that were taken.
- Application of SEMS during response.
- Necessary modifications to plans and procedures that are needed.
- Lessons learned.
- Noted areas of improvement.
- Best practice implementations proposed.
- Training needed.
- Recovery activities conducted to date.
- Additional information, as appropriate.

SEMS regulations under Title XIX, Division 2, Chapter 1, Section 2450(a) requires any federal, state, or local jurisdiction proclaiming or responding to a Local Emergency for which the governor has declared a State of Emergency or State of War Emergency to complete and transmit an AAR to Cal OES within 90 days of the close of the emergency period.

### **Training & Exercises**

Planning alone will not achieve preparedness or build and maintain resilience. Training and exercising this plan and its annexes are essential to make emergency operations personnel, and their support systems, operationally ready.

#### **Training**

The City of Rancho Palos Verdes requires new employees to attend training on their responsibilities relating to serving as a Disaster Service Worker (DSW). Each public employee takes an oath upon entrance into public service stating their knowledge and willingness to serve as a DSW. The expectations and regulations relating to the service will be included in the City's DSW Training.

All city staff who may hold a position in the EOC are required to complete training related to emergency management operations. The City's Emergency Management Coordinator will work with staff designated for each EOC position to conduct regular training and maintain training records. All outsourced/contracted Fire and Law Enforcement staff will maintain their training records with their respective departments.

A multi-year training and exercise schedule is being developed to identify and prioritize the levels of training and exercises for each EOC position City Staff may fill. This schedule will align with other training and exercises within the operational area to ensure practice and integration with OA partners as often as possible. Once developed, the training and exercise schedule, will be included in the Annex: EOC Position Binders: Management Section, along with a regularly updated log of completed training by City Staff.

The table below provides the basic NIMS training recommendations for City staff to adhere to

## EMERGENCY OPERATIONS PLAN - *Basic Plan*

### Exercises

The best method for putting training to the test and for allowing staff to demonstrate and practice their skills in a near real-world situation is through exercises. Exercises allow personnel to become thoroughly familiar with the procedures, facilities and systems which will be used in emergency situations. Following the Homeland Security Exercise and Evaluation Program (HSEEP) doctrine and best practices, a regular exercise program should be progressive, and exercises can be accomplished in several ways.

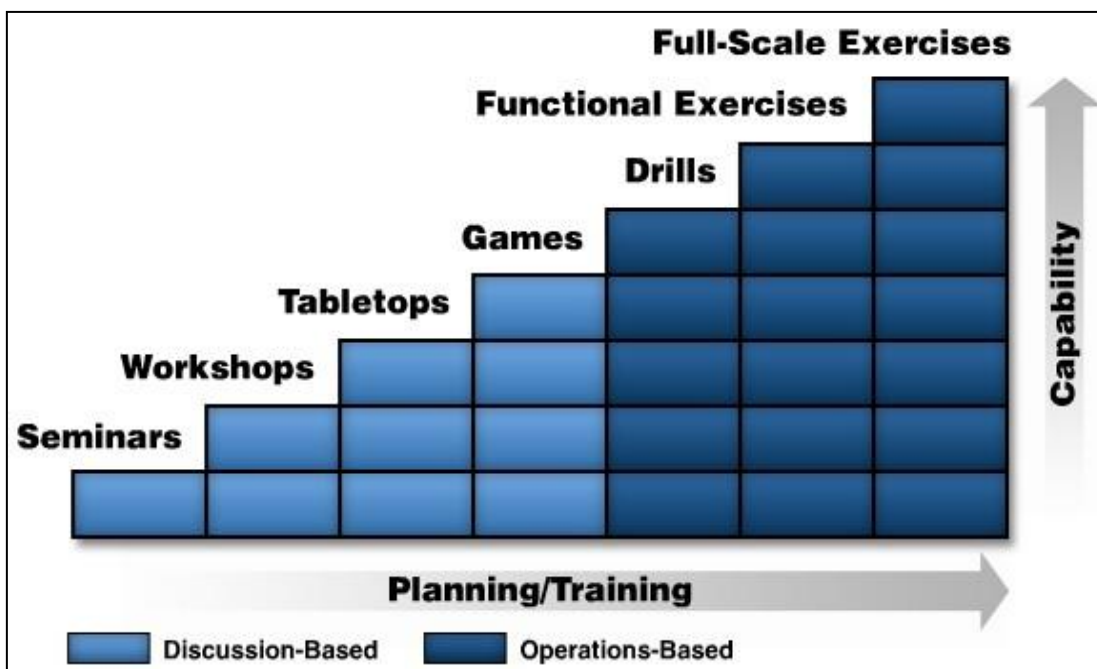
**Drills.** Small, organized exercise that tests one specific action, such as evacuation of a building, or sheltering-in-place.

**Tabletop Exercises.** Provide a convenient and low-cost method of introducing officials to emergency situations for discussion and problem solving. Such exercises are a good way to see if adequate emergency policies and procedures exist.

**Functional Exercises.** Simulation of actual emergencies. These exercises typically involve complete emergency management staff and are designed not only to exercise procedures, but to also test the readiness of personnel, communications, and facilities.

**Full-Scale Exercises** (also known as Field Exercise) Involve the actual movement of people and equipment to respond to a simulated event in the field. EOCs are activated, as well as the field component to provide all players with as realistic an experience as possible. These exercises are the final step in the exercise progression and provide all players with valuable information. These “lessons” can then be applied to existing plans to improve response.

The City will hold an EOC Tabletop Exercise and an EOC Functional Exercise Annually, along with hosting a full-scale exercise every five years.



### AUTHORITIES AND REFERENCES

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

#### **City of Rancho Palos Verdes**

2. City of Rancho Palos Verdes Municipal Code Title 2, Chapter 2.24, Disaster Council (last updated 1974)
3. City of Rancho Palos Verdes Emergency Services Ordinance No. 55, adopted in 1974 by the City Council.
4. Resolution No. 90-36, adopting the Public Works Mutual Aid Agreement, adopted 1990.
5. Resolution No. 74-79 adopting the Master Mutual Aid Agreement, adopted 1974.
6. Resolution No. 97-30 adopting the SEMS Multi-Hazard Functional Plan, adopted 1997.
7. Agreement, Joint Powers Act, Area “G” Cities and the County of Los Angeles; City became a signatory in 1974.
8. Resolution No. 74-80 adopting Workers Compensation Benefits for Disaster Service Workers, adopted 1974.
9. Resolution No. 79-87 authorizing Workers Compensation Benefits to any person who volunteers to perform services for the City, adopted 1979.
10. 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.
11. Resolution No. 2018-72 appointing standby officers for the City Council.
12. City of Rancho Palos Verdes & Rolling Hills Estates Multijurisdictional Hazard Mitigation Plan (updated 2020)
13. City of Rancho Palose Verdes General Plan (2018)
14. City of Rancho Palos Verdes Continuity of Operations Plan (COOP) (2017)
15. City of Rancho Palos Verdes Memorandum of Understanding with the Salvation Army
16. City of Rancho Palos Verdes Facilities Agreement with the American Red Cross

#### **County of Los Angeles**

17. Los Angeles County Operational Area Emergency Operations Plan (2023)
18. County of Los Angeles Resolution, adopting the California Master Mutual Aid Agreement, adopted November 28, 1950
19. Los Angeles County Operational Area Emergency Alert System Plan (1999)
20. County of Los Angeles Hazardous Materials Area Plan (1992)



## EMERGENCY OPERATIONS PLAN - *Basic Plan*

21. Los Angeles County Law Enforcement Mutual Aid Compact
22. Los Angeles County Fire Service Operational Area Mutual Aid Plan
23. County of Los Angeles All-Hazard Mitigation Plan
24. Los Angeles County Operational Area Family Assistance Center Plan
25. Los Angeles County Emergency Services Code of Ordinances Chapter 2.68 as amended
26. Los Angeles County Operational Area Emergency Response Plan and all annexes

### **State of California, Office of Emergency Services**

27. Article 9, Emergency Services, Section 8605 of the Government Code, Operational Areas
28. California Constitution
29. California State Contingency Plan for Extreme Cold/Freeze Emergencies
30. California State Contingency Plan for Excessive Heat Emergencies
31. California Disaster Assistance Act (California Government Code, Title 2, Division 1, Chapter 7.5)
32. California Emergency Management Mutual Aid Plan (November 2012)
33. California Emergency Resources Management Plan
34. California State Emergency Water Procurement Distribution Guidance (2014)
35. State of California Alert and Warning Guidelines (2019)
36. Electric Power Disruption Toolkit for Local Government (2020)
37. California Emergency Services Act (Chapter 7 of Division 1 of Title 2 of the State of California Government Code)
38. California Fire and Rescue Operations Plan
39. California Law Enforcement Mutual Aid Plan (2014)
40. California Master Mutual Aid Agreement
41. California Natural Disaster Assistance Act; Chapter 7.5 of Division 1 of Title 2 of the Government Code
42. California State Emergency Plan (2024) and sub-plans/Annexes
43. California Hazardous Materials Incident Contingency Plan
44. California Oil Spill Contingency Plan (Government Code §§ 8670.1, et seq.)
45. California Government Code, Title 1, Chapter 4, Division 8, Section 3100 - Disaster Service Workers
46. California Government Code, Title 1, Chapter 4, Division 8, Section 8635 - Continuity of Government

## EMERGENCY OPERATIONS PLAN - *Basic Plan*

47. California Government Code, Title 19, Public Safety, Div. 1, CAL OES, Chapter 2, Emergency and Major Disasters, Subchapter 3, Disaster Services Worker Volunteer Program
48. 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
49. Disaster Assistance Procedure Manual (State Office of Emergency Services)
50. Emergency Managers Mutual Aid Plan (dated November 1997)
51. Executive Order S-2-05, National Incident Management System Integration into the State of California
52. Governor's Orders and Regulations for a War Emergency, 1971
53. Southern California Catastrophic Earthquake Response Plan
54. 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)

### **Federal**

55. 1995 Presidential Memorandum "Emergency Alert System (EAS) Statement of Requirements"
56. A Whole Community Approach to Emergency Management: Principles, Themes and Pathways for Action (December 2011)
57. A Guide to Federal Aid and Disasters (DAP-19)
58. Age Discrimination Act of 1975, Public Law (Pub. L.) 94-135, 42 United States Code (U.S.C.) § 6101–6107
59. ADA Amendments Act (2008), P.L. 110-325, and those associated with them
60. Americans with Disabilities Act of 1990, as amended by the Americans with Disabilities
61. Architectural Barriers Act of 1968, 42 U.S.C. 4151 et seq.
62. Civil Defense Act
63. Civil Rights Act of 1964, Title VI, Pub. L. 88-352
64. Code of Federal Regulations, Title 44, Chapter I, Federal Emergency Management Agency, October 1, 2009
65. Consolidated Appropriations Act, 2008, Pub. L. 110-161
66. Continuity Guidance Circular, February 2018
67. Debris Removal Guidelines for State and Local Officials (FEMA DAP-15)
68. Developing and Maintaining Emergency Operations Plans Comprehensive Preparedness Guide (CPG) 101 Version 4.0 (May 2025)

## EMERGENCY OPERATIONS PLAN - *Basic Plan*

69. Digest of Federal Disaster Assistance (DAP-21)
70. Disability, Access and Functional Needs Emergency Management Planning Guidance (June 2015)
71. Disaster Mitigation Act of 2000, Pub. L. 106-390
72. Disaster Recovery and Reform Act, Pub. L. 115-254
73. Disaster Relief Appropriations Act of 2013, Pub. L. 113-2, Division A
74. Education Amendments of 1972, Pub. L. 92-318
75. Emergency Management Assistance Compact (EMAC) (1996)
76. Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, August 11, 2000
77. Executive Order 13228, Office of Homeland Security, October 8, 2001
78. Executive Order 13347, Individuals with Disabilities in Emergency Preparedness, July 26, 2004
79. Executive Order 13407 - Public Alert and Warning System
80. Executive Order 13985, Advancing Racial Equity and Support for Underserved Communities Through the Federal Government, January 20, 2021
81. Fair Housing Act, as amended, 42 U.S.C § 3601 et seq.
82. Federal Continuity Directive 1, January 17, 2017
83. Guidance on Planning for Integration of Functional Needs Support Services in General Population Shelter, November 2010
84. Hazardous Materials Emergency Planning Guide, NRT-1 and Plan Review Guide, NRT-1A: (Environmental Protection Agency's National Response Team)
85. Homeland Security Act of 2002, 6 U.S.C. § 101, et seq., as amended
86. Homeland Security Presidential Directive 5 (HSPD-5), Management of Domestic Incidents, February 28, 2003
87. HSPD-7, Critical Infrastructure Identification, Prioritization, and Protection, December 17, 2003 Comprehensive Preparedness Guide 101 110
88. Homeland Security Presidential Directive 8, National Preparedness, December 17, 2003
89. National Incident Management System (NIMS)
90. National Infrastructure Protection Plan 2013: Partnering for Critical Infrastructure Security and Resilience, 2013
91. National Response Framework (As revised)
92. NUREG-0654 FEMA-REP-1 Rev. 2: Criteria for Preparation and Evaluation of Radiological Emergency Response Plans and Preparedness in Support of Nuclear Power Plants,

## EMERGENCY OPERATIONS PLAN - *Basic Plan*

December 2019

93. Occupational Safety and Health Act of 1970, Pub. L. 91-596
94. Older Americans Act (1965), Title III
95. National Fire Protection Association (NFPA) Standard 1600
96. Pets Evacuation and Transportation Standards Act of 2006, Pub. L. 109-308
97. Post-Katrina Emergency Management Reform Act of 2006, as amended, Pub. L. 109-295, Title VI
98. PPD-21: Critical Infrastructure Security and Resilience, February 12, 2013
99. PPD-40, National Continuity Policy, July 15, 2016
100. Presidential Decision Directive (PDD) 39 (*U.S. Policy on Counterterrorism*) and 62 (*Combating Terrorism*): terrorism investigations delegated to U.S. Dept. of Justice/FBI
101. Presidential Policy Directive 8 (PPD-8): National Preparedness, March 30, 2011
102. Public Law 107-296, Homeland Security Act, January 2002
103. Public Law 920, Federal Civil Defense Act of 1950, as amended
104. Public Law 93-288, Federal Disaster Relief Act of 1974
105. Rehabilitation Act (1973), Sections 501, 503, 504 and 508, Pub. L. 93-112
106. Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, 42 U.S.C. 5121-5207, as amended
107. Sandy Recovery Improvement Act of 2013, Pub. L. 113-2, Division B
108. Superfund Amendments and Reauthorization Act of 1986, Pub. L. 99-499, as amended
109. Volunteer Protection Act of 1997, Public Law 105-19 (42 U.S.C. §§ 14501-14505)
110. United State of America Constitution and Amendments

### GLOSSARY OF TERMS

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**After-Action Report (AAR):** A post-incident report covering response actions, application of SEMS, modifications to plans and procedures, training needs, and recovery activities.

**Agency:** An agency is a division of government with a specific function, or a non-governmental organization (e.g., private contractor, business, etc.) that offers a particular kind of assistance.

**Agency Representative:** An individual assigned to an incident or to an EOC from an assisting or cooperating agency who 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.

**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, and ensure that incidents are properly managed, objectives are met and strategies are followed.

**California Office of Emergency Services (Cal OES):** The Governor's Office of Emergency Services.

**City:** Consists of the City's geographic boundaries, to include all citizens, governmental entities and departments, businesses and non-profit organizations within the bounds of the City, and/or those individuals and entities operating or transiting the City of Rancho Palos Verdes.

**Communication Systems:** Overall process, structure, and components that work together to transfer information from one place or person to another.

**Communication Technology:** Tools, devices, and equipment used to transmit, receive, or process information.

**Continuity of Operations Plan (COOP):** A plan designed to guide a jurisdiction or organization in maintaining its critical functions and services during an emergency.

**Disaster/Emergency:** "Emergency" and "Disaster" are used interchangeably in this document and refer to events where the City and its residents face extensive damage, loss, or disruptions to regular operations.

**Disaster Management Area Coordinator (DMAC):** The mission of DMACs is to coordinate with Area cities in planning for preparedness, mitigation, and recovery from disasters. Before a

## EMERGENCY OPERATIONS PLAN - *Basic Plan*

disaster, the DMAC supports City emergency planning, training, exercises, as a subject matter expert and for support in regional coordination with neighboring cities and the County. During large scale disasters, DMACs responsibilities include, but are not limited to, sharing emergency related information between the cities and the Los Angeles County/OA EOC, assisting with the resource requests elevated to the OA, and advocating for their cities while serving as liaisons to the OA. DMACs maintain a seat within the OA EOC.

**Emergency Operations Center (EOC):** A location from which centralized emergency management can be performed. EOC facilities are established by an agency or jurisdiction to coordinate the overall agency or jurisdictional response and support to an emergency.

**Emergency Operations Plan (EOP):** The plan that each jurisdiction has and maintains for responding to appropriate hazards.

**EOC Action Plan:** The plan developed in an EOC, which contains objectives, actions to be taken, assignments and supporting information for the next operational period.

**Hazard:** Any natural or manmade danger that could cause an emergency or disaster to occur if it is not prevented, mitigated against, or quickly addressed.

**Incident:** An occurrence or event, either human-caused or by natural phenomena, that requires action by emergency response personnel to prevent or minimize loss of life or damage to property and/or natural resources.

**Incident Commander (IC):** The individual responsible for the command of all functions at the field response level.

**Incident Command Post (ICP):** The location at which the primary command functions are executed. The ICP may be co-located with the incident base or other incident facilities.

**Incident Command System (ICS):** The nationally used standardized on-scene emergency management concept specifically designed to allow its user(s) to adopt an integrated organizational structure equal to the complexity and demands of single or multiple incidents without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, with responsibility for the management of resources to effectively accomplish stated objectives pertinent to an incident.

**Joint Information Center (JIC):** A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media at the scene of the incident. Public information officials from involved agencies should co-locate at the JIC.

**Joint Information System (JIS):** Integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, timely information



## EMERGENCY OPERATIONS PLAN - *Basic Plan*

during crisis or incident operations. The mission of the JIS is to provide a structure and system for developing and delivering coordinated interagency messages; developing, recommending, and executing public information plans and strategies on behalf of the Incident Commander; advising the Incident Commander concerning public affairs issues that could affect a response effort; and controlling rumors and inaccurate information that could undermine public confidence in the emergency response effort.

**Local Assistance Center (LAC):** Local Assistance Centers are opened by the City or County to assist communities by providing a centralized location for services and resource referrals for unmet needs following a disaster.

**Master Mutual Aid Agreement:** An agreement entered into by and between the State of California, its various departments and agencies, and the various political subdivisions, municipal corporations, and other public agencies of the State of California to assist each other by providing resources during an emergency.

**Mitigation:** The activities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident. Mitigation measures may be implemented prior to, during, or after an incident. Mitigation measures are often formed by lessons learned from prior incidents. Mitigation involves ongoing actions to reduce exposure to, probability of, or potential loss from hazards. Measures may include zoning and building codes, floodplain buyouts, and analysis of hazard-related data to determine where it is safe to build or locate temporary facilities. Mitigation can include efforts to educate governments, businesses, and the public on measures they can take to reduce loss and injury.

**Mobilization:** The process and procedures used by all organizations Federal, state and local for activating, assembling, and transporting resources that have been requested to respond to or support an incident.

**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 multijurisdictional environment. A MAC Group functions within the MACS. MACS organizations are used within the California Fire Services.

**Mutual aid** occurs when two or more parties agree to furnish resources and facilities and to render services to each other to prevent and combat any type of disaster or emergency.

**Mutual Aid Agreement:** Written agreement between agencies and/or jurisdictions in which

## EMERGENCY OPERATIONS PLAN - *Basic Plan*

they agree to assist one another upon request, by furnishing personnel and equipment.

**National Incident Management System (NIMS):** A system mandated by HSPD-5 that provides a consistent nationwide approach for Federal, State, local, and tribal governments; the private sector; and non-governmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity.

**Operational Area (OA):** An intermediate level of the state emergency organization, consisting of a county and all political subdivisions within the county area. For Rancho Palos Verdes, the OA refers to Los Angeles County.

**Public Information Officer (PIO):** 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 Public Information Officer per incident, though the PIO may have assistants.

**Resources:** Personnel and equipment available, or potentially available, for assignment to incidents or to EOCs. Resources are described by kind and type, and may be used in tactical support or supervisory capacities at an incident or at EOCs.

**Section:** The organization level with responsibility for a major functional area of the incident or at an EOC, i.e. Operations, Planning & Intelligence, Management, Logistics, and Finance & Administration.

**Section Chief:** The ICS title for individuals responsible for command of EOC Sections.

**Special District:** A unit of local government (other than a city or 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 a joint-powers authority established under section 6500 et seq. of the Code.

**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 Response, Local Government, Operational Area, Region, State.

**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.

RECORD OF CHANGES

The City of Rancho Palos Verdes’ Disaster Council and the City’s Emergency Management Coordinator may update the EOP at any time based on lessons learned from exercises or real emergencies and will conduct a full update every three years. Significant changes to the EOP will be presented to the Disaster Council for approval as soon as possible, while small changes will be provided below and presented during the next full EOP update.

DATE OF REVISION	REVISION DESCRIPTION	SECTION / COMPONENT	REVISION COMPLETED BY

### ANNEXES

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While the Basic Plan covers general emergency policy and doctrine, many functions require more specific and detailed guidelines and discussions of policies.

The EOP currently has an ***EOC Position Binder Annex***, which provides a playbook for how to perform the roles for each EOC position, including a position checklist and relevant forms.

The City plans to develop additional annexes before the next EOP update to include:

1. ***Functional Annexes*** that provide guidance on functions or operations that cut across most or all emergencies, such as debris management or recovery.
2. ***Hazard-Specific Annexes*** that focus on the unique circumstances and response needs for each hazard the city is at risk of experiencing (ex. Wildfire, earthquake).

*The City reserves the right to add additional Annexes in the future. Due to the sensitivity of the information contained in the Annexes, portions of these annexes may be redacted from public view, including portions of the EOC Position Binders and the City Continuity of Operations Plan.*