

# EMERGENCY OPERATIONS PLAN CROSSWALK FOR PLAN REVIEW



Jurisdiction Name: City of Culver City

Name of Submitter: Christine Parra Phone: (310) 253-5909

Reviewing Agency: \_\_\_\_\_ Review Date: \_\_\_\_\_

Name of Reviewer: \_\_\_\_\_ Phone: \_\_\_\_\_

**Purpose:** This emergency plan review crosswalk is a quick reference for determining whether an emergency plan has addressed critical elements of California's Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS). This crosswalk serves as general guidance for Emergency Operations Plan (EOP) review and may not be "all inclusive".

## NIMS

### Requirement

#### for EOPs:

Each jurisdiction develops an EOP that defines the scope of preparedness and incident management activities necessary for that jurisdiction. The EOP should also describe organizational structures, roles and responsibilities, policies, and protocols for providing emergency support. The EOP facilitates response and short-term recovery activities (which set the stage for successful long-term recovery). It should drive decisions on long-term prevention and mitigation efforts or risk-based preparedness measures directed at specific hazards. An EOP should be flexible enough for use in all emergencies. A complete EOP should describe the purpose of the plan, situation and assumptions, concept of operations, organization and assignment of responsibilities, administration and logistics, plan development and maintenance, and authorities and references. It should also contain functional annexes, hazard-specific appendices, and a glossary. EOPs should predesignate jurisdictional and/or functional area representatives to the IC or UC whenever possible to facilitate responsive and collaborative incident management. While the preparedness of the public is generally beyond the scope of the NIMS, EOPs should also include pre-incident and post-incident public awareness, education, and communications plans and protocols. (<http://www.fema.gov/nimcast>)

**Instructions:** For each element described below, please enter the location in the plan where the element is described (page number, chapter, section, paragraph, etc.). If this element is not applicable to your plan, list it as such. If the element is contained in another document, list the name of the document as appropriate. If the element is in multiple sections or on multiple pages, please so indicate. A

## EMERGENCY OPERATIONS PLAN CROSSWALK FOR PLAN REVIEW

completed copy of this crosswalk should accompany each local EOP submitted to the OES regional office for review.

**Note:** Each element is identified as a SEMS EOP Element or a NIMS EOP Element. *NIMS EOP Elements are indicated in Italics.*

Emergency Operations Plan Crosswalk Element	Where Located	Reviewer Comment or Initials
<b>FOREWORD SECTION</b>	Intro. - 5	
<b>1. Foreword/Preface/Introduction:</b> Provides a foreword, preface or introduction that explains why the plan was developed and how the plan is to be used (SEMS EOP Element). <i>This section should describe that the plan is flexible enough to use in all emergencies and will facilitate response and short-term recovery activities (NIMS EOP Element).</i>	Intro. - 5	
<b>2. Plan Concurrence:</b> Provides evidence that the assigned emergency agencies are in agreement with how the plan describes their tasks. This may be in the form of a letter of concurrence or a sign-off sheet (SEMS EOP Element).	Intro. – 10-12	
<b>3. Letter of Approval:</b> Provides evidence of a dated letter of promulgation or resolution from the governing board (SEMS EOP Element).	Intro. – 7 Will be inserted after State approval.	
<b>PART I: BASIC PLAN</b>	Part 1 -147	
<b>4. Table of Contents:</b> Listing of where significant parts of the plan are located by page number and subsection of the plan (SEMS EOP Element).	Intro. – 1-2 Part 1 – 1-3 M 1-2, O-1-2, P-1-2, L-1-2, F-1-2,	
<b>5. Purpose:</b> <i>Describes the EOP purpose (NIMS EOP Element).</i>	Part One – 5	
<b>6. Scope:</b> <i>Defines the scope of preparedness and incident management activities necessary for the jurisdiction (NIMS EOP Element).</i>	Part One – 5	
<b>7. Authorities and References:</b> <i>Describes the EOP authorities and references (NIMS EOP Element).</i> Provides authorities for the plan and its development. Identifies the references used in developing the plan (SEMS EOP Elements).	Part One –49-52	
<b>8. Situation and Assumptions:</b> <i>Describes the EOP situation and assumptions (NIMS EOP Element).</i> Summarizes the Jurisdictional Hazard Analysis. Includes a description of potential hazards. This could be in a narrative with maps, schematic, or matrix indicating severity potential, affected population estimates, frequency, and geographical characteristics of the jurisdiction. This and other relevant information should be included to provide a rationale for prioritizing emergency preparedness actions for specific hazards (SEMS EOP Element).	Intro. – 5 Part One – 53-118	
<b>9. Organization, Roles and Responsibilities:</b> <i>Describes organizational structures, roles and responsibilities, policies, and protocols for providing emergency support (NIMS EOP Element).</i>	Part One – 23-30	
<b>10. Standardized Emergency Management System (SEMS) based Emergency Organization:</b> Identifies agency roles and responsibilities during disaster situation, include an emergency organization chart. Indicate how the jurisdiction fulfills the five SEMS sections (Management,	Part One–11-18, Part One -26, M-4, O-4, P-5, L-5, F-6	

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Emergency Operations Plan Crosswalk Element	Where Located	Reviewer Comment or Initials
Plans/Intelligence, Operations, Logistics, Finance/Administration) (SEMS EOP Element).		
<b>11. Emergency Operations Center Organization</b> Describes the roles and responsibilities of agencies and departments in the EOC, including who is responsible for ensuring the readiness of the EOC (SEMS EOP Element). <i>Assignments and notification information is in a confidential/security document that can be found in a separate secure binder in the EOC.</i>	Part One –26, 31-35	
<b>12. Involvement of special districts, private and non-profit agencies.</b> Identifies emergency responsibilities of special districts, private and volunteer agencies, and their roles in the EOC, REOC, Incident Command Post, or other emergency facility (SEMS EOP Element).	Part One – 17-18	
<b>13. Essential Facilities-Primary and Alternate EOC.</b> Indicates the location of both the primary and alternate EOC and what conditions would cause the alternate EOC to be activated (SEMS EOP Element). <i>Essential Facility information is in a confidential/security document that can be found in a separate secure binder in the EOC.</i>	Part One 31-35	
<b>14. Essential Facilities-Activation/Deactivation of EOC.</b> Indicates how, when, and by whom, the Emergency Operations Center will be activated and deactivated (SEMS EOP Element).	Part One 33-34,	
<b>15. Essential Facilities-Alternate Government Facilities.</b> Indicates an alternate seat of government to serve as government offices for performing day-to-day functions and a facility that could serve as an alternate emergency operations center (EOC) (SEMS EOP Element).	Part One - 39	
<b>16. Essential Facilities-Americans with Disabilities Act.</b> Identifies how shelter facilities, evacuation/movement, warning, etc. procedures accommodate the provisions of the Americans with Disabilities Act (SEMS EOP Element).	Part One – 9, M-18, O - 20, 27, 28, P-28, 30, L-20, 22, OS – 7-8	
<b>17. Continuity of Government.</b> Provides persons by position to succeed key government officials and members of the emergency management organization. Also indicates the level and duration of authority these individuals would assume (Gov. Code Sec. 8560) (SEMS EOP Element).	Part One – 37-41	
<b>18. Vital Record Retention.</b> Indicates how vital records are to be protected in the event of a disaster. Most data storage systems have a back-up system. Identify the system, archiving schedules, and who has responsibility for its maintenance (SEMS EOP Element). <i>Vital Record Retention information is in a confidential/security document that can be found in a separate secure binder in the EOC.</i>	Part One – 39-40,	
<b>19. Concept of Operations. Describes the EOP concept of operations (NIMS EOP Element).</b> Includes the principles and methods used to carry out emergency operations, including the provision of emergency services by government agencies (Gov. Code Sec. 8560).	Part One-5 M-3, O-3, P-4, L-4, F-5	
<b>20. Notification and Mobilization.</b> Describes how resources are mobilized and managed (Gov. Code Sec. 8560). Includes methods to contact emergency response personnel during normal and after-hours. This may be in the form of an alert list (SEMS EOP Format). <i>Notification and mobilization procedures are in a confidential/security document that can be found in a separate secure binder in the EOC.</i>	Confidential/ Secure document in EOC	

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Emergency Operations Plan Crosswalk Element	Where Located	Reviewer Comment or Initials
<b>21. SEMS Coordination Levels.</b> Indicates how the jurisdiction coordinates between the different SEMS levels (field, local, operational areas, region, state), how information is exchanged, how and when multi/inter-agency coordination and unified command are used. The Operational Area agreement should also be referenced; and the plan should indicate who performs the Operational Area responsibilities (SEMS EOP Element).	Part One – 12, 16-18, 24, 25, 29,30	
<b>22. Incident Command System (ICS).</b> Indicates how ICS will be used in the field. This should include the interface between the field Incident Command Post and the EOC. It should also indicate methods of integrating state and federal field activities into local emergency management operations (SEMS EOP Element). <i>Predesignates jurisdictional and/or functional area representatives to the IC or UC whenever possible (NIMS EOP Element).</i>	Part One – 11, 14-17 M-19-20,	
<b>23. Field/EOC Communications and Coordination.</b> Indicates how the EOC will coordinate and communicate with field units, operational areas, regions, and other entities, including the use of the Response Information Management System (SEMS EOP Element). <b>LA County uses OARRS.</b>	Part One – 11, 14-17, M-3, PS -13-14 (OARRS)	
<b>24. Field/EOC Direction and Control Interface.</b> Describes the direction and control relationship between the field responders (ICS) and the EOC. This should include the reporting of pertinent information (SEMS EOP Element).	Part One – 11, 14, 16, 17, M- 4, PS -13-14	
<b>25. Field coordination with Department Operations Centers (DOCs) and EOCs.</b> Includes the use and coordination of DOCs and how they fit into the emergency management organization (SEMS EOP Element).	Part One -14, 16, 30	
<b>26. Mutual Aid.</b> Includes a general description of mutual aid system and processes (Gov. Code Sec. 8560) (SEMS EOP Element).	Part One – 43-48	
<b>27. Emergency Declarations.</b> Indicates the purpose and process of emergency declarations (include samples) (SEMS EOP Element).	Part One -7, MS – 7-14	
<b>28. Public Information: Includes pre-incident and post-incident public awareness, education, and communications plans and protocols (NIMS EOP Element).</b> (Gov. Code Sec. 8560)	Part One -5- 7,9, M-15-18 MS – 41-55	
<b>29. Recovery Overview.</b> Includes a general recovery concept of operations (SEMS EOP Element).	Part One – 8,	
<b>30. Recovery Organization.</b> Provides a description of the recovery organization along with a diagram (SEMS EOP Element).	P-7,10, 29-30	
<b>31. Recovery Damage Assessment.</b> Describes the damage assessment organization and responsibilities (SEMS EOP Element).	P-10, 25-26	
<b>32. Recovery Documentation.</b> Describes the documentation process (SEMS EOP Element).	P-10, 23-24, 29-30	
<b>33. Recovery After-action Reports.</b> Includes the OES After-Action Questionnaire (SEMS EOP Element).	PS – 7-12, 29- 38	
<b>34. Recovery Disaster Assistance.</b> Describes the different programs, their purpose, restrictions, and application process. Include Public Assistance, Individual Assistance, and Hazard Mitigation Grant programs (SEMS EOP Element).	PS-15, FS 7-18, 19-35	
<b>35. Administration and Logistics. Describes the administration and logistics of the EOP (NIMS EOP Element).</b>	L-1-30 F-1-22	

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Emergency Operations Plan Crosswalk Element	Where Located	Reviewer Comment or Initials
<b>36. Emergency Plan Maintenance and Distribution. Describes EOP development and maintenance (NIMS EOP Element).</b> Who maintains the emergency plan? What is the process? Details schedules for modifications, revision list, distribution list, and who has responsibility for ensuring the plan is kept up-to-date (SEMS EOP Element).	Intro. – 6, 8,9	
<b>37. Standard Operating Procedures (SOP) Development.</b> Ensures emergency response agencies develop and maintain SOPs. Indicate in the plan the relationship and purpose of SOPs to the plan (SEMS EOP Element).	Intro. – 6, Part One - 6	
<b>38. Training and Exercises.</b> Describes the training and exercise programs for the jurisdiction, including who has personal responsibility for the programs. Training should include EOP orientation, SEMS training, a full-scale exercise, and other training as deemed necessary (SEMS EOP Element).	Part One – 9- 10	
<b>PART II: FUNCTIONAL ANNEXES</b>		
<b>39. Functional Annexes. Contains functional annexes (NIMS EOP Element).</b> Suggested annexes should address the five emergency management functions. They may be as simple as a checklist or as complex as to include function-based concepts of operation.	M-1- 30, O – 1-36 P – 1-32 L – 1-30 F - 1-22	
<b>40. Management Section.</b> Should include the following activities and responsibilities (SEMS EOP Element): <ul style="list-style-type: none"> <li>) Overall EOC management <b>M – 7, M-11</b></li> <li>) Public Information assignment <b>M-15-18</b></li> <li>) Identification of a media center <b>M-15</b></li> <li>) Rumor control <b>M-15</b></li> <li>) Public inquires <b>M-15</b></li> <li>) Provision for public safety communications and policy <b>M-15-18</b></li> <li>) Identification of a Safety Officer <b>M-25-28</b></li> <li>) Facility security <b>M-27-28</b></li> <li>) Agency liaison <b>M-19-20</b></li> <li>) State/federal field activity coordination <b>M-19-20</b></li> </ul>	M-1- 30	
<b>41. Operations Section.</b> Should include the following activities and responsibilities (SEMS EOP Element): <ul style="list-style-type: none"> <li>) General warning <b>O-19, O-20, OS-9-16</b></li> <li>) Special population warning <b>O-20, M-18</b></li> <li>) Authority to activate Emergency Alert System - <b>M-13, (Also in confidential/security documented stored in EOC)</b></li> <li>) Inmate evacuation- <b>O-22</b></li> <li>) Traffic direction and control <b>O-19,21,22</b></li> <li>) Debris removal <b>O-30, 31,35,</b></li> <li>) Evacuation <b>O-22</b></li> <li>) Evacuation and care for pets and livestock <b>O-22, 28 LS-11, Annex A</b></li> <li>) Access control - <b>O-22,23</b></li> <li>) Hazardous materials management - <b>O-15-17 Fire SOPs</b></li> <li>) Coroner operations <b>O-3, 7, 19, 22, OS-25</b></li> <li>) Emergency medical care - <b>O-15-17</b></li> <li>) Transportation management <b>L-19-20</b></li> <li>) Crisis counseling for emergency responders <b>L-15, LS 13-14</b></li> <li>) Urban search and rescue <b>O-15-17 Fire SOPs</b></li> </ul>	O – 1-36	

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<ul style="list-style-type: none"> <li>) Disease prevention and control <b>O-16</b></li> <li>) Utility restoration <b>O-8, 30, 31, 32</b></li> <li>) Flood operations <b>O-23, 30</b></li> <li>) Initial damage assessments <b>O-21, 30, 33- 35, P-25-26</b></li> <li>) Safety assessments <b>O-33-35</b></li> <li>) Shelter and feeding operations <b>O-25-28</b></li> <li>) Emergency food and water distribution <b>O-25-28, L-15, 23-25,27</b></li> </ul>		
<p><b>42. Planning/Intelligence Section.</b> Should include the following activities and responsibilities (SEMS EOP Element):</p> <ul style="list-style-type: none"> <li>) Situation status <b>P-19-22</b></li> <li>) Situation analysis <b>P-19-22</b></li> <li>) Information display <b>P-19-22</b></li> <li>) Documentation <b>P-23-24</b></li> <li>) Advance planning <b>P-27-28</b></li> <li>) Technical services <b>P-4, 9,10, 13</b></li> <li>) Action planning <b>PS-3-6, 19-28</b></li> <li>) Demobilization <b>P-31-32</b></li> </ul>	P – 1 - 32	
<p><b>43. Logistics Section.</b> Should include the following activities and responsibilities (SEMS EOP Element):</p> <ul style="list-style-type: none"> <li>) Field incident support <b>L-13, 15, 19, 23, 24</b></li> <li>) Communications support <b>L-17,18</b></li> <li>) Transportation support <b>L-19-20</b></li> <li>) Personnel <b>L-21-23</b></li> <li>) Supply and procurement <b>L-25-27</b></li> <li>) Resource tracking <b>P-17-18</b></li> <li>) Sanitation services <b>L-25-27</b></li> <li>) Computer support <b>L-17,18</b></li> </ul>	L – 1- 30	
<p><b>44. Finance/Administration Section.</b> Should include the following activities and responsibilities (SEMS EOP Element):</p> <ul style="list-style-type: none"> <li>) Fiscal management <b>F-13-22</b></li> <li>) Time-keeping <b>F-19-20</b></li> <li>) Purchasing <b>L-25-27</b></li> <li>) Compensation and claims <b>F-21-22</b></li> <li>) Cost recovery <b>F-17-18</b></li> <li>) Travel request, forms, claims <b>F-13,20, 21-22</b></li> </ul>	F 1-22	
<b>PART III: APPENDICES</b>		
<b>45. Appendices. Contains hazard-specific appendices (NIMS EOP Element).</b>	Part One – 53-118	
<b>46. Hazardous Materials.</b> Incorporates or references the Hazardous Materials Area Plan requirements into the emergency plan. (SEMS EOP Element).	Part One – 71-72	
<b>47. Dams.</b> If there are dams in the area, the plan should have, or reference inundation maps that indicate what areas could flood, the time the flood wave arrives at specific locations and when the water will recede. Operational information necessary to carry-out an evacuation of all	Part One – 79-84, O-23  L.E. SOPs	

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Emergency Operations Plan Crosswalk Element	Where Located	Reviewer Comment or Initials
potentially flooded areas should be indicated for each dam. This information required for each dam should include shelter locations, location of critical facilities such as government center hospitals, nursing homes, schools, day care centers, etc. Each dam evacuation plan should also indicate other facilities with large concentrations of disabled persons or persons that lack their own transportation, or requiring special assistance (SEMS EOP Element).		
<b>48. Other Hazards Specific to the Jurisdiction.</b> The threat of domestic terrorism has gained the interest of emergency managers in recent years. Most of the State is prone to damages from earthquakes. Some coastal jurisdictions could be affected by tsunamis. Some alpine areas of the State are prone to avalanches and some to volcanic activity. The EOP should address response activities that are specific to all hazards that pose a threat to the jurisdiction (SEMS EOP Element).	Part One – 53-118	
<b>49. Glossary of Terms. Contains a glossary of terms (NIMS EOP Element).</b> Provide a glossary that includes all the terms used throughout the plan (SEMS EOP Element).	Part One – 125-147	
<b>50. Resources.</b> Identifies sources for materials and supplies internally and externally (SEMS EOP Element). <b>Internal and external resource lists are in a confidential/security document that can be found in a separate secure binder in the EOC.</b>	<b>Confidential/ Secure document in EOC</b>	
<b>51. Contact List.</b> Includes a list of agencies and personnel not internal to the organization but critical to emergency operations (SEMS EOP Element).	Appendix – 13-14, 19-20	
<b>52. Supporting Documentation.</b> Includes material necessary to self-certify compliance with SEMS. This should include evidence of training, planning, exercises, and performance (SEMS EOP Element).	Intro. – 5 On file with Emerg Preparedness Coord.	

# *Culver* **CITY**

## **EMERGENCY OPERATIONS PLAN**

# **2016**



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### **ACKNOWLEDGMENTS**

This plan was prepared and edited by Wendy Milligan of Terra Firma Enterprises and Christine Parra with the City of Culver City Fire Department. The following vital documents were used as reference information in compiling this plan:

- ) FEMA CPG 101: "Developing and Maintaining State, Territorial, Tribal and Local Government Emergency Plans", March 2009
- ) OES: "Local Government Emergency Planning Guidance"
- ) OES: "SEMS Guidelines"
- ) Los Angeles County Civil Defense Areas: "SEMS MHFP"
- ) City of Culver City, Public Safety Element of the General Plan, 1975
- ) Culver City Natural Hazard Mitigation Plan, 2004
- ) OES, "California Implementation Guidelines for the National Incident Management System", April 2006

The recommendations and suggestions included in this plan are intended to improve emergency preparedness, response and recovery and to satisfy the Standardized Emergency Management System requirements as presented in Title 19 of the California Code of Regulations and the National Incident Management System as presented in Homeland Security Presidential Directive – 5. Although Terra Firma Enterprises stands by the quality of its products, it is understood that disaster preparedness is not an exact science, and this Emergency Operations Plan does not guarantee the safety of any individual, structure, or organization in a disaster. Terra Firma Enterprises assumes no liability for deaths, injuries, or property damage resulting from a disaster.

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## **FOREWORD**

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

This plan is a preparedness document - designed to be read, understood, and exercised prior to an emergency. It is designed to include Culver City as part of the Los Angeles County Operational Area, California Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS).

This plan provides basic planning information. City departments must prepare standard operating procedures and, in most cases, more detailed checklists that will describe their internal operations under emergency/disaster conditions.

### **ASSUMPTIONS:**

- ) Culver City is primarily responsible for emergency actions and will commit all available resources to save lives, minimize injury to persons, and minimize damage to property.
- ) Culver City will utilize SEMS and NIMS in emergency response operations.
- ) The Director of Emergency Services will coordinate the City's disaster response in conformance with the City's Municipal Code, Title 3, Chapter 3.09.
- ) Culver City will participate in the Los Angeles County Operational Area.
- ) The resources of Culver City will be made available to local agencies and citizens to cope with disasters affecting this area.
- ) The City will commit its resources to a reasonable degree before requesting mutual aid assistance.
- ) Mutual aid assistance will be requested when disaster relief requirements exceed the City's ability to meet them.

### **EMERGENCY MANAGEMENT GOALS:**

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

### **ORGANIZATION OF THE EMERGENCY OPERATIONS PLAN (EOP):**

- ) **Part One - Basic Plan.** Overall organizational and operational concepts relative to response and recovery, as well as an overview of potential hazards. Intended audience - EOC Management Team.
- ) **Part Two - Emergency/Disaster Response Organization Functions.** Description of the emergency/disaster response organization, checklists and reference material. Intended audience - EOC staff.

- ) **Appendices** - Contains the emergency/disaster organization's notification numbers and other essential numbers. Intended audience - EOC staff.

**ACTIVATION OF THE EOP:**

- ) On the order of the official designated by Culver City's Municipal Code Title 3, Chapter 3.09, *Disasters and Emergencies*, provided that the existence or threatened existence of a Local Emergency has been proclaimed in accordance with the ordinance.
- ) When the Governor has proclaimed a State of Emergency in an area including this jurisdiction.
- ) Automatically on the proclamation of a State of War Emergency as defined in California Emergency Services Act (Chapter 7, Division 1, Title 2, California Government Code).
- ) When there has been a Presidential declaration of a National Emergency.
- ) Automatically on receipt of an attack warning or the observation of a nuclear detonation.
- ) An emergency situation that has occurred or might occur of such a magnitude that it will require a large commitment of resources from two or more City Departments over an extended period of time. Examples include an earthquake, brush fire, bombing, flooding, major hazardous material incident, civil disturbance, aircraft disaster, high rise structure fire, severe weather conditions or act of terrorism, large scale school incident and special event.

**APPROVAL AND PROMULGATION:**

The EOP will be reviewed by all departments/agencies assigned a primary function in the Emergency Responsibilities Matrix (**Part Two, Management Section**). Upon completion of review and written concurrence by these departments/agencies, the EOP will be submitted to the California Office of Emergency Services (CalOES) for review and then to the City Council for review and approval. Upon concurrence by the City Council, the plan will be officially adopted and promulgated.

**TRAINING, EXERCISING, AND MAINTENANCE OF EOP:**

In compliance with NIMS, city personnel with roles in incident management either in the field or the EOC will receive the appropriate NIMS training as outlined by the U.S. Department of Homeland Security. The Emergency Preparedness Coordinator is responsible for coordination and scheduling of training and exercising of this plan. Culver City's Emergency Management Organization will conduct regular exercises of this plan to train all necessary City staff in the proper response to disaster situations.

The EOP will be reviewed annually to ensure that plan elements are valid and current. Each responsible organization or agency will review and upgrade its portion of the EOP and/or modify its SOPs as required based on identified deficiencies experienced in drills, exercises or actual occurrences. Changes in government structure and emergency response organizations will also be considered in the EOP revisions. The Emergency Preparedness Coordinator is responsible for making revisions to the EOP that will enhance the conduct of response and recovery operations. The Emergency Preparedness Coordinator will prepare, coordinate, publish and distribute any necessary changes to the plan to all City departments and other agencies as shown by the distribution list.

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

Approval Date:

**LETTER OF PROMULGATION**

TO: OFFICIALS, EMPLOYEES, AND CITIZENS OF CULVER CITY

The preservation of life and property is an inherent responsibility of local, state, and federal government. Culver City has prepared this Emergency Operations Plan (EOP) to ensure the most effective and economical allocation of resources for the maximum benefit and protection of the civilian population in time of emergency.

While no plan can prevent death and destruction, good plans carried out by knowledgeable and well trained personnel can and will minimize losses. This plan establishes the emergency organization, assigns tasks, specifies policies and general procedures, and provides for coordination of planning efforts of the various emergency staff and service elements utilizing the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS).

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

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

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

Concurrence of this promulgation letter constitutes the continued adoption of the Standardized Emergency Management System by Culver City. This EOP will become effective on approval by the City Council.

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Mayor  
Culver City



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**EMERGENCY OPERATIONS PLAN**

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**EMERGENCY OPERATIONS PLAN**

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**SIGNED CONCURRENCE BY PRINCIPAL DEPARTMENTS/AGENCIES**

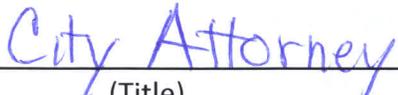
The City Manager's Office concurs with Culver City's Emergency Operations Plan. As needed, revisions will be submitted to the Emergency Preparedness Coordinator.

Signed    
(Name) JOHN M. NACHBAR (Title) CITY MANAGER  
City Manager's Office, Culver City

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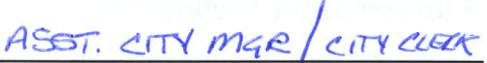
The City Attorney concurs with Culver City's SEMS/NIMS Emergency Plan. As needed, revisions will be submitted to the Emergency Preparedness Coordinator.

Signed    
(Name) CAROL A. SCHWAB (Title) CITY ATTORNEY  
City Attorney, Culver City

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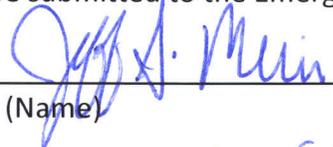
The City Clerk concurs with Culver City's Emergency Operations Plan. As needed, revisions will be submitted to the Emergency Preparedness Coordinator.

Signed    
(Name) MARTIN R. COLE (Title) ASST. CITY MGR / CITY CLERK  
City Clerk, Culver City

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The Finance Department concurs with Culver City's Emergency Operations Plan. As needed, revisions will be submitted to the Emergency Preparedness Coordinator.

Signed    
(Name) JEFF S. MUIR (Title) CFD  
Finance, Culver City

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The Fire Department concurs with Culver City's Emergency Operations Plan. As needed, revisions will be submitted to the Emergency Preparedness Coordinator.

Signed    
(Name) DAVID WHITE (Title) FIRE CHIEF  
Fire Department, Culver City

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**EMERGENCY OPERATIONS PLAN**

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The Police Department concurs with Culver City's Emergency Operations Plan. As needed, revisions will be submitted to the Emergency Preparedness Coordinator.

Signed  POLICE CHIEF  
(Name) SCOTT BIXBY (Title)

Police Department, Culver City

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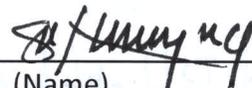
The Department of Information Technology concurs with Culver City's Emergency Operations Plan. As needed, revisions will be submitted to the Emergency Preparedness Coordinator.

Signed  Chief Information Officer  
(Name) Michele Williams (Title)

Information Technology, Culver City

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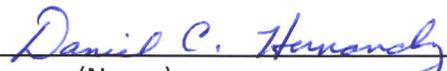
The Department of Community Development concurs with Culver City's Emergency Operations Plan. As needed, revisions will be submitted to the Emergency Preparedness Coordinator.

Signed  DIRECTOR CDD  
(Name) ERIC HUMENFELD (Title)

Department of Community Development, Culver City

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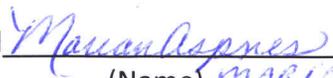
The Department of Parks, Recreation and Community Services concurs with Culver City's Emergency Operations Plan. As needed, revisions will be submitted to the Emergency Preparedness Coordinator.

Signed  Director PRCS  
(Name) DANIEL C. HERNANDEZ (Title)

Department of Parks, Recreation and Community Services, Culver City

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The Code Enforcement Division concurs with Culver City's Emergency Operations Plan. As needed, revisions will be submitted to the Emergency Preparedness Coordinator.

Signed  Enforcement Services Manager  
(Name) MARIAN ASPNES (Title)

Code Enforcement Division, Culver City

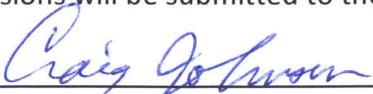
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**EMERGENCY OPERATIONS PLAN**

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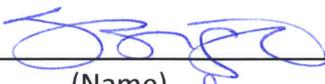
The Building and Safety Division concurs with Culver City's Emergency Operations Plan. As needed, revisions will be submitted to the Emergency Preparedness Coordinator.

Signed  Building Official  
(Name) (Title)  
Craig Johnson  
Building and Safety Division, Culver City

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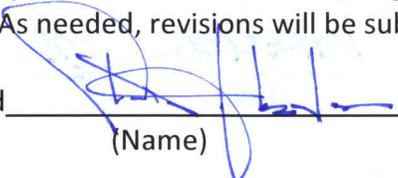
The Department of Human Resources concurs with Culver Emergency Operations Plan. As needed, revisions will be submitted to the Emergency Preparedness Coordinator.

Signed  Human Resources Director  
(Name) (Title)  
Serena Wright  
Human Resources, Culver City

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The Department of Public Works/Engineering concurs with Culver City's Emergency Operations Plan. As needed, revisions will be submitted to the Emergency Preparedness Coordinator.

Signed  Director of Public Works/City Engineer  
(Name) (Title)  
Public Works/Engineering, Culver City

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**SECTION ONE  
BASIC PLAN****PURPOSE**

The Basic Plan addresses the City's planned response and recovery to emergencies associated with natural disasters and technological incidents. It provides an overview of operational concepts, identifies components of the City's emergency management organization within the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS), and describes the overall responsibilities of the federal, state and county entities and the City for protecting life and property and assuring the overall well-being of the population.

**SCOPE**

This Emergency Operations Plan (EOP):

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

**CONCEPT OF OPERATIONS**

Operations during peacetime and national security emergencies involve a full spectrum of activities from a minor incident, to a major earthquake, to a nuclear detonation. There are a number of similarities in operational concepts for peacetime and national security emergencies. Some emergencies will be preceded by a build-up or warning period, providing sufficient time to warn the population and implement mitigation measures designed to reduce loss of life and property damage. Other emergencies occur with little or no advance warning, thus requiring immediate activation of the emergency operations plan and commitment of resources. All agencies must be prepared to respond promptly and effectively to any foreseeable emergency, including the provision and utilization of mutual aid (see **Part One, Section Six-Mutual Aid**).

Emergency management activities during peacetime and national security emergencies are often associated with the four emergency management phases indicated below. However, not every disaster necessarily includes all indicated phases.

**Preparedness Phase**

The preparedness phase involves activities taken in advance of an emergency. These activities develop operational capabilities and effective responses to a disaster. These actions might include mitigation activities, emergency/disaster planning, training and exercises, and public

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## EMERGENCY OPERATIONS PLAN

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education. Those identified in this plan as having either a primary or support mission relative to response and recovery should prepare Standard Operating Procedures (SOPs) and checklists detailing personnel assignments, policies, notification rosters, and resource lists. Personnel should be acquainted with these SOPs and checklists through periodic training in the activation and execution procedures.

Planning activities include:

- ) Developing hazard analyses
- ) Writing mutual aid plans
- ) Developing SOPs and checklists
- ) Training personnel and volunteers
- ) Improving public information and communications systems
- ) Developing systems for logistical support and financial accountability, i.e. disaster accounting system, pre-approved disaster contacts, vendor lists
- ) Developing and implementing a plan for photo documentation of pre-disaster condition of public buildings and infrastructure

### **Increased Readiness**

Increased readiness actions will be initiated by the receipt of a warning or the observation that an emergency situation is imminent or likely to occur soon. Actions to be accomplished include, but are not necessarily limited to:

- ) Review and update of emergency/disaster plans, SOPs and resources listings
- ) Review emergency purchasing agreements and contractor/vendor lists
- ) Review disaster cost accounting procedures
- ) Review plans for photographic documentation of disaster damages
- ) Disseminate accurate and timely public information
- ) Accelerate training of all staff and volunteers
- ) Recruit volunteers as Disaster Services Workers
- ) Prepare resources for possible mobilization
- ) Test warning and communications systems

### **Response Phase**

#### **Pre-Emergency**

When a disaster is inevitable, actions are precautionary and emphasize protection of life. Typical responses might be:

- ) Evacuation of threatened populations to safe areas
- ) Advising threatened populations of the emergency and apprising them of safety measures to be implemented
- ) Advising the Los Angeles County Operational Area of the emergency
- ) Identifying the need for and requesting mutual aid
- ) Consider activation of the City EOC

- ) Consider Proclamation of a Local Emergency by local authorities (**See Management Support Documentation**)

### **Emergency Response**

During this phase, emphasis is placed on saving lives and property, control of the situation and minimizing effects of the disaster. Immediate response is accomplished within the affected area by local government agencies and segments of the private sector.

One of the following conditions will apply to the City during this phase:

- ) The City is either minimally impacted or not impacted at all, and is requested to provide mutual aid to other jurisdictions.
- ) The situation can be controlled without mutual aid assistance from outside the City.
- ) Mutual aid from outside the City is required.

The emergency management organization will give priority to the following operations:

- ) Dissemination of accurate and timely information and warning to the public
- ) Situation analysis
- ) Resource allocation and control
- ) Evacuation and rescue operations
- ) Medical care operations
- ) Coroner operations
- ) Care and shelter operations
- ) Access and perimeter control
- ) Public health operations
- ) Photographic documentation of all disaster damage to public property
- ) Restoration of vital services and utilities

When local resources are committed or are anticipated to be fully committed and additional resources are required, requests for mutual aid will be initiated through Operational Area. Fire and law enforcement agencies will request or render mutual aid directly through existing mutual aid channels.

Depending on the severity of the emergency/disaster, the local Emergency Operations Center (EOC) may be activated and a Local Emergency may be proclaimed. If a Local Emergency is proclaimed, the EOC must be activated (**See Management Support Documentation**).

### **Sustained Emergency**

In addition to continuing life and property protection operations, mass care, relocation, registration of displaced persons and damage assessment operations will continue until conditions are stabilized.

**Recovery Phase**

Recovery is both a short and long-term activity. Short-term activity is intended to return critical systems to operation and long-term activity is designed to return life to normal in the community.

The City will provide local government leadership in developing economic recovery plans, mitigation plans and local legislative strategies necessary to promote recovery. City Departments will review impacts on programs, and the City will aggressively pursue state and federal assistance for local recovery.

Outside agencies and nongovernmental organizations will provide some short-term assistance to disaster victims. Local Assistance Centers (LACs) or telephone call centers may also be established providing a “one-stop” service to begin the process of receiving federal, state and local recovery assistance for the community.

The recovery period has major objectives which may overlap, including:

- ) Bring families back together
- ) Restore government and community services
- ) Rebuild damaged property
- ) Identify and mitigate hazards caused by the disaster
- ) Recover disaster costs associated with response and recovery efforts

The following recovery issues are addressed in the Recovery Annex (in development):

- ) The recovery organization
- ) The recovery damage assessment organization and responsibilities
- ) Recovery documentation procedures
- ) Recovery After-Action Reports
- ) Recovery Disaster Assistance (programs, purpose, restrictions and application process)

**Mitigation Phase**

Mitigation efforts occur both before and following disaster events. Post-disaster mitigation is part of the recovery process. Eliminating or reducing the impact of hazards which exist within the City and are a threat to life and property are part of the mitigation efforts.

Mitigation tools include:

- ) City’s Local Hazard Mitigation Plan (City of Culver City Natural Hazards Mitigation Plan, 2004)
- ) Local ordinances and statutes (zoning ordinance, building codes and enforcement, etc.)
- ) Structural measures
- ) Tax levy or abatements
- ) Public information and community relations
- ) Land use planning
- ) Professional training

**PUBLIC AWARENESS AND EDUCATION**

The public's response to any emergency/disaster is based on an understanding of the nature of the emergency/disaster, the potential hazards, the likely response of emergency services and

knowledge of what individuals and groups should do to increase their chances of survival and recovery.

Pre-disaster awareness and education programs must be viewed as equal in importance to all other preparations for emergencies and receive an adequate level of planning. These programs must be coordinated among local, state and federal officials to ensure their contribution to emergency preparedness and response operations. Emergency Public Information procedures are addressed in **Part Two, Management Section Support Documentation**.

### **ADA CONSIDERATIONS FOR LOCAL GOVERNMENT**

Emergency preparedness and response programs must be made accessible to people with disabilities and is required by the Americans with Disabilities Act or 1990 (ADA). Disabilities would include but not be limited to mobility, vision, hearing, cognitive disorders, mental illnesses and language barriers.

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

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

**Refer to Part Two, Operations Supporting Documentation for additional issues.**

**DISASTER ANIMAL CARE CONSIDERATIONS FOR LOCAL GOVERNMENT** The PETS Act (Pets Evacuation and Transportation Standards Act of 2006) directs that state and local emergency preparedness plans address the needs of people with pets and service animals after a major disaster, including the rescue, care and sheltering of animals. An annex addressing these needs has been developed and is incorporated into this plan. (See Annexes - City of Culver City Animals in Disaster Response Plan)

### **TRAINING AND EXERCISES**

The City's emergency/disaster management organization will conduct regular training and exercising of city staff in the use of this plan and other specific training as required for compliance with both SEMS and NIMS. The Emergency Preparedness Coordinator with the Fire Department is responsible for coordinating, scheduling and documenting the training and exercises.

The objective is to train and educate public officials, emergency/disaster response personnel and volunteers. Both training and exercises are important components to prepare personnel for managing disaster operations.

Training includes classroom instruction and drills. All staff who may participate in emergency response in the EOC must receive appropriate SEMS/NIMS/ICS training. **Refer to CalOES's**

**Training Matrix for specific SEMS/NIMS/ICS classes and target audiences (www.CalOES.ca.gov).**

Regular exercises are necessary to maintain the readiness of operational procedures. Exercises provide personnel with an opportunity to become thoroughly familiar with the procedures, facilities and systems which will be used in a disaster. Annual exercises are required by both SEMS and NIMS. There are several forms of exercises:

- ⌋ **Tabletop exercises** provide a convenient and low-cost method designed to evaluate policy, plans and procedures and resolve coordination and responsibilities. Such exercises are a good way to see if policies and procedures exist to handle certain issues.
- ⌋ **Functional exercises** usually take place in the EOC and simulate an emergency in the most realistic manner possible, without field activities. They are used to test or evaluate the capabilities of one or more functions, such as evacuation, communications, public information or overall city response.
- ⌋ **Full-scale exercises** simulate an actual emergency, typically involving personnel in both the field and EOC levels and are designed to evaluate operational capabilities.

After an exercise or actual event, After Action and Corrective Action Reports must be written and submitted to the Operational Area within ninety days.

The City uses the Homeland Security Exercise Evaluation Program (HSEEP) building block concept in the development of its exercise program. Exercises are planned in a cycle that increases in complexity to train and strengthen EOC personnel to specific target capabilities.

**ALERTING AND WARNING**

Warning is the process of alerting government agencies and the general public to the threat of imminent danger. Depending on the nature of the threat and the population groups at risk, warnings can originate at any level of government.

Success in saving lives and property depends on the timely dissemination of warning and emergency information to persons in threatened areas. Local government is responsible for warning its citizens. The City will utilize various modes to alert and warn the community. The various systems are described and the "Emergency Conditions and Warning Actions" through which these systems may be accessed is in **Part Two, Operations Section Support Documentation**.

## **SECTION TWO STANDARDIZED EMERGENCY MANAGEMENT SYSTEM (SEMS)**

### **GENERAL**

The Standardized Emergency Management System (SEMS) has been adopted by the City for managing response to multi-agency and multi-jurisdiction emergencies and to facilitate communications and coordination between all levels of the system and among all responding agencies.

SEMS (Government Code Section 8607(a)) incorporates the use of the Incident Command System (ICS), the Master Mutual Aid Agreement and existing mutual aid systems, the Operational Area Concept and multi-agency or inter-agency coordination.

Local governments must use SEMS to be eligible for funding of their personnel-related costs under state disaster assistance programs.

The National Incident Management System (NIMS) was adopted by the State of California and is integrated into the existing SEMS. NIMS is further discussed in **Part One, Section Three**.

SEMS consists of five levels: field response, local government, operational areas (countywide), CALOES Mutual Aid Regions, and state government.

### **SEMS LEVELS**

#### **Field Response Level**

The field response level is where emergency response personnel and resources, under the command of an appropriate authority, carry out tactical decisions and activities in direct response to an incident or threat. SEMS regulations require the use of the Incident Command System (ICS) at the field response level of an incident. The ICS field functions are: command, operations, planning/intelligence, logistics, and finance/administration.

Requests for any resources or support that cannot be obtained at the field level are sent to the City EOC.

#### **Local Government Level**

Local governments include cities, counties, and special districts. Local governments manage and coordinate the overall emergency response and recovery activities within their jurisdiction. Local governments are required to use SEMS when their emergency operations center is activated or a local emergency is proclaimed in order to be eligible for state funding of response-related personnel costs. Local governmental levels shall provide the following functions: management, operations, planning/intelligence, logistics, and finance/administration.

Local jurisdictions are responsible for overall direction of personnel and equipment provided for emergency operations through mutual aid (Government Code Section 8618). The City requests all mutual aid (except fire and law) through the Operational Area. Fire and law mutual aid is coordinated through the designated Regional Fire and Law Coordinators.

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

### **Operational Area Level**

Under SEMS, the operational area is defined in the Emergency Services Act as an intermediate level of the state's emergency services organization consisting of a county and all political subdivisions within the county area. Political subdivisions include cities, a city and county, counties, district or other local governmental agency, or public agency as authorized by law. The operational area is responsible for:

- ) Coordinating information, resources and priorities among local governments within the operational area,
- ) Coordinating information, resources and priorities between the regional level and the local government level, and
- ) Using multi-agency or inter-agency coordination to facilitate decisions for overall operational area level emergency response activities.

In compliance with SEMS regulations, on July 5, 1995, the Los Angeles County Board of Supervisors adopted a formal resolution establishing the Los Angeles County Operational Area, which includes the City. An Operational Area Advisory Board was formed which meets quarterly. The cities within Los Angeles County are represented on this Board by the Disaster Management Area Coordinators (DMACs). Culver City is within Area A of the Los Angeles County Operational Area. Los Angeles County Office of Emergency Management (OEM) is the coordinating agency for the Operational Area.

When the Los Angeles County Operational Area EOC is activated, the Sheriff of Los Angeles County, designated by County Ordinance, is the Operational Area Coordinator and has the overall responsibility for coordinating and supporting emergency/disaster operations within the County. The Operational Area is the focal point for information sharing and resource requests by cities within the County. The Operational Area submits all requests for resources that cannot be obtained within the County, and other relevant information, to CalOES Southern Region.

The Los Angeles County EOC will fulfill the role of the Operational Area EOC. Activation of the Operational Area EOC during a State of Emergency or a Local Emergency is required by SEMS regulations under the following conditions:

- 1) A local government within the operational area has activated its EOC and requested activation of the operational area EOC to support their emergency operations.
- 2) Two or more cities within the operational area have proclaimed a local emergency.

- 3) The county and one or more cities have proclaimed a local emergency.
- 4) A city or the county has requested a governor's proclamation of a state of emergency, as defined in the Government Code Section 8558(b).
- 5) A state of emergency is proclaimed by the governor for the county or two or more cities within the operational area.
- 6) The operational area requests or receives resources from outside its boundaries. This does not include resources used in normal day-to-day operations which are obtained through existing mutual aid agreements.

### **Regional Level**

Because of its size and geography, the state has been divided into six mutual aid regions and three administrative regions. Los Angeles County is within CALOES Mutual Aid Region I and the CALOES Southern Administrative Region, which includes 11 counties. **(See CalOES Administrative and Mutual Aid Regions, Chart 3, in Part One, Section Six – Mutual Aid).** The City of Culver City is within CalOES's Southern Administrative Region and Region 1 mutual aid region (Region 1A for law enforcement mutual aid).

The primary mission of the Southern Region's emergency management organization is to support all the operational areas' response and recovery operations and to coordinate non-law and non-fire mutual aid regional response and recovery operations through the Regional EOC (REOC).

Emergency management within the State of California is overseen and directed by the California Office of Emergency Services (CalOES).

### **State Level**

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

### **Federal Level**

#### **Department of Homeland Security**

The Homeland Security Act of 2002 established the Department of Homeland Security (DHS) to secure the United States from terrorist threats or attacks; reduce the vulnerability of the United States to terrorism, natural disasters, and other emergencies; and minimize the damage and assist in the recovery from terrorist attacks, natural disasters, and other emergencies.

#### **Federal Emergency Management Agency**

The Federal Emergency Management Agency (FEMA) serves as the main federal government contact during disasters and national security emergencies. In a disaster, different federal agencies may be involved in the response and recovery operations. Federal disaster assistance is organized under the concept of the Emergency Support Functions (ESFs) as

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## EMERGENCY OPERATIONS PLAN

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defined in the National Response Framework. All contact with FEMA and other federal agencies must be made through the Operational Area during the response phase. During the recovery phase, there may be direct city contact with FEMA and other federal agencies.

### SEMS REQUIREMENTS FOR LOCAL GOVERNMENTS

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

- 1) Use SEMS when:
  - ) A local emergency is proclaimed, or
  - ) The local government EOC is activated.
- 2) Coordinate and communicate with Incident Commanders either through department operations centers (DOCs) to the EOC, when activated or directly to the EOC, when activated.
- 3) Use existing mutual aid systems for coordinating fire and law enforcement resources.
- 4) Establish coordination and communications between Culver City's EOC when activated, and any state or local emergency response agency having jurisdiction at an incident within the city's boundaries.
- 5) Use multi-agency or inter-agency coordination to facilitate decisions for overall local government level disaster/emergency response activities.

### CITY OF CULVER CITY'S RESPONSIBILITIES UNDER SEMS

The integration of SEMS/NIMS will be a cooperative effort of all departments and agencies within the City that have a disaster/emergency response role. The Emergency Preparedness Coordinator is the Point of Contact for SEMS/NIMS compliance for the City with responsibilities for:

- ) Communicating information within the City on SEMS/NIMS requirements and guidelines.
- ) Coordinating SEMS/NIMS compliance among departments and agencies.
- ) Incorporating SEMS/NIMS into the City's procedures.
- ) Incorporating SEMS/NIMS into the City's emergency ordinances, agreements, memorandum of understandings, etc.
- ) Identification of special districts that operate or provide services within the City. The disaster/emergency role of these special districts should be determined and provisions made for coordination during emergencies.
- ) Identification of local volunteer and private agencies that have a disaster/emergency response role. Contacts should be made to develop arrangements for coordination in emergencies.

**SEMS EOC ORGANIZATION**

SEMS regulations require local governments to provide for five functions: management, operations, planning/intelligence, logistics and finance/administration. These functions are the basis for structuring the EOC organization.

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

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

**MAJOR SEMS COMPONENTS****Organization Flexibility - Modular Organization**

The SEMS organization is modular and can be expanded or contracted as the situation develops. The types of activated functions and their relationship to one another will depend upon the size and nature of the incident. Only those functional elements that are required to meet current objectives will be activated. Those functions which are needed but not staffed will be the responsibility of the next higher element in the organization.

**Management of Personnel - Hierarchy of Command and Span-of-Control**

Each activated function will have a person in charge of it, but a supervisor may be in charge of more than one functional element. Every individual will have a supervisor and each supervisor will generally be responsible for no more than seven employees, with the ideal span-of-control being one supervisor to ever five persons or units.

**EOC Action Plans**

At local, operational area, regional and state levels, the use of EOC action plans provide designated personnel with knowledge of the objectives to be achieved and the steps required for achievement. Action plans not only provide direction, but they also serve to provide a basis for measuring achievement of objectives and overall system performance. Action planning is an important management tool that involves:

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## EMERGENCY OPERATIONS PLAN

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

The action planning process should include all EOC functions and other agency representatives, as needed. The Planning/Intelligence Section is responsible for coordinating the development of the action plan and for facilitation of action planning meetings.

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

### SEMS COORDINATION

#### **Multi-Agency or Inter-Agency Coordination at the Local Government Level**

Emergency response is coordinated at the EOC through representatives from city departments and agencies, outside agencies, volunteer agencies and private organizations.

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

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

The City may participate with other local governments and agencies in a multi-agency coordination group organized by another local government.

#### **Coordination with the Field Response Level**

Coordination among SEMS levels is clearly necessary for effective emergency response. In a major disaster/emergency, the City's EOC may be activated to coordinate the overall response while the Incident Command System is used by field responders. Incident Commanders may report to Department Operations Centers (DOCs) which in turn will coordinate with the EOC. If a DOC is not activated, the Incident Commanders may report directly to the EOC, usually to their counterpart in the Operations Section

#### **Coordination with Los Angeles County Operational Area Level**

Coordination and communications should be established between the City's EOC and the operational area. The communications links are telephone, satellite phone, radio, video

conferencing, data and amateur radio, the Los Angeles County Disaster Communications Services (DCS) radio system, runner, etc.

The Los Angeles County Operational Area uses the Multi-Agency Coordinating System (MACS) concept when developing response and recovery operations.

#### **Coordination with Special Districts**

Special districts are defined as local governments in SEMS. The emergency response role of special districts is generally focused on normal services. During disasters, some types of special districts will be more extensively involved in the emergency response by assisting other local governments.

When there are many special districts within a city, it may not be feasible for the city EOC to accommodate representatives from all special districts during area-wide disasters. In such cases, the city shall work with the special districts to develop alternate ways of establishing coordination and communications. Coordination and communications with special districts will be facilitated through the West Hollywood Sheriff's Station Regional Coordinator.

The initial reporting contact for a special district would be with the Liaison Officer at both the EOC and field levels.

#### **Coordination with Nongovernmental Agencies and Private Sector Businesses**

In disaster/emergency preparedness, response and recovery, the City partners with nongovernmental agencies and private sector business.

- ) Nongovernmental Organizations (NGOs) provide vital support services to promote the disaster recovery process for disaster victims and some may provide specialized services that help individuals with access and functional needs. These groups collaborate with first responders, governments at all levels and other agencies and organizations.
- ) Key business partners should be involved in the local crisis decision-making process or have a direct link to the EOC during an incident.

City EOCs will generally be a focal point for coordination of response activities with many of these nongovernmental agencies and key businesses. The EOC should establish communication with private and volunteer agencies providing services within the city.

Agencies that play key roles in the response should have representatives at the EOC or at the Incident Command Post, and their initial contact would be with the Liaison Officer. If an agency supports several functions and has only one representative at the EOC, the agency representative should be located at the liaison area. If an agency is supporting one function only, its representative may be located with that functional element. Some agencies may have several personnel participating in functional elements in the EOC. For example, American Red Cross personnel may be part of the staffing for the Care and Shelter element of the EOC.

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

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

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

### **SECTION THREE NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)**

#### **GENERAL**

Homeland Security Presidential Directive-5 (HSPD-5) established the National Incident Management System (NIMS) as the required emergency/disaster response system. NIMS integrates existing best practices into a consistent, flexible and adjustable nationwide approach for emergency management. Using NIMS, Federal, State, local and tribal governments; the private sector and non-governmental organizations work together to prepare for, respond to and recover from domestic incidents, regardless of cause, size or complexity.

#### **NIMS COMPONENTS**

Six major components make up NIMS.

##### **Command and Management**

NIMS standard incident command structures are based on three key organizational systems:

- ) **The ICS** - ICS is a standardized, all-hazard incident management concept. Its organizational structure allows its users to match the complexities and demands of single or multiple incidents without being hindered by jurisdictional boundaries.
- ) **Multi Agency Coordination Systems** - Provides coordination for incident prioritization, critical resource allocation, communications systems integration and information coordination. These systems include facilities, equipment, emergency operation centers (EOCs), personnel, procedures and communications.
- ) **Public Information Systems** – Public Information Systems refer to processes, procedures, and systems for communicating timely and accurate information to the public during crisis or emergency situations.

##### **Preparedness**

Effective incident management begins with a host of preparedness activities conducted on an ongoing basis, well in advance of any potential incident. Preparedness involves an integrated combination of planning, training, exercises, personnel qualification and certification standards, equipment acquisition and certification standards, and publication management processes and activities.

- ) **Planning** - Plans describe how personnel, equipment, and other resources are used to support incident management and emergency response activities. Plans provide mechanisms and systems for setting priorities, integrating multiple entities and functions, and ensuring that communications and other systems are available and integrated in support of a full spectrum of incident management requirements.
- ) **Training** - Training includes standard courses on multi agency incident command and management, organizational structure, and operational procedures; discipline-specific and agency-specific incident management courses; and courses on the integration and use of supporting technologies.
- ) **Exercises** - Incident management organizations and personnel must participate in realistic exercises—including multi-disciplinary, multi-jurisdictional, and multi-sector

interaction—to improve integration and interoperability and optimize resource utilization during incident operations.

- ) **Personnel Qualification and Certification** - Qualification and certification activities are undertaken to identify and publish national-level standards and measure performance against these standards to ensure that incident management and emergency responder personnel are appropriately qualified and officially certified to perform NIMS-related functions.
- ) **Equipment Acquisition and Certification** - Incident management organizations and emergency responders at all levels rely on various types of equipment to perform mission essential tasks. A critical component of operational preparedness is the acquisition of equipment that will perform to certain standards, including the capability to be interoperable with similar equipment used by other jurisdictions.
- ) **Mutual Aid** - Mutual-aid agreements are the means for one jurisdiction to provide resources, facilities, services, and other required support to another jurisdiction during an incident. Each jurisdiction should be party to a mutual-aid agreement with appropriate jurisdictions from which they expect to receive or to which they expect to provide assistance during an incident.
- ) **Publications Management** - Publications management refers to forms and forms standardization, developing publication materials, administering publications—including establishing naming and numbering conventions, managing the publication and promulgation of documents, and exercising control over sensitive documents—and revising publications when necessary.

### **Resource Management**

The NIMS defines standardized mechanisms and establishes requirements for processes to describe, inventory, mobilize, dispatch, track, and recover resources over the life cycle of an incident.

### **Communications and Information Management**

The NIMS identifies the requirement for a standardized framework for communications, information management (collection, analysis, and dissemination), and information-sharing at all levels of incident management. These elements are briefly described as follows:

- ) **Incident Management Communications** - Incident management organizations must ensure that effective, interoperable communications processes, procedures, and systems exist to support a wide variety of incident management activities across agencies and jurisdictions.
- ) **Information Management** - Information management processes, procedures, and systems help ensure that information, including communications and data, flows efficiently through a commonly accepted architecture supporting numerous agencies and jurisdictions responsible for managing or directing domestic incidents, those impacted by the incident, and those contributing resources to the incident management effort. Effective information management enhances incident management and response and helps insure that crisis decision-making is better informed.

**Supporting Technologies**

Technology and technological systems provide supporting capabilities essential to implementing and continuously refining the NIMS. These include voice and data communications systems, information management systems (i.e., record keeping and resource tracking), and data display systems. Also included are specialized technologies that facilitate ongoing operations and incident management activities in situations that call for unique technology-based capabilities.

**Ongoing Management and Maintenance**

This component provides strategic direction for and oversight of the NIMS, supporting both routine review and the continuous refinement of the system and its components over the long term.

**NIMS COMPLIANCE**

The State of California's NIMS Advisory Committee issued "*California Implementation Guidelines for the National Incident Management System*" to assist state agencies, local governments, tribes and special districts to incorporate NIMS into already existing programs, plans, training and exercises. The City is following this document to ensure NIMS compliance.

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**SECTION FOUR  
CITY OF CULVER CITY  
EMERGENCY MANAGEMENT ORGANIZATION**

**GENERAL**

This section establishes policies and procedures and assigns responsibilities to ensure the effective management of emergency operations under the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS). It provides information on the City of Culver City's emergency management structure and how the emergency management team is activated.

**CONCEPT OF OPERATIONS**

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

**Level One** – Level One activation may be a minor to moderate incident wherein local resources are adequate and available. A Local Emergency may or may not be proclaimed. The City EOC may or may not be activated. Off-duty personnel may be recalled.

**Level Two** - Level Two activation may be a moderate to severe emergency/disaster wherein local resources are not adequate and mutual aid may be required on a regional or even statewide basis. Key management level personnel from the principal involved agencies will co-locate in a central location to provide jurisdictional or multi-jurisdictional coordination. The EOC should be activated. Off-duty personnel may be recalled. A Local Emergency may be proclaimed by the City and/or County and a State of Emergency may be proclaimed by the Governor. The Operational Area will be notified and a request will be made to activate the Operational Area Response and Recovery System (OARRS). If OARRS is not available, then all requests and reports are to be sent to the West Hollywood Sheriff's Station by means coordinated with and agreed to by the Watch Commander and City staff. The West Hollywood Sheriff's Station will then be responsible for entering the data into OARRS (**See Charts 4 and 5 – Information Reporting Process**).

**Level Three** - Level Three activation may be a major local or regional disaster wherein resources in or near the impacted area are overwhelmed and extensive state and/or federal resources are required. A Local Emergency (City/County) and a State of Emergency (Governor) will be proclaimed and a Presidential Declaration of an Emergency or Major Disaster will be requested. All response and early recovery activities will be conducted from the EOC. Most off-duty personnel will be recalled.

**EMERGENCY MANAGEMENT ORGANIZATION AND RESPONSIBILITIES**

The City operates under the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS) which are discussed in detail under **SEMS** and **NIMS** in Sections Two and Three of this Plan. The City's emergency management organization (including emergency/disaster response and recovery) will be directed by the City Manager who serves as the Director of Emergency Services/EOC Director. The Director of Emergency Services is responsible to the City Council and Disaster Council per Chapter 3.09 of Culver City's Municipal Code. The Director of Emergency Services is responsible for implementing the Emergency

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## EMERGENCY OPERATIONS PLAN

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Operations Plan (EOP). While serving as the Director of Emergency Services during an actual emergency/disaster, this position will be referred to as the EOC Director (Management Section).

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

- ) Organizing, staffing and operating the Emergency Operations Center (EOC)
- ) All communications and warning systems
- ) Providing information and guidance to the public
- ) Maintaining information on the status of resources, services, and operations
- ) Directing overall operations
- ) Obtaining support for the City and providing support to other jurisdictions as required
- ) Identifying and analyzing potential hazards and recommending appropriate countermeasures
- ) Collecting, evaluating and disseminating damage assessment and other essential information.
- ) Providing status and other reports to the Los Angeles County Operational Area via OARRS  
**(See Planning/Intelligence Support Documentation – OARRS Step-By-Step Quick Reference Guide).**

The City of Culver City's EOC Organization Matrix is contained in **Chart 1**.

### **Los Angeles County Operational Area Emergency Management (See Chart 2)**

If the Los Angeles County Operational Area is activated, the Sheriff of Los Angeles County, designated by County Ordinance, will function as the Operational Area Coordinator and will have the overall responsibility for coordinating and supporting disaster/emergency operations within the County. The Operational Area will also be the focal point for information transfer and support requests by cities within the County. The Operational Area Coordinator and supporting staff will constitute the Operational Area Emergency Management Staff. The Operational Area Staff will submit all requests for support that cannot be obtained within the county, and other relevant information, to CalOES Southern Region EOC (REOC).

The City requests all mutual aid (except fire and law) through the Los Angeles County Operational Area via OARRS; or if OARRS is not available, then all requests and reports are to be sent to the West Hollywood Sheriff's Station by means coordinated with and agreed to by the Watch Commander and city staff. The West Hollywood Sheriff's Station will then be responsible for entering the data into OARRS. **(See Planning/Intelligence Support Documentation – OARRS Step-By-Step Quick Reference Guide)**. The Los Angeles County Operational Area then requests law, public works, emergency managers or other mutual aid through its regular channels. Fire mutual aid is coordinated through the designated Regional Fire Coordinator. Mutual aid during local emergencies will be requested by the Fire Department Incident Commander or his/her liaison.

**Reporting To the Los Angeles County Operational Area**

City reports and notifications are to be made to the Los Angeles County Operational Area (**See Charts 3 and 4**). These reports and notifications include:

- ) Activation of the City EOC
- ) Proclamation of a Local Emergency
- ) Reconnaissance (Recon) Reports
- ) City Status Reports
- ) Initial Damage Estimates
- ) Incident Reports
- ) Resource Requests

Established reporting procedures to be followed:

- ) Operational Area Response and Recovery System (OARRS – internet).
- ) Phone or fax information (hard copy of reports) to Los Angeles County Office of Emergency Management (OEM).
- ) Make contact with West Hollywood Sheriff’s Station by means coordinated with and agreed to by the Watch Commander and city staff. The West Hollywood Sheriff’s Station will then be responsible for entering OARRS data and transmitting the information to OEM. Verify with the Operational Area EOC as soon as possible that they have received your reports.
- ) Amateur radio contact via amateur radio (Culver City Amateur Radio Emergency Services [CCARES] to the contact radio station.

**Mutual Aid Region Emergency Management**

The City is within CalOES Mutual Aid Region I and the CalOES Southern Administrative Region. The primary mission of Southern Region's emergency management organization is to support Operational Area response and recovery operations and to coordinate non-law and non-fire Mutual Aid Regional response and recovery operations through the Regional EOC (REOC).

**State Emergency Management**

The Governor, through CalOES and its Mutual Aid Regions, will coordinate statewide operations to include the provision of mutual aid and other support to local jurisdictions and the redirection of essential supplies and other resources as required. The CalOES Secretary, assisted by State agency directors and their staffs and identified volunteer agency staff, will constitute the State emergency management staff.

**EMERGENCY OPERATIONS PLAN**

**CHART 1, CULVER CITY EOC ORGANIZATION MATRIX**

P=Primary

S=Support

City of Culver City EOC Organization Matrix		City Attorney	City Clerk	City Council	City Manager	Asst. City Manager	Comm. Dev.	Emergency Prep. Coord.	Finance	Fire	Human Resources	Information Technology	Parks/Rec/Comm. Svcs.	Police	Public Works/ Engineering	Public Works/ Operations	Transportation	Schools/CCUSD	Utilities	Animal Control/ LACO	Coroner/LACO	Gen. Svcs./LACO	Med. Hlth. Svcs./ LACO	American Red Cross
MANAGEMENT	Policy			P	S			S																
	EOC. Dir	S			P	S		S	P/S	S				P/S	P/S									
	Liaison Officer																							
	P.I.O.		S							S				S										
	Legal Advisor	P																						
	EOC Coordinator		S					P																
	Safety Officer										P													
Security Officer														P										
OPERATIONS	Ops. Coordinator				S	S		S	S	P/S				P/S	S	P/S								
	Fire/Health/ Medical Branch									P													P/S	
	Police (Law) Branch													P							P			
	Public Works Branch														P				S			S		
	Care & Shltr Branch												P					S		S				S
	Bldg & Sfty Branch							P																
PLANNING	Plans/Intell. Coord.				S	S	P	S	S	S	S	S	S	S	S			S						
	Resources Unit																							
	Situation Status Unit						P																	
	Damage Assess. Unit						P																	
	Documentation Unit						P																	
	Advance Planning Unit						P																	
	Recovery Planning Unit	S					P																	
	GIS Unit											P												
Demobilization						P									P									
LOGISTICS	Logistics Coord.		S		S	S		S	S	S		S	S	S	S	P		S			S			
	Procurement							S																
	Personnel									P														
	Facilities															P								
	Transportation																P							
	Information Systems											P												
FINANCE	Finance Coord.				S	S		S	P		S	S												
	Comp./Claims										P													
	Cost Recovery								P															
	Time Unit								P															
	Cost Analysis								P															

Volunteer agencies will be plugged into the EOC throughout as needed.

# EMERGENCY OPERATIONS PLAN

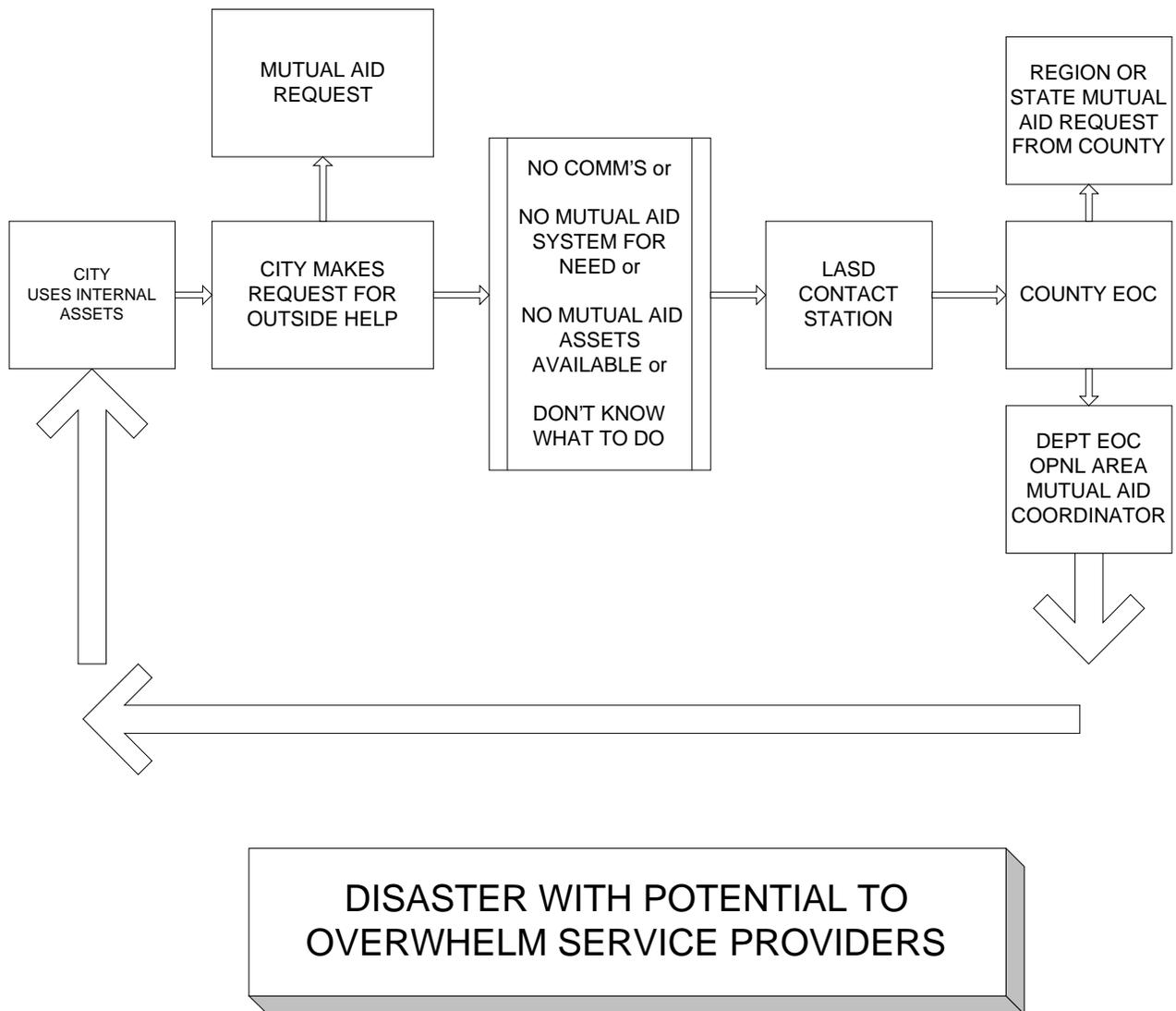
## CHART 2 LOS ANGELES COUNTY OPERATIONAL AREA ORGANIZATION MATRIX<sup>1</sup>

**P= Principal Agency      S=Support Agency**  
**R=Potential Resource      C=Coordination      L= Liaison**

County Departments/ Special Districts/ Local Agencies	Alerting & Warning	Information Technology	Damage Assessment	Management/Situation	Emergency Public	Radiological Protection	Fire and Rescue	Law Enforcement	Medical	Public Health	Coroner	Care & Shelter/Human Services	Evacuation (Movement)	Urban Search & Rescue	Const. Eng. & Recovery	Supply Procurement	Personnel	Transportation Rsrcs.	Utilities	Finance/Admin.	Haz. Mat.	Status of County Govt.	Initial Recovery
Administrative Officer, Chief			R	S	S										S	S	P			P		P	P
Agriculture/Weights & Measures										S													
Alternate Public Defender								S															
Animal Care & Control							R			R		R											
Assessor			R												R								
Auditor																	R						
Beaches and Harbors								S					R	S				R					
Children & Family Services												S											
Community Development Comm.																	R						R
Community/Senior Services					R							S											
Coroner					R				R	R	P												
County Counsel															S								
District Attorney								S															
Fire		R	R	R	R	P	P		R	R	R			P		R					P		
Health Services	R	R							P	P	R	R										R	
Human Resources																		S					
Internal Services		R	R	R			R	R				R	R	R	R	P		C	L				S
Mental Health					R		R	R	R	R	R	R											R
Military & Veterans											R												
Municipal Courts								S															
Parks & Recreation							R				R	S		R	R								
Probation								S						R				R					
Public Defender								S															
Public Library					R							S											
Public Social Services												P	S										S
Public Works		R	P	R			R				R	R	R	R	P			R	R				S
Rapid Transit (MTA)													R						S				
Regional Planning															S								
Registrar- Recorder/ CO Clerk																	R						
Schools/Office of Education		R			R							S						R					
Sheriff	P	P	R	P	P	R	R	P			R	R	P	R				R					
Superior Courts								S															
Treasurer/Tax Collector											R						R						
All Departments																	R			R		R	

<sup>1</sup>Los Angeles County Office of Emergency Management, *Los Angeles County Operational Area Emergency Response Plan*, 2008-Draft.

CHART 3  
LOS ANGELES COUNTY OPERATIONAL AREA  
CITY ASSISTANCE REQUESTS DIAGRAM



**CHART 4  
CITY TO OPERATIONAL AREA INFORMATION REPORTING SYSTEM –  
OAARS IS OPERATIONAL**

**DISASTER OCCURS**

City EOC is activated

Contact your Disaster Management Area Coordinator

**IF OARRS IS OPERATIONAL**

Enter Initial Event via OARRS if it is not already in the system

City should call OEM (during normal work hours) or Duty Officer (after work hours)  
to verify receipt of the report unless OEM has already verified with the City  
If County cannot verify receipt of report, see Chart 5-B

All Cities should enter Recon Report in 30 minutes (even if not impacted)

City should call OEM (during normal work hours) or Duty Officer (after work hours)  
to verify receipt of the Recon Report unless OEM has already verified receipt with the City

**Reports and Updates:**

City Status Report (first report filed within 2 hours; subsequent reports as conditions change)  
Initial Damage Report (when possible or when requested)  
Resource Requests (ongoing)  
Major Incident Reports (ongoing)  
Messages (ongoing)

OEM will make notification to CalOES and CalOES will notify other levels of government

**Note: Telephone numbers for the various agencies are located in confidential/security documents that can be found in a separate binder in the EOC.**

**CHART 5  
CITY TO OPERATIONAL AREA INFORMATION REPORTING SYSTEM –  
OARRS IS NOT OPERATIONAL**

**DISASTER OCCURS**

City EOC is activated

Contact your Disaster Management Area Coordinator

**IF OARRS IS NOT OPERATIONAL**

Notify your Contact Sheriff Station of the Initial Event

Contact Sheriff Station notifies the Emergency Operations Bureau (EOB) and then relays all reports from the City (both Initial and follow-up) to the EOB until OARRS is operational

EOB notifies OEM of all reports from the City

City should contact OEM (during normal work hours) or Duty Officer (after work hours) to verify receipt of all reports and updates unless OEM has already verified receipt with the City

**Reports and Updates:**

Recon Report (all cities should enter in 30 minutes even if not impacted)  
City Status Report (first report filed within 2 hours; subsequent reports as conditions change)  
Initial Damage Report (when possible or when requested)  
Resource Requests (ongoing)  
Major Incident Reports (ongoing)  
Messages (ongoing)

OEM will make notification to CalOES and CalOES will notify other levels of government

Follow these procedures until OARRS is operational

**Note: Telephone numbers for the various agencies are located in confidential/security documents that can be found in a separate binder in the EOC.**

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## EMERGENCY OPERATIONS PLAN

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### **CITY OF CULVER CITY'S EMERGENCY OPERATIONS CENTER (EOC)**

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

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

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

### **EOC LOCATION AND DESCRIPTION**

Information on the location and description of the EOC is confidential and secure information.

Information on EOC set-up (and alternate EOC locations) is a confidential/security document that can be found in a separate secure binder in the EOC.

### **Primary EOC**

The EOC totals approximately 1,500 square feet and is divided among the Management, Operations, Logistics, Planning/Intelligence and Finance/Administration sections. An amateur radio area is located against the south wall and provides various communications capabilities. Emergency power is provided by a diesel generator. The emergency fuel reserve is sufficient for 3.5 days at a full load; 5 days at a ¾ load, and 7 days at a half-load. This is based on the availability of 2,000 gallons of diesel fuel housed in the generator's belly tank and in an underground storage tank which is used exclusively to fuel this generator. Fuel levels are monitored during daily inspections through a certified tank

monitoring system. Fuel is ordered when underground storage tanks reach half of their capacity, with deliveries occurring the following day. The EOC has the capability to house and feed staff for 24 consecutive hours. On-site services include (kitchen, bathrooms, food and water supply and sleeping cots).

The alternate EOC may be activated when the primary EOC is unusable. The Logistics Section will coordinate the relocation to the alternate EOC. The operational functions of the alternate EOC will be the same as those of the primary EOC.

#### **Alternate EOC**

The alternate EOC will be activated only when the primary EOC is damaged, inaccessible, and/or evacuation of EOC staff members becomes necessary. The Logistics Section will arrange for relocation of EOC staff members to the alternate EOC. The operational functions of the alternate EOC will be the same as those of the primary EOC.

#### **DISPLAYS**

Because the EOC's major purpose is gathering and sharing information for coordinated emergency response, status boards may be used to track information. All EOC sections must track information so that other EOC staff can quickly comprehend what actions have been taken, what resources are available and the damage in the City resulting from the disaster. The Planning/Intelligence Section is responsible for coordinating displays of information. All display charts, boards, and materials are stored in the "dispatch center room/kitchen" in a niche (open closet) on the west wall.

A significant events log should be compiled for the duration of the emergency. It is the responsibility of the Planning/Intelligence Section to record key disaster information in the logs.

#### **EOC COMMUNICATIONS**

Communications in the EOC include telephone, fax, computers, satellite computer, internet, and radios. City EOC radios include all city frequencies and most County, State, and Mutual Aid frequencies. Communications will be continuously staffed during emergencies, either by volunteers (the City has an amateur radio service group, Culver City Amateur Radio Emergency Services (CCARES)) or City staff. The Logistics Section is responsible for communications.

#### **EOC FACILITY MANAGEMENT**

Management of and maintaining operational readiness of the primary and alternate EOC facilities is the responsibility of the Emergency Preparedness Coordinator.

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

**CITY OF CULVER CITY EOC ACTIVATION POLICY**

The EOC is activated when field response agencies need support, a citywide perspective is needed, or multi-departments need to coordinate. Activated EOCs may be partially or fully staffed to meet the demands of the situation.

The Operational Area must be notified via the designated countywide emergency reporting systems when the EOC is activated. The Disaster Management Area Coordinator must also be notified.

**When to Activate:**

- ) An emergency situation that has occurred or might occur that will require a large commitment of resources from two or more City Departments over an extended period of time. Examples include: an earthquake, bombing, flooding, major hazardous material incident, civil disturbance, aircraft disaster, large complex structure fire, severe weather conditions, act of terrorism, large-scale school incident and special events.
- ) On the order of the City Manager or designee, provided that the existence or threatened existence of a Local Emergency has been proclaimed;
- ) When the Governor has proclaimed a State of Emergency in an area which includes the City of Culver City;
- ) Automatically upon the proclamation of a "State of War Emergency" as defined by the California Emergency Services Act (**See Local and State Proclamations in the Management Support Documentation**);
- ) By a Presidential Declaration of a National Emergency;
- ) Automatically upon receipt of an attack warning or the observation of a nuclear detonation;

**Who Can Activate the EOC:**

The following individuals, either acting as the EOC Director or on behalf of the EOC Director, or their appointed representatives (**as referenced in Part One – Section Five Continuity of Government**) activate the EOC:

- ) City Manager (EOC Director of Emergency Services)
- ) Assistant City Manager (alternate EOC Director of Emergency Services)
- ) Fire Chief
- ) Police Chief
- ) Community Development Director

**EOC Activation Guidelines**

- ) Call an official who has authority to activate the EOC (see list above) and request activation to the level needed.
- ) Identify yourself as the Incident Commander or other appropriate authority and provide a call-back confirmation phone number.
- ) Briefly describe the emergency/disaster situation requiring the EOC activation.
- ) Identify in general what EOC functions will be needed.

**EOC Activation Procedures:**

- ) Determine level of EOC activation and staffing levels. **(See Chart 6, EOC Activation and Staffing Guidelines).**
- ) Notify EOC staff.
- ) Set up the EOC. (EOC Activation Procedures are confidential/security documents that can be found in a separate binder in the EOC.)
- ) Notify the Operational Area and your Disaster Management Area Coordinator (DMAC) that the City EOC has been activated. The Disaster Management Area Coordinator (DMAC) Phone Directory is a confidential/security document that can be found in a separate binder in the EOC.

**Deactivation**

- ) The EOC Director will determine which units, branches or sections are no longer needed and order EOC deactivation to begin.
- ) Deactivated units will complete all required paperwork and transfer any remaining tasks or responsibilities to the appropriate unit, branch or section.
- ) As EOC deactivation continues, this process will repeat itself.
- ) The deactivation should be overseen by the Demobilization Unit to ensure procedures are followed.
- ) Notify the Operational Area and your Disaster Management Area Coordinator (DMAC) when the EOC deactivation is complete.

**CHART 6, EOC ACTIVATION AND STAFFING GUIDELINES**

Event/Situation	Activation Level	Minimum Staffing
Unusual occurrences with severe potential impacts on the health and safety of the public and/or environment	One	EOC Director  Other Designees  <i>Note: May be limited to Department Operations Center activation.</i>
Severe Weather Issuances (see <b>Operations Support Documentation -NWS</b> )		
Significant incidents involving 2 or more departments		
Earthquake Advisory/Prediction Level One		
Power outages and Stage 1 and 2 power emergencies.		
Earthquake with damage reported	Two	EOC Director  Section Coordinators, Branches and Units as appropriate to situation  Liaison/Agency representatives as appropriate.  Public Information Officer
Earthquake Advisory/Prediction Level Two or Three		
Major wind or rain storm		
Two or more large incidents involving 2 or more departments		
Wildfire affecting developed area		
Major scheduled event		
Severe hazardous materials incident involving large-scale or possible large-scale evacuations		
Unusual occurrences with severe potential impacts on the health and safety of the public and/or environment		
Large scale power outages and Stage 3 power emergencies		
Major city or regional emergency-multiple departments with heavy resource involvement	Three	All EOC positions
Earthquake with significant damage in City or adjacent cities.		
Unusual occurrences with severe potential impacts on the health and safety of the public and/or environment		

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**SECTION FIVE  
CONTINUITY OF GOVERNMENT**

**PURPOSE**

A major disaster or national security emergency could result in the death or injury of key government officials and/or the partial or complete destruction of established seats of government, and public and private records essential to continued operations of government and industry.

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

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

**RESPONSIBILITIES**

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

**PRESERVATION OF LOCAL GOVERNMENT**

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

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

The California Emergency Services Act provides for the preservation of city government in the event of a major disaster.

**LINES OF SUCCESSION FOR OFFICIALS CHARGED WITH DISCHARGING EMERGENCY RESPONSIBILITIES**

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

**City Council**

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

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

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

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

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

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

**Director of Emergency Services**

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

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

First Alternate:	Assistant City Manager
Second Alternate:	Fire Chief
Third Alternate:	Police Chief

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## EMERGENCY OPERATIONS PLAN

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

### Department Heads

Article 15, Section 8637 of the California Emergency Services Act authorizes political subdivisions to provide for the succession of officers (department heads) having duties related to law and order and/or health and safety. **(See Lines of Succession list for city departments at the end of this Section.)**

### TEMPORARY COUNCIL MEETING LOCATION AND ALTERNATE CITY GOVERNMENT LOCATION

Section 8642 of the California Emergency Services Act authorizes the City Council to meet at a place not necessarily within the City in the event of State of War Emergency, State of Emergency, or Local Emergency.

Section 54954 of the Brown Act provides that if a fire, flood, earthquake, or other emergency makes it unsafe to meet in the place designated for holding regular City Council meetings, the presiding officer of the City Council, or his or her designee, can designate the place that regular meetings will be held for the duration of the emergency. The presiding officer's designation of a meeting place under those circumstances must be:

- ) Made in a notice to the local media that have requested notice pursuant to Section 54956 of the Government Code, and
- ) By the most rapid means of communication available at the time. (Section 54954(e))

In the event that City Hall is not usable because of emergency conditions, the temporary office of city government will be as follows:

1st Alternate:	Fire Station No. 1
2nd Alternate:	Veterans Memorial Auditorium

### PRESERVATION OF VITAL RECORDS

In the City of Culver City, the City Clerk is responsible for the preservation of vital records.

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

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

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**EMERGENCY OPERATIONS PLAN**

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Vital records of the City of Culver City are located in confidential/security documents that can be found in a separate secure binder in the EOC.

**LINES OF SUCCESSION FOR DEPARTMENT HEADS**

<b>Service/Department</b>	<b>Title/Position</b>
<b>City Attorney</b>	<b>1. City Attorney</b>
	2. Assistant City Attorney
	3. Deputy City Attorney
<b>City Fire</b>	<b>1. Fire Chief</b>
	2. Assistant Chief
	3. Fire Marshal B/C
<b>City Manager</b>	<b>1. City Manager</b>
	2. Assistant City Manager
	3. Assistant to the City Manager
<b>City Police</b>	<b>1. Chief</b>
	2. Assistant Chief
	3. Operations Bureau Commander
<b>City Clerk</b>	<b>1. City Clerk</b>
	2. Deputy City Clerk
<b>Community Development</b>	<b>1. Director</b>
	2. Deputy Community Dev Director
	3. Building Official
<b>Finance</b>	<b>1. Chief Financial Officer</b>
	2. Budget Division Manager
<b>Information Technology</b>	<b>1. Information Technology Director</b>
	2. Technical Services Director
	3. Systems Development Manager
<b>Parks, Recreation and Community Services (PRCS)</b>	<b>1. PRCS Director</b>
	2. Parks Manager
	3. Recreation Manager
	4. Senior & Social Services Manager
<b>Public Works</b>	<b>1. Public Works Director</b>
	2. Engineering Services Manager
	3. Maintenance Manager
	4. Sanitation Manager
<b>Transportation</b>	<b>1. Transportation Director</b>
	2. Equipment Maintenance Manager
	3. Transit Operations Manager

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## **SECTION SIX MUTUAL AID**

### **INTRODUCTION**

Mutual aid is designed to ensure that adequate resources, facilities and other support are provided to jurisdictions whenever their own resources prove to be inadequate to cope with a given situation(s). The basis for the system is the California Disaster and Civil Defense Master Mutual Aid Agreement, as provided for in the California Emergency Services Act (**see Part Two Management Support Documentation-Legal Documents**). This Agreement was developed in 1950 and has been adopted by the state, all 58 counties and most incorporated cities in the State of California. The Master Mutual Aid Agreement creates a formal structure wherein each jurisdiction retains control of its own facilities, personnel and resources, but may also receive or render assistance to other jurisdictions within the state. State government is obligated to provide available resources to assist local jurisdictions in emergencies. It is the responsibility of the local jurisdiction to negotiate, coordinate and prepare mutual aid agreements.

### **MUTUAL AID SYSTEM**

A statewide mutual aid system, operating within the framework of the Master Mutual Aid Agreement, allows for the progressive mobilization of resources to and from emergency response agencies, local governments, operational areas, regions and state with the intent to provide requesting agencies with adequate resources. The general flow of mutual aid resource requests and resources within mutual aid systems are depicted in the diagram in **Chart 1**.

The system includes several discipline-specific mutual aid systems, such as fire and rescue, law, medical, building and safety, coroners, emergency managers (EMMA) and public works. These systems are consistent with SEMS and NIMS at all levels.

In addition to the mutual aid agreements that are in place within the state of California, the Governor signed the Emergency Management Assistance Compact (EMAC) which allows the State of California to participate with the other states in a nationwide mutual aid system.

### **MUTUAL AID REGIONS**

Mutual Aid Regions I-VI were established in California under the California Emergency Services Act and each contains designated counties. Los Angeles County and its cities are in Mutual Aid Region I, which is in the CalOES Southern Administrative Region (**See Chart 3**).

### **MUTUAL AID COORDINATORS**

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

Mutual aid requests that do not fall into one of the discipline-specific mutual aid systems are handled through the emergency services mutual aid system by emergency management staff at the local

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## EMERGENCY OPERATIONS PLAN

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government, operational area, regional and state levels. In the Operational Area, this would be coordinated through the Los Angeles County Office of Emergency Management. The flow of resource requests and information among mutual aid coordinators is illustrated in **Chart 2**.

Mutual aid coordinators may function from an EOC, their normal departmental location or other locations depending on the circumstances.

### **PARTICIPATION OF VOLUNTEER AND PRIVATE AGENCIES**

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

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

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

### **POLICIES AND PROCEDURES**

- J Mutual aid resources will be provided and utilized in accordance with the California Master Mutual Aid Agreement.
- J During a proclaimed emergency, inter-jurisdictional mutual aid will be coordinated at the county, operational area or mutual aid regional level.
- J Make sure a communications plan is in place for response activities.
- J The City of Culver City will make non-law and non-fire mutual aid requests via designated countywide emergency reporting systems. Requests should specify, at a minimum:
  - Z Number and type of personnel needed
  - Z Type and amount of equipment needed
  - Z Reporting time and location
  - Z Authority to whom forces should report
  - Z Access routes
  - Z Estimated duration of operations

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## EMERGENCY OPERATIONS PLAN

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### Z Risks and hazards

All mutual aid requests will be made on the OARRS Request Form. This form is found in **Part Two, Logistics Support Documentation**.

### AUTHORITIES AND REFERENCES

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

- ) California Master Mutual Aid Agreement, December 1950
- ) California Fire and Rescue Emergency Plan
- ) California Fire Assistance Agreement
- ) California Law Enforcement Mutual Aid Plan
- ) Emergency Management Assistance Compact
- ) Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288, as amended)-provides federal support to state and local disaster activities.
- ) California Emergency Managers Mutual Aid Agreement, November 1997

### CITY OF CULVER CITY MUTUAL AID AGREEMENTS

WITH	FOR	DATE
L.A. County	Mutual Aid for Fire Service	March 1958
L.A. City	Exchange of Fire Protection & Rescue Services	September 1991
L.A. County	Exchange of Fire Protection Services (Truck)	December 1998
Southern CA. Cities/Counties	Public Works Mutual Aid	March 19, 1990

CHART 1  
MUTUAL AID SYSTEM FLOW CHART

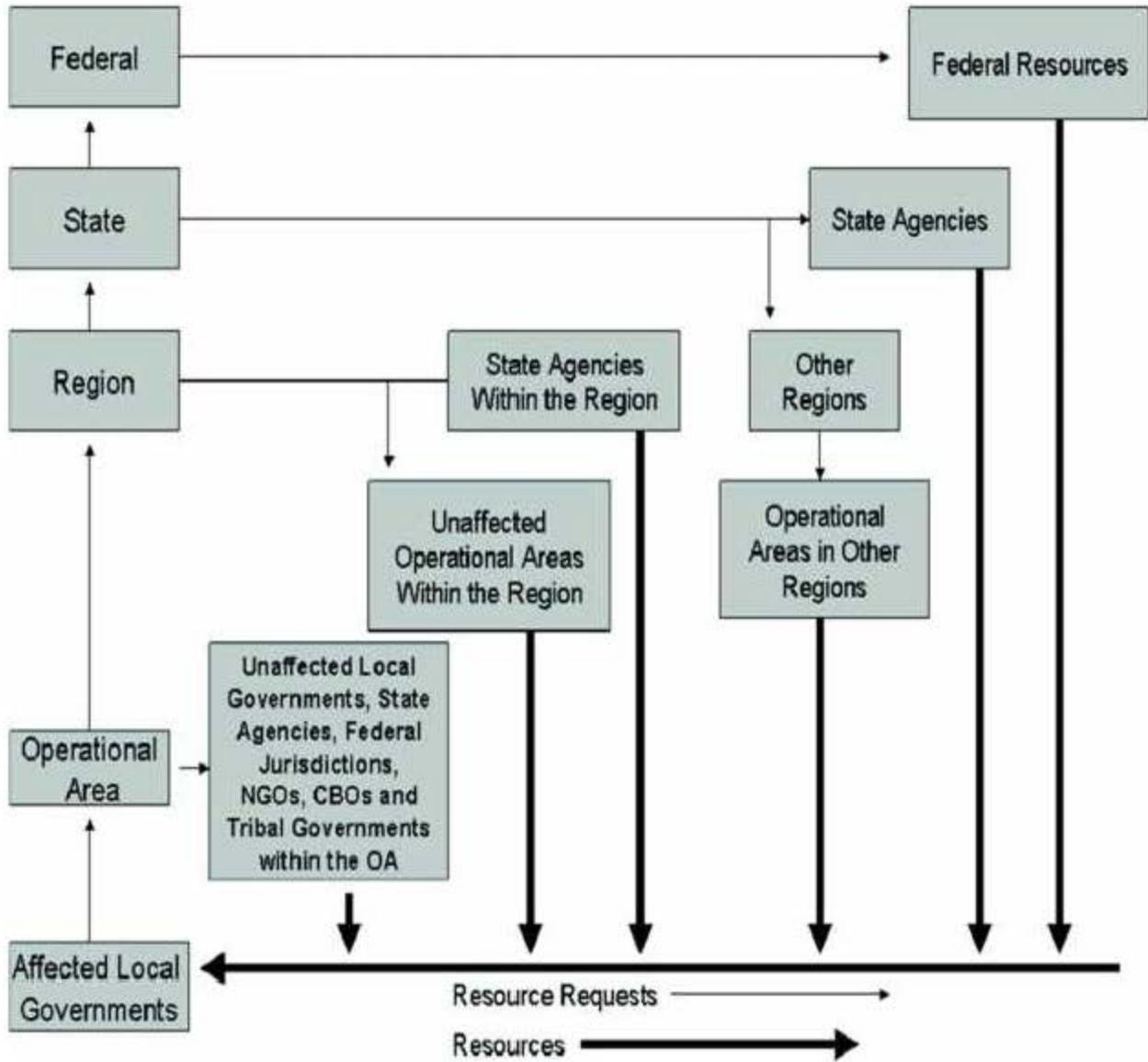
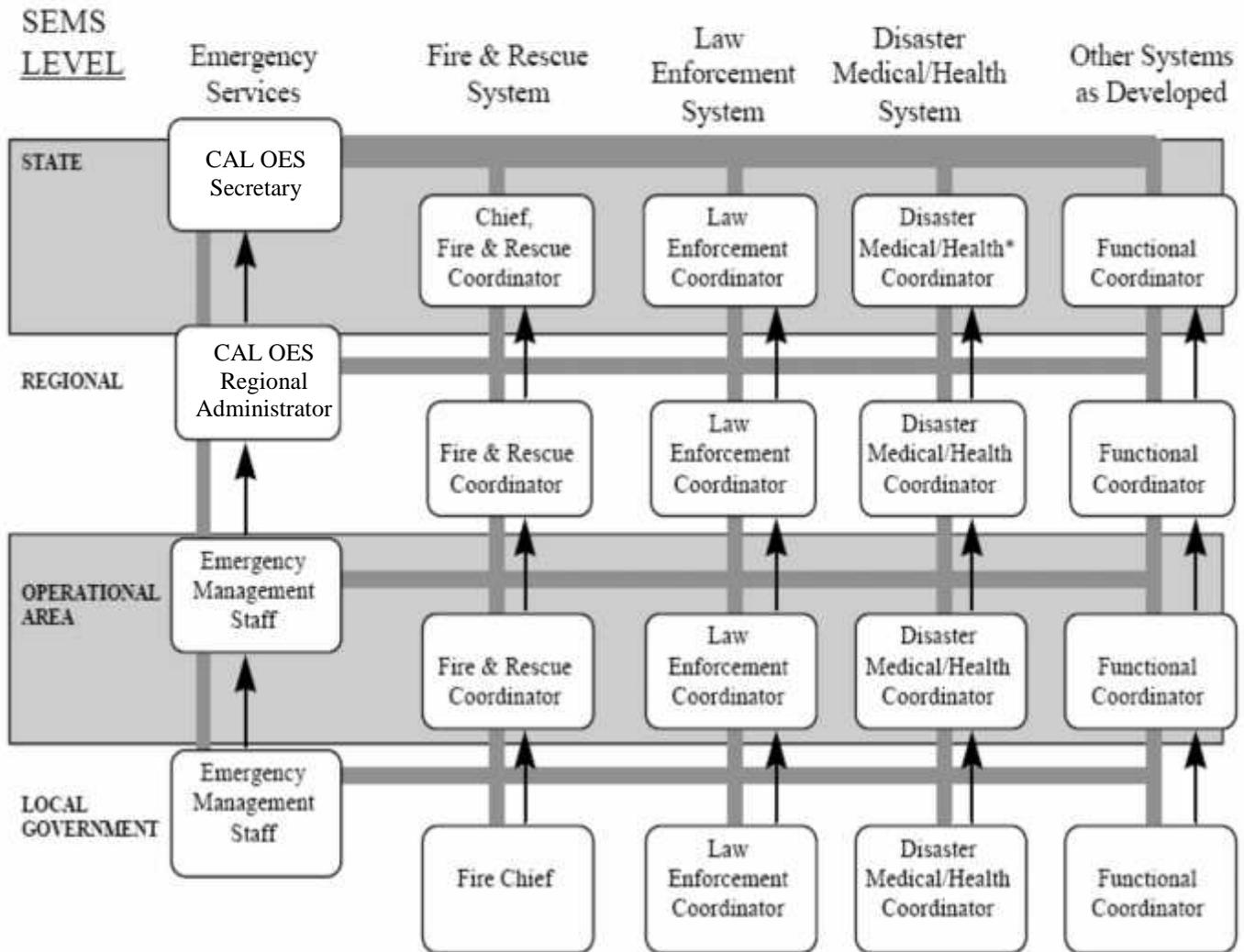


CHART 2

## MUTUAL AID CHANNELS: Discipline Specific Mutual Aid Systems



\* Includes Mental Health Mutual Aid System



Resource Requests

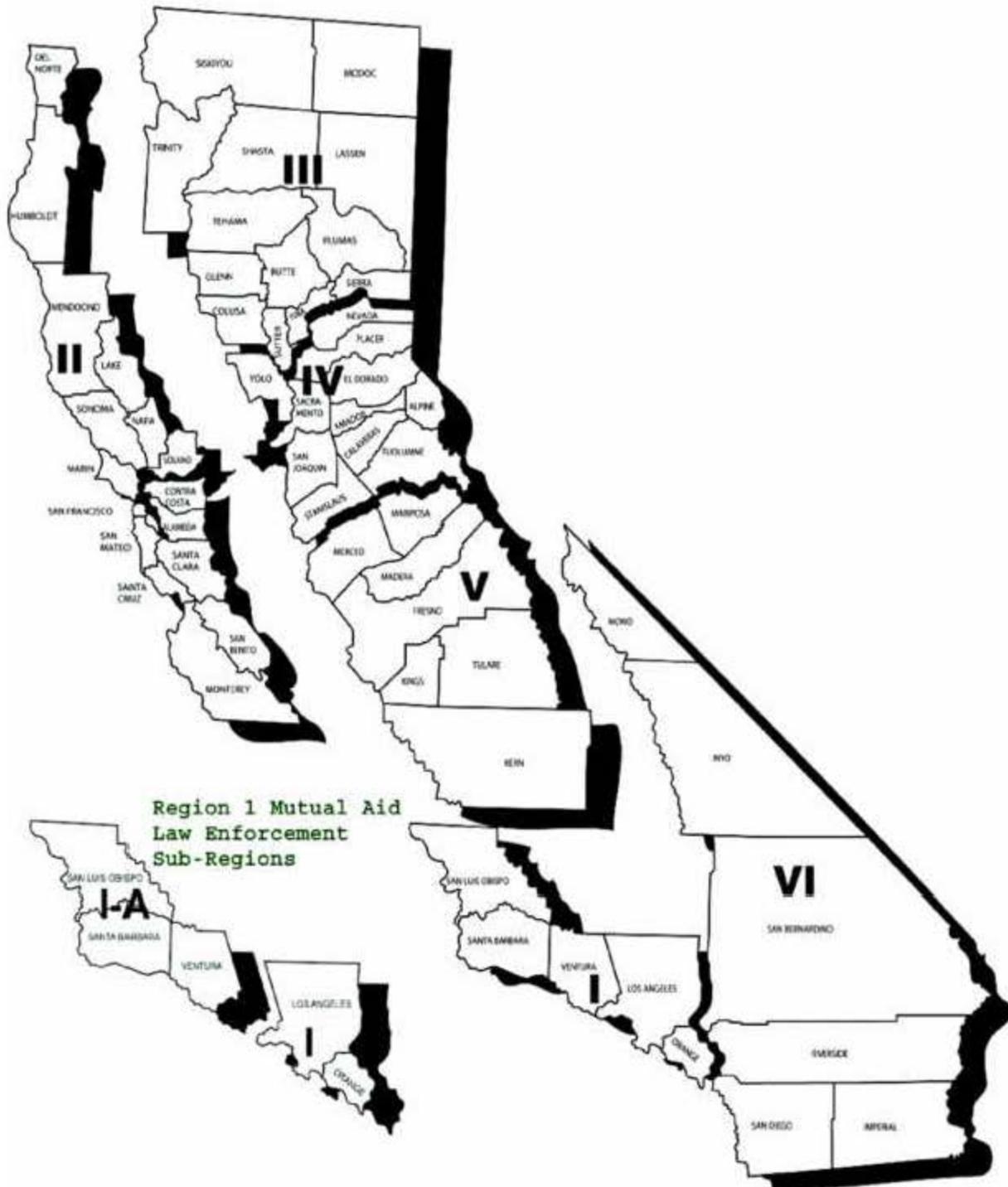


Information Flow and Coordination

**CHART 3  
STATE MUTUAL AID REGION MAP**

**CalOES, California Office of Emergency Services**

The six mutual aid regions are denoted by Roman numerals. For Law Enforcement mutual aid, Region I is subdivided into two subgroups.



**SECTION SEVEN  
AUTHORITIES AND REFERENCES**

**GENERAL**

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

The Standardized Emergency Management System (SEMS) Regulations (Chapter 1 of Division 2 of Title 19 of the California Code of Regulations), hereafter referred to as SEMS, establishes SEMS which incorporates the use of the Incident Command System (ICS), the Master Mutual Aid Agreement and existing mutual aid systems, the Operational Area concept and multi-agency or inter-agency coordination.

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

The National Incident Management Section, hereafter referred to as NIMS, was mandated by Homeland Security Presidential Directive No. 5 and is also based on the Incident Command System and the multi-agency coordination system.

The National Response Framework is a guide as to how the nation conducts all-hazards incident response. It is built upon flexible, scalable and adaptable coordinating structures to align key roles and responsibilities across the nation, linking all levels of government and private sector businesses and nongovernmental organizations. Response includes:

- ) Immediate actions to save lives, protect property and meet basic human needs.
- ) Implementation of emergency operations plans.
- ) Actions to support short-term recovery and some short-term mitigation activities.

The federal government does not assume command for local emergency management but rather provides support to local agencies. This Framework is based on the premise that incidents are typically managed at the lowest possible geographic, organizational and jurisdictional level.

**AUTHORITIES**

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

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## EMERGENCY OPERATIONS PLAN

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### Federal

- ) Americans with Disabilities Act of 1990 (ADA)
- ) Emergency Planning and Community Right-To-Know Act of 1986, also known as the Superfund Amendments and Reauthorization Act of 1986, Title III (42 U.S.C. §§ 11001-11050)
- ) Federal Civil Defense Act of 1950, Public Law 920, as amended
- ) Homeland Security Act, Public Law 107-296, as amended (6 U.S.C. §101-557)
- ) Homeland Security Presidential Directive #5, February 28, 2003
- ) Homeland Security Presidential Directive #8, December 17, 2005
- ) Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, Public Law 93-288, as amended
- ) Volunteer Protection Act of 1997, Public Law 105-19 (42 U.S.C. §§ 14501-14505)
- ) Pets Evacuation and Transportation Standards Act of 2006

### State

- ) California Constitution
- ) California Emergency Services Act, Chapter 7 of Division 1 of Title 2 of the Government Code
- ) California Government Code, Title 19, Public Safety, Div. 1, OES, Chapter 2, Emergency and Major Disasters, Subchapter 3, Disaster Services Worker Volunteer Program
- ) 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
- ) California Disaster Assistance Act, Chapter 7.5 of Division 1 of Title 2 of the Government Code
- ) Executive Order S-2-05, National Incident Management System Integration into the State of California
- ) "Good Samaritan" Liability
- ) California Penal Code §409, §409.5, §409.6
- ) Orders and Regulations Promulgated by the Governor to Take Effect upon the Existence of a State of War Emergency
- ) Orders and Regulations which may be Selectively Promulgated by the Governor during a State of Emergency
- ) Standardized Emergency Management System (SEMS) Guidelines
- ) Standardized Emergency Management System (SEMS) Regulations, Chapter 1 of Division 2 of Title 19 of the California Code of Regulations and Government Code Section 8607(a)

### Local

- ) Culver City Municipal City Code, Title 3: Administration, Chapter 3.09: Disasters and Emergencies
- ) Civil Defense Master Mutual Aid Agreement dated December 1950.
- ) Agreement of Fire Protection and Rescue Services between the City of Culver City and the City of Los Angeles dated September 1, 1991.
- ) Resolution No. 2010-R-075- adopting Workers' Compensation Benefits for Disaster Service Workers, adopted October 11, 2010.

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- ) Resolution No. 2006-R043 adopting the National Incident Management System (NIMS), adopted May 22, 2006.
- ) Resolution adopting the SEMS/NIMS Emergency Plan, Month, 2006.

### Other

- ) Act 58-4-1905 American National Red Cross Statement of Understanding, December 30, 1985
- ) Mennonite Disaster Services – Agreement with FDAA 194
- ) Salvation Army Charter-May 12, 1974

### REFERENCES

#### Federal

- ) An ADA Guide for Local Governments, U.S. Department of Justice
- ) Hazardous Materials Emergency Planning Guide, NRT-1 and Plan Review Guide, NRT-1A: (Environmental Protection Agency's National Response Team)
- ) National Fire Protection Association (NFPA) Standard 1600
- ) National Incident Management System (NIMS), U.S. Department of Homeland Security
- ) National Response Framework, U.S. Department of Homeland Security
- ) NIMS Emergency Operations Plan (EOP) Compliance Checklist
- ) Local and Tribal NIMS Integration, U.S. Dept. of Homeland Security

#### State

- ) California (OES) Disaster Assistance Procedure Manual
- ) California Emergency Plan
- ) California State Emergency Plan (SEP) – Checklist Review (Based on Checklist for a NIMS-Compliant EOP from the Template for NIMS Implementation Plan).
- ) California (OES) Emergency Planning Guidance for Local Government and Crosswalk (Checklist for Reviewing Emergency Plans)
- ) California Emergency Resources Management Plan
- ) California Fire and Rescue Operations Plan
- ) California Hazardous Materials Incident Contingency Plan
- ) California (OES) Implementation Guidelines for the National Incident Management System (NIMS)
- ) California Law Enforcement Mutual Aid Plan
- ) California Master Mutual Aid Agreement

#### County/Operational Area

- ) Los Angeles County Operational Area Disaster Information Reporting Procedures.
- ) Los Angeles County Operational Area Emergency Public Information Plan.
- ) Los Angeles County Operational Area Emergency Response Plan.
- ) Los Angeles County Operational Area Functional Annex—Recovery.
- ) Los Angeles County Public Health, Annex 11, Operational Plan for Implementation and Enforcement of Isolation and Quarantine Measures
- ) Los Angeles County Public Works Disaster Routes Plan

**Local**

- ) City of Culver City, General Plan, 1995
- ) Culver City Natural Hazard Mitigation Plan, 2004
- ) Culver City Fire Department Major Incident Guidebook, 2010

**SECTION EIGHT  
THREAT SUMMARY FOR CITY OF CULVER CITY**

The City of Culver City is located within Area A, Los Angeles County (Northeast section), Region I, Southern Administrative Region of the California Offices of Emergency Services (CalOES). The City is located 6 miles west of downtown Los Angeles. The city is surrounded by the Los Angeles neighborhoods of Mar Vista, West Los Angeles and Palms to the north; Westchester to the south; the Baldwin Hills and Ladera Heights unincorporated areas to the east; and the L.A. neighborhoods of Venice and Playa Vista to the west, along with the unincorporated area of Marina Del Rey. The latitude is 34°0'28"N and the longitude is 118°24'3"W. The City has a residential population of 38,883 (Census 2000) and a day-time population of 250,000. Culver City has a total area of 5.1 miles with 42% residential and 58% commercial/industrial uses.

The City is served by one major hospital - Southern California Hospital at Culver City which maintains a 24-hour emergency room.

Culver City has its own school district, Culver City Unified School District. It has five elementary schools, a middle school, two high schools (regular and continuation), a Community Day School, an Office of Child Development, and an Adult School. It also has approximately 9 private schools, 5 preschools, 8 childcare/day care centers and two colleges/universities. West Los Angeles Community College is adjacent to Culver City in unincorporated Los Angeles County. Since 2001, the City has been in the process of exploring the option of annexing the West Los Angeles College land from the County.<sup>2</sup> There are also 12 convalescent/assisted care facilities. The City is home to many light manufacturing and technology companies as well as movie and film studios such as Sony Pictures Entertainment.

The City is served by the 10 and 405 freeway systems and the major arterial highways are Sepulveda Blvd. which runs north and south, Venice Blvd. east and west, Overland Blvd. north and south and Washington Blvd. east and west.

The City has underground pipelines that transport a variety of petroleum products and the Newport/Inglewood fault that runs directly through the City north to south.

The City has 2 million gallons of water storage in the Baldwin Hills. The water storage tanks are owned and operated by the Southern California Water Company. The tanks are filled by an 18" main that travels down the streets of Duquesne to Jefferson to the tanks. The tanks do not have check valves in the transmission line. In the event of an earthquake the tanks would drain out.

**THREAT SUMMARY**

The following threat summaries have a potential to impact the City:

- ) An earthquake could impact either segments of or the total population.

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<sup>2</sup> Natural Hazard Mitigation Plan, City of Culver City and Culver City Unified School District, September 15, 2004, pg. 69.

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## EMERGENCY OPERATIONS PLAN

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- ) Many major highways and light rail lines traverse or pass near the City and transportation incidents (including hazardous material incidents) as well as pipeline ruptures or illegal dumping could affect the City. The City has some industry and faces the potential for hazardous materials incidents from the stationary materials users as well.
- ) The entire City is subject to dam failure.
- ) Many areas of the City may be subject to flooding, due to flash flooding, urban flooding (storm drain failure/infrastructure breakdown), river channel overflow, downstream flooding, etc. The City has not historically been vulnerable to tropical storms and severe winter storms.
- ) Some areas of the City identified as wildland/urban interface and may be subject to wildland fires.
- ) A tsunami could impact the coastal portion of the City, inflict significant damage and possible loss of life.
- ) A transportation incident such as a major air crash, trucking incident or light rail incident could impact areas within the City.
- ) A civil unrest incident could impact areas within the City or the entire City.
- ) The entire Los Angeles Basin is considered as a possible risk area for a nuclear event or act of terrorism; therefore both sheltering and evacuation issues should be considered.
- ) The City of Culver City is not within the planned range of a radioactive plume of a nuclear power plant.

Any single incident or a combination of events could require evacuation and/or sheltering of the population. Neither the City nor the County of Los Angeles has the capability to plan for the organized evacuation of the basin; therefore, the extent of planning at this time is restricted to assisting and expediting spontaneous evacuation. In the increased readiness stage, expedient shelters will be utilized as appropriate and information will be provided to the public as the City no longer maintains public fallout shelters.

The City has its own police, fire and public works departments. The City also has local volunteer organizations (CERT and CCARES) which will assist with emergency communications and other necessary emergency services. The City also relies on the American Red Cross for assistance with emergency shelters and other necessary emergency services.

The following threat assessments identify and summarize the hazards which could impact the City of Culver City:

Threat Assessment 1	Major Earthquake
Threat Assessment 2	Hazardous Materials
Threat Assessment 3	Flooding
Threat Assessment 4	Dam Failure
Threat Assessment 5	Wildland Fire/Urban Interface
Threat Assessment 6	Landslide/Mudflow
Threat Assessment 7	Tsunami
Threat Assessment 8A	Transportation: Air Crash

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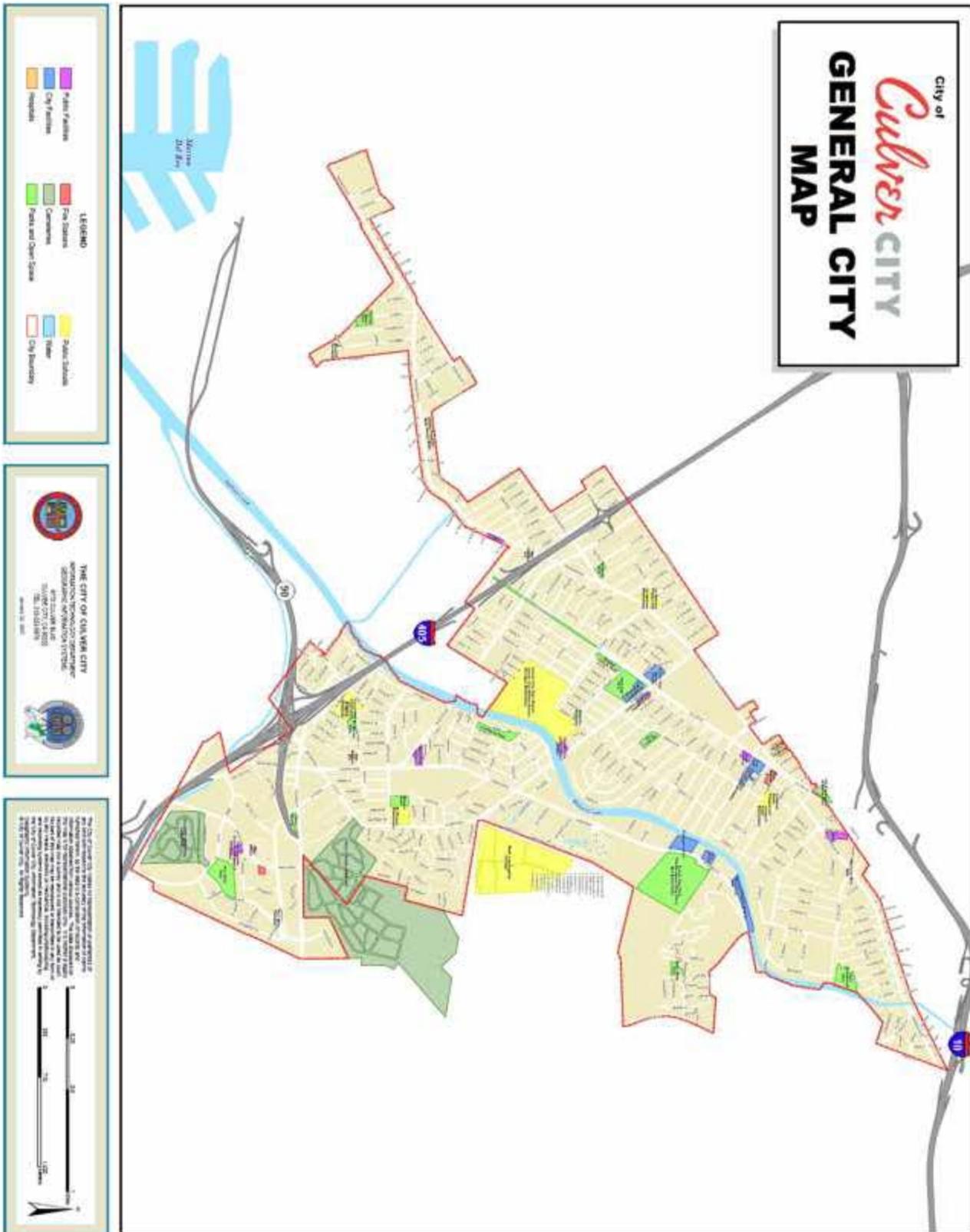
## EMERGENCY OPERATIONS PLAN

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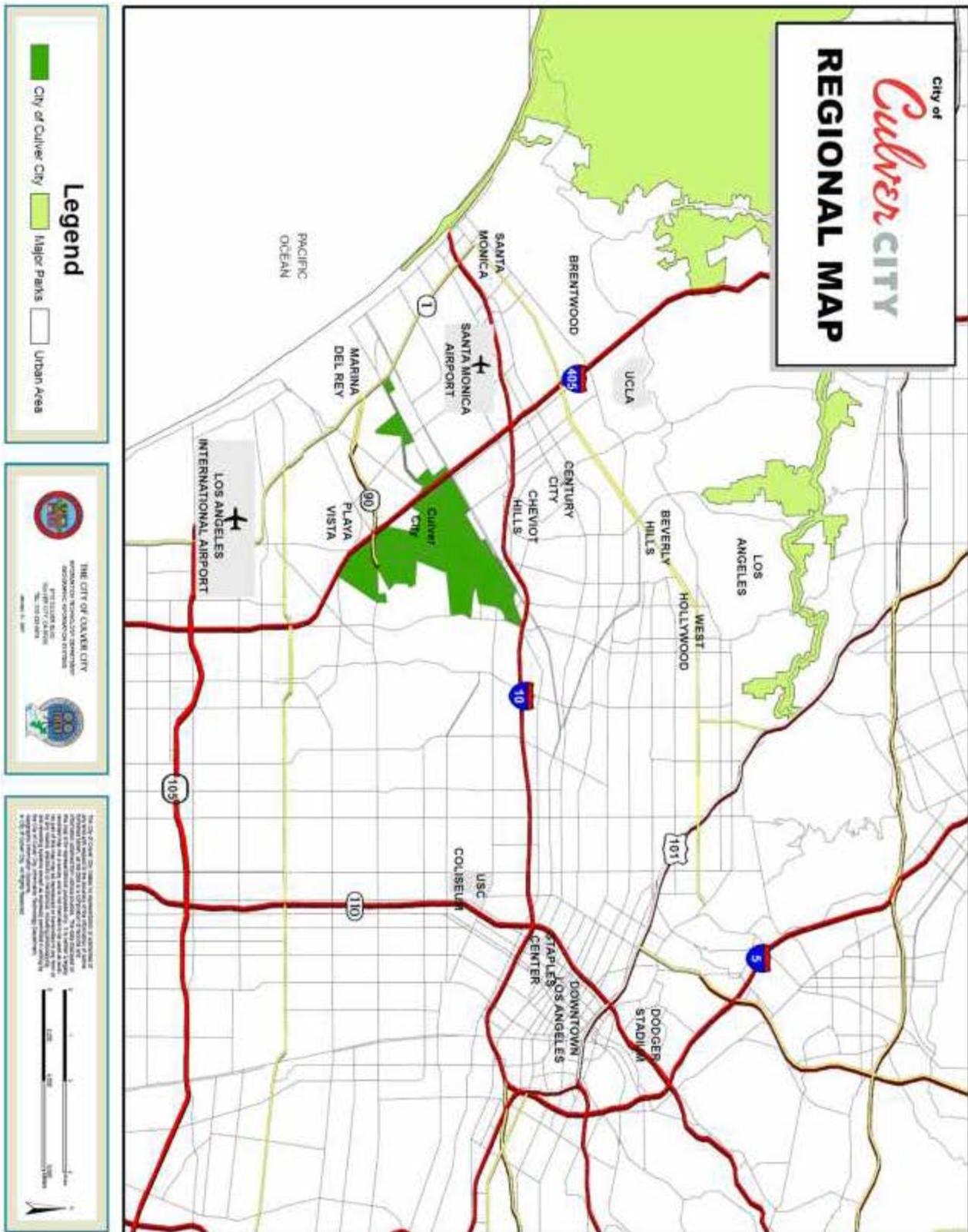
Threat Assessment 8B	Transportation: Train Derailment
Threat Assessment 8C	Transportation: Rail Incident
Threat Assessment 9	Civil Unrest
Threat Assessment 10	Terrorism
Threat Assessment 11	Public Health Emergency (Pandemic)

References: For more detailed information and maps, refer to the City's Natural Hazard Mitigation Plan.

CITY MAP



ADJACENT JURISDICTIONS



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**THREAT ASSESSMENT 1  
MAJOR EARTHQUAKE****GENERAL SITUATION**

The City of Culver City is in the vicinity of several known active and potentially active earthquake faults including the San Andreas, the Palos Verdes, Santa Monica, Whittier-Elsinore, and the Newport-Inglewood (**see Attachment 1, Overview Fault Map**). The Newport-Inglewood Fault represents the largest fault within Culver City<sup>3</sup> (**See Attachment 2, Alquist-Priolo Fault Map**). Two other known faults in Culver City are the Charnock and the Overland lateral or blind thrust faults (**See Attachment 3, Newport-Inglewood, Overland, Charnock Fault Map**).

New faults within the region are continuously being discovered. Scientists have identified almost 100 faults in the Los Angeles area known to be capable of a magnitude 6.0 or greater earthquake. The January 17, 1994 magnitude 6.7 Northridge Earthquake (thrust fault) which produced severe ground motions, caused 57 deaths, 9,253 injuries and left over 20,000 displaced. Scientists have stated that such devastating shaking should be considered the norm near any large thrust earthquake.

Recent reports from scientists of the U.S. Geological Survey and the Southern California Earthquake Center say that the Los Angeles Area could expect one earthquake every year of magnitude 5.0 or more for the foreseeable future. (See Attachments 5 and 6 for the Abridged Modified Mercalli Intensity Scale and the Richter Scale)

A major earthquake occurring in or near Culver City has the potential to cause many deaths and casualties, extensive property damage, fires and hazardous material spills and other hazards. The effects could be aggravated by aftershocks and by the secondary effects of fire, hazardous material/chemical accidents and possible failure of the waterways and dams. The time of day and season of the year would also have a profound effect on the number of dead and injured and the amount of property damage sustained.

The shaking from a major earthquake has the potential to cause serious catastrophic damage to buildings, including hospitals, businesses, schools, public service agencies, and other buildings critical to public and private use. Older buildings, including unreinforced masonry structures, are particularly vulnerable to damage from earthquakes. A major earthquake can also cause serious damage to dams, railways, airports, major highways and bridges, utilities, telephone systems, and other critical facilities.

Extensive search and rescue operations may be required to assist trapped or injured persons. Emergency medical care, food and temporary shelter could be required by injured or displaced persons. In the most serious earthquakes, identification and burial of the dead could exceed the capacity of the coroner. Public health will be a major concern, due to potential contamination of water sources. A major earthquake will be a traumatic experience for people in Culver City

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<sup>3</sup> NHMP, City of Culver City, California and Culver City Unified School District, September 15, 2004, pg. 57.

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## EMERGENCY OPERATIONS PLAN

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and County-wide. Mental Health counseling will be needed for an extended period. A major earthquake will aggravate existing social problems, such as poverty and unemployment.

Evacuations of areas downwind from hazardous material releases may be essential to save lives. Many families could be separated, particularly if the earthquake should occur during working hours. Emergency operations could be seriously hampered by the loss of communications and damage to transportation routes within the disaster area and by the disruption of public utilities and services.

The negative economic impact on the City of Culver City due to a major earthquake could be considerable, with a loss of employment and of the local tax base. A major earthquake could cause serious damage and/or outage of critical data processing facilities. The loss of such facilities could curtail or seriously disrupt the operations of banks, insurance companies and other elements of the financial community which could affect the ability of local government, business and the population to make payments and purchases.

The damage to water systems could cause water pollution or water shortages. Two of the three major aqueducts serving Southern California are expected to be out of service from three to six months following a major event; only the Colorado River Aqueduct is expected to remain in service. Ruptures could occur along the water pipelines in the County; damage to reservoir outlets could take weeks to repair. The majority of water wells are expected to be disabled by loss of electricity and the lack of backup power sources. In addition, shear forces could render a third of the wells inoperative for an infinite period.

### **SPECIFIC SITUATION**

The potential hazards that the City of Culver City may face in an earthquake include the following:

#### **Ground Shaking**

The most significant earthquake action, in terms of potential structural damage and loss of life, is ground shaking. Ground shaking is the movement of the earth's surface in response to a seismic event. The intensity of the ground shaking and the resultant damages are determined by the magnitude of the earthquake, distance from the epicenter, and characteristics of surface geology. This hazard is the primary cause of the collapse of buildings and other structures.

It is generally understood that an earthquake does not in itself present a seismic hazard, but that it becomes a hazard when it occurs in a highly urbanized area. Therefore, the significance of an earthquake's ground shaking action is directly related to the density and type of buildings and number of people exposed to its effect.

#### **Liquefaction**

Many areas may have buildings destroyed or unusable due to the phenomenon of liquefaction. Liquefaction is a phenomenon involving the loss of shear strength of a soil. The shear strength loss results from the increase of pore water pressure caused by the rearrangement of soil particles induced by shaking or vibration. Liquefaction has been observed in many earthquakes, usually in

soft, poorly graded granular materials (i.e., loose sands), with high water tables. Liquefaction usually occurs in the soil during or shortly after a large earthquake. In effect, the liquefaction soil strata behave as a heavy fluid. Buried tanks may float to the surface and objects above the liquefaction strata may sink. Pipelines passing through liquefaction materials typically sustain a relatively large number of breaks in an earthquake. The City of Culver City has liquefaction zones, as shown on **Attachment 4, Liquefaction Areas Map**.

#### **DAMAGE TO VITAL PUBLIC SERVICES, SYSTEMS AND FACILITIES - Bed Loss in Hospitals**

Culver City has one major hospital, Southern California Hospital at Culver City. Public service agencies and volunteer personnel would be used to assist in the care of the injured.

Several of the acute care hospitals in Los Angeles County are expected to be lost due to structural damage. This will impair the number of beds available and create the need for several field hospitals. Most of the subscribing hospitals to the Los Angeles County Department of Health will be controlled by the Department as to the availability of beds and transfer of patients.

Although a percentage of the remaining beds could be made available by discharging or transferring non-emergency patients, it will probably be necessary to receive an immediate influx of emergency medical aid and/or export some of the seriously injured to out-of-county facilities.

#### **Communications**

Telephone systems will be affected by system failure, overloads, loss of electrical power and possible failure of some alternate power systems. Immediately after the event numerous failures will occur coupled with saturation overloads. This will disable up to 80% of the telephone system for one day. In light of the expected situation, emergency planners should not plan on the use of telephone systems for the first few days after the event.

Radio systems are expected to be 40 to 75% effective; microwave systems, 30% effective or less.

#### **Dam and Flood Control Channels**

Because of the current design and construction practices and ongoing programs of review and modification, catastrophic dam failure is considered unlikely. Many flood control channels are expected to suffer damage. Pumping stations in coastal communities are expected to fail due to liquefaction.

#### **Electrical Power**

Major power plants are expected to sustain some damage due to liquefaction and the intensity of the earthquake. Up to 60% of the system load may be interrupted immediately following the initial shock. According to representatives of Southern California Edison Company, the electrical power will not be rerouted and will be lost for an undefined period of time. Much of the imported power is expected to be lost. In some areas of greatest shaking it should be anticipated that some of the distribution lines, both underground and surface, will be damaged. Much of the affected area may have service restored in days; damaged areas with underground distribution may require a longer time. Loss of Southern California Edison transmission lines is possible.

**Fire Operations**

Although total collapse of fire stations is not expected, possible disruption of utilities, twisted doors and loss of power can create major problems. Numerous fires due to disruption of power and natural gas networks can be expected. Many connections to major water sources may be out and storage facilities would have to be relied on; water supply could vary from little or none to inadequate. First response from fire personnel is expected to be assessment of the area to establish what is needed to determine response and recovery needs. Operations may take days because of the disruption of transportation routes for fire department personnel and equipment.

Secondary responses by the Fire Service after assessment will be placed upon diversion of resources to accomplish search and rescue of trapped persons. Major problems the Fire Service should expect are loss of power and water, jammed doors, restricted mobility due to debris, possible loss of primary dispatch capability and delays in reaching maximum effectiveness due to personnel shortages.

**Highways and Bridges**

Damage to freeway systems is expected to be major. Any inner surface transportation routes could be subject to delays and detours. A major portion of surface streets in the vicinity of freeways will be blocked due to collapsed overpasses. Many surface streets in the older central business districts will be blocked by debris from buildings, falling electrical wires and pavement damage.

**Natural Gas**

Damage to natural gas facilities will consist primarily of (a) some isolated breaks in major transmission lines, and (b) innumerable breaks in mains and individual service connections within the distribution systems, particularly in the areas of intense ground shaking. These many leaks in the distribution system will affect a major portion of the urban areas, resulting in a loss of service for extended periods. Fires should be expected at the sites of a small percentage of ruptures both in the transmission lines and the distribution system. Transmission pipelines serving the general basin area are most vulnerable to damage.

**Petroleum Fuels**

Most major pipelines cross the San Andreas Fault, and pipeline breakage is expected. Although refineries located on poor soil may be damaged, all of the major oil refineries in the region are likely to survive. Older pipelines in this area are located in areas of poor soil stability. There is a possibility of fire where pipeline failures occur. Priorities will have to be established to assure adequate fuel for emergency crews. Ruptures of numerous lines due to fault breaks on the Newport-Inglewood are most likely. Fire is a serious threat if leaking products are ignited. All the oil refineries in the Los Angeles area are subject to earthquake damage.

There are currently 26 active oil-producing wells within Culver City's jurisdiction and a dozen oil wells that have either been abandoned or capped that could be impacted by a large earthquake. Most oil wells are located within the Baldwin Hills area. There are more active wells within the same hills, but these wells are under the jurisdiction of the County of Los Angeles.

### **Railroads and Light Rail**

It is expected that many of the segments serving the Southern California region could be unavailable for post-earthquake service; including all major connections with the north. The post-earthquake capacity to serve both the Los Angeles and Orange County areas would be very small - probably no more than 5 trains a day. This is a dramatic loss from the 120 to 140 trains per day that can currently enter the area. Many railroad bridges are susceptible to damage because of age, design and construction. Some lines could be blocked because of damage to freeway overpass structures. Some lines could be blocked because of damage to freeway overpass structures. Light rail is expected to be impacted as well. Without power the trains will stop and inspections of the lines will take approximately 2 days. Several rail viaduct and aerial station columns may be moderately to severely damaged.<sup>4</sup>

### **Sanitation Systems**

Many of the waste water treatment facilities could be out of service from 4 to 6 months depending on the damage caused by the severity of intensity and liquefaction. There is a limited volume of storage available in the waste water treatment plants; if the treatment train cannot be restored before storage is exceeded, the waste water will require discharge with emergency chlorination to reduce health hazards. Overflow of sewage through manholes and from ponds can be expected due to breakage in mains and loss of power. As a result, there will be a danger of excessive collection of explosive gas in sewer mains, and flow of untreated sewage in some street gutters. Many house sewer connections will break and plug.

### **Water Supply**

Two of the three major aqueducts serving Southern California are expected to be out of service from 3 to 6 months following the event; only the Colorado River Aqueduct is expected to remain in service. This indicates the imported water supply to Los Angeles County may be only partial for a 3 to 6 months period. Several ruptures are anticipated along the water pipelines in the County. Anticipated damage to reservoir outlets could take weeks to repair. The majority of water wells are expected to be disabled by loss of electricity and the lack of backup power sources. In addition, shear forces could render about a third of the wells inoperative for an indefinite period.

Water availability and distribution for needed life support, to treat the sick and injured and for fire suppression activities is of MAJOR concern to each community.

### **EMERGENCY RESPONSE ACTIONS**

Emergency response actions applicable to all common hazards are presented in the **Checklist Actions in Part Two of this Plan.**

Note: For more detailed information and maps on shaking intensity, liquefaction, etc., refer to the City's Local Hazard Mitigation Plan.

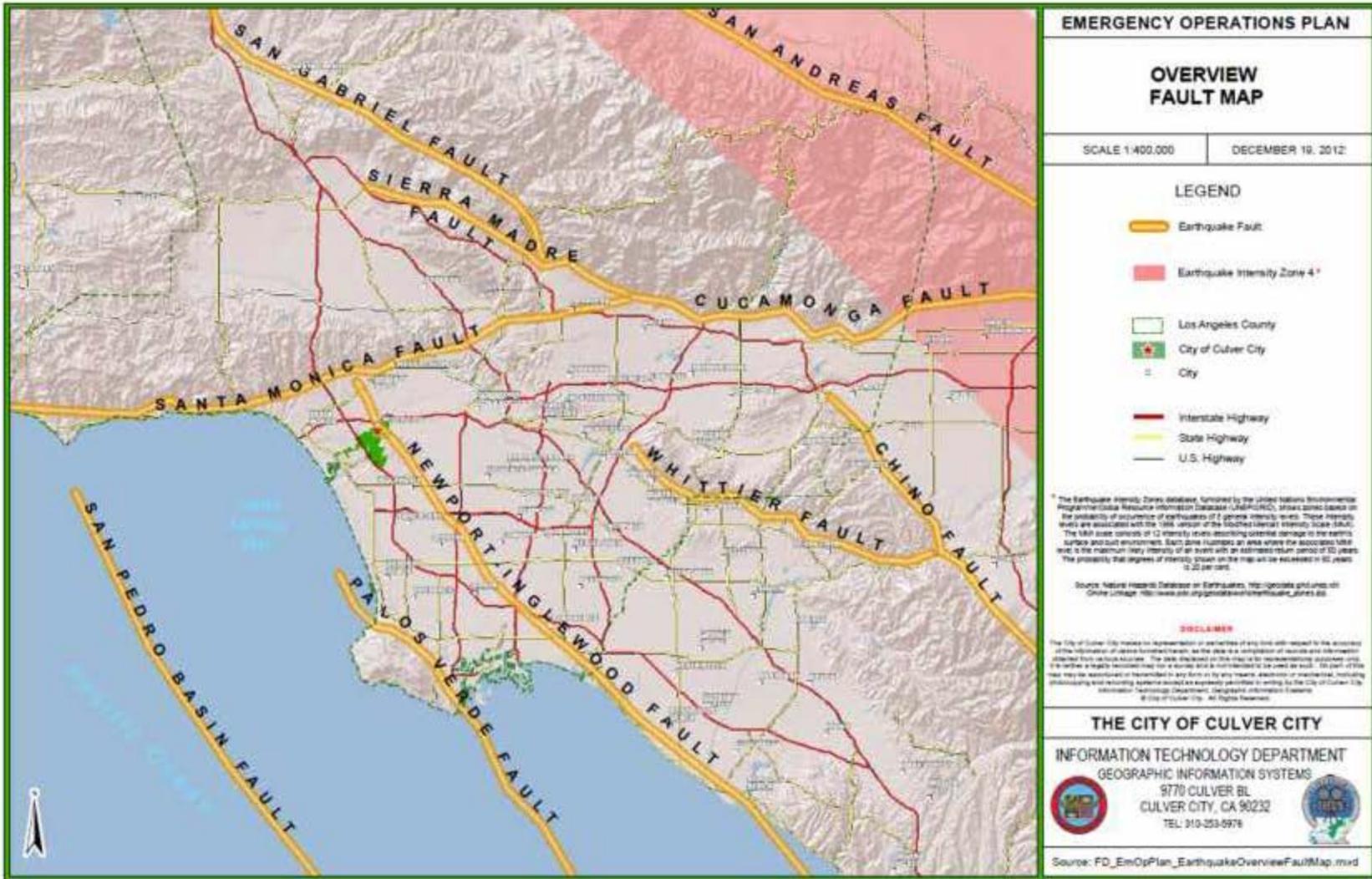
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<sup>4</sup> Jones, Lucile M., Bernknopf, Richard, Cox, Dale, Goltz, James, Hudnut, Kenneth, Mileti, Dennis, Perry, Suzanne, Ponti, Daniel, Porter, Keith, Reichle, Michael, Seligson, Hope, Shoaf, Kimberley, Treiman, Jerry, and Wein, Anne, 2008, The ShakeOut Scenario: U.S. Geological Survey Open-File Report 2008-1150 and California Geological Survey Preliminary Report 25 [<http://pubs.usgs.gov/of/2008/1150/>], page 140.

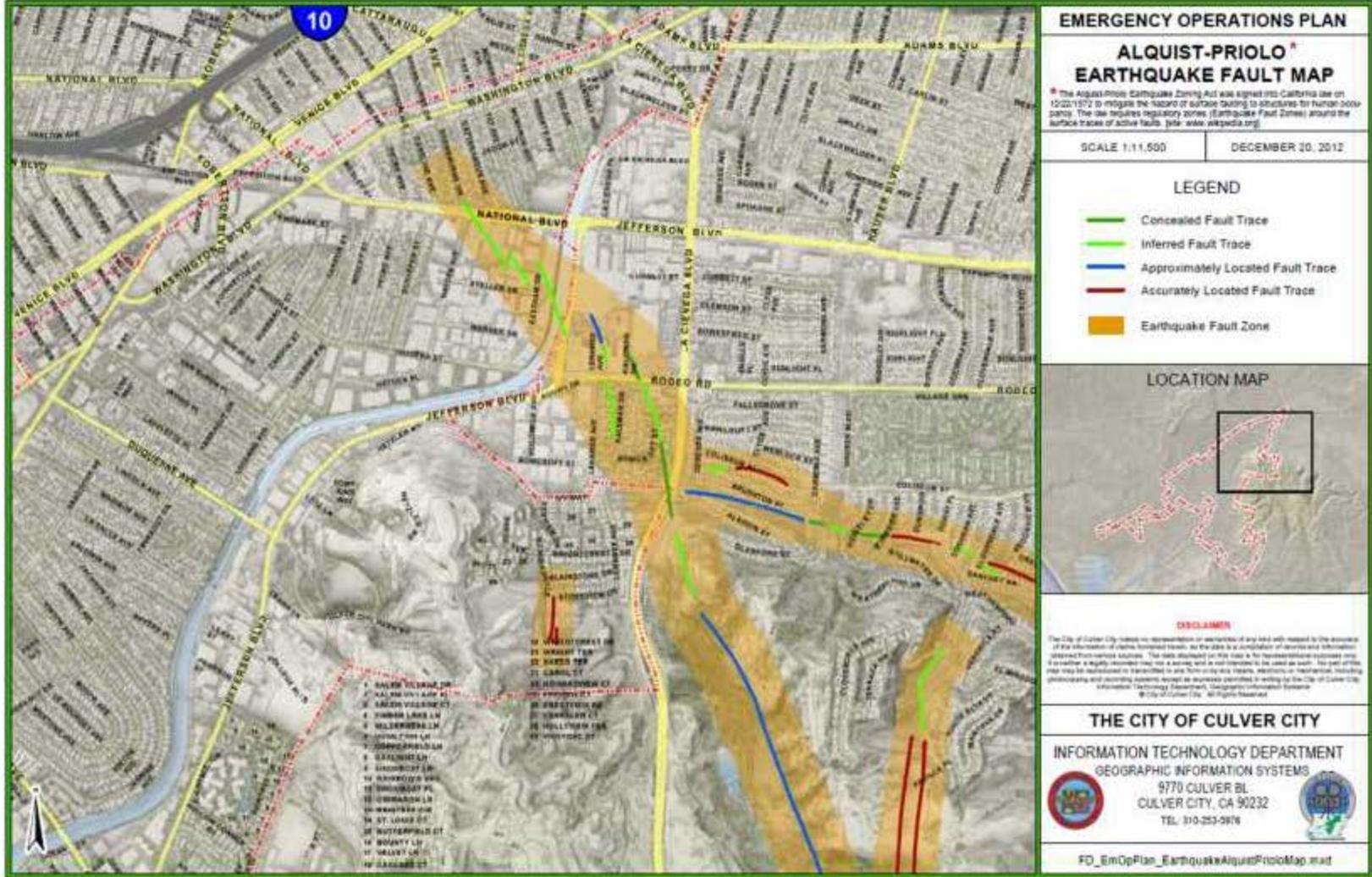
Attachments:

- 1 - Overview Fault Map
- 2 - Alquist-Priolo Earthquake Fault Map
- 3 - Newport-Inglewood, Overland, Charnock Fault Map
- 4 - Liquefaction Areas Map
- 5 - Abridged Modified Mercalli Intensity Scale
- 6 - Richter Scale

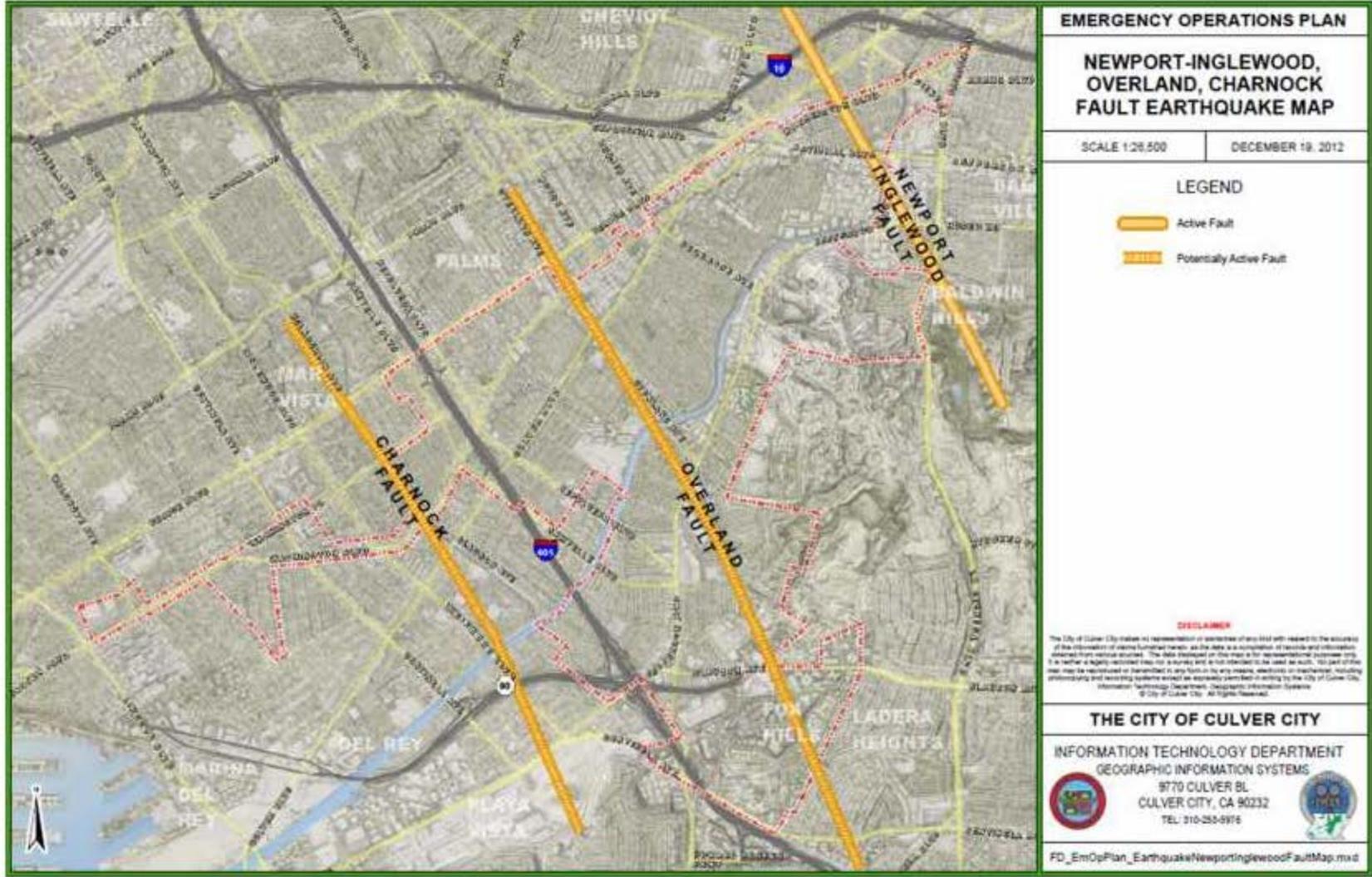
ATTACHMENT 1  
EARTHQUAKE FAULTS



ATTACHMENT 2  
ALQUIST-PRIOLO EARTHQUAKE FAULT MAP



ATTACHMENT 3  
NEWPORT-INGLEWOOD, OVERLAND, CHARNOCK FAULT MAP



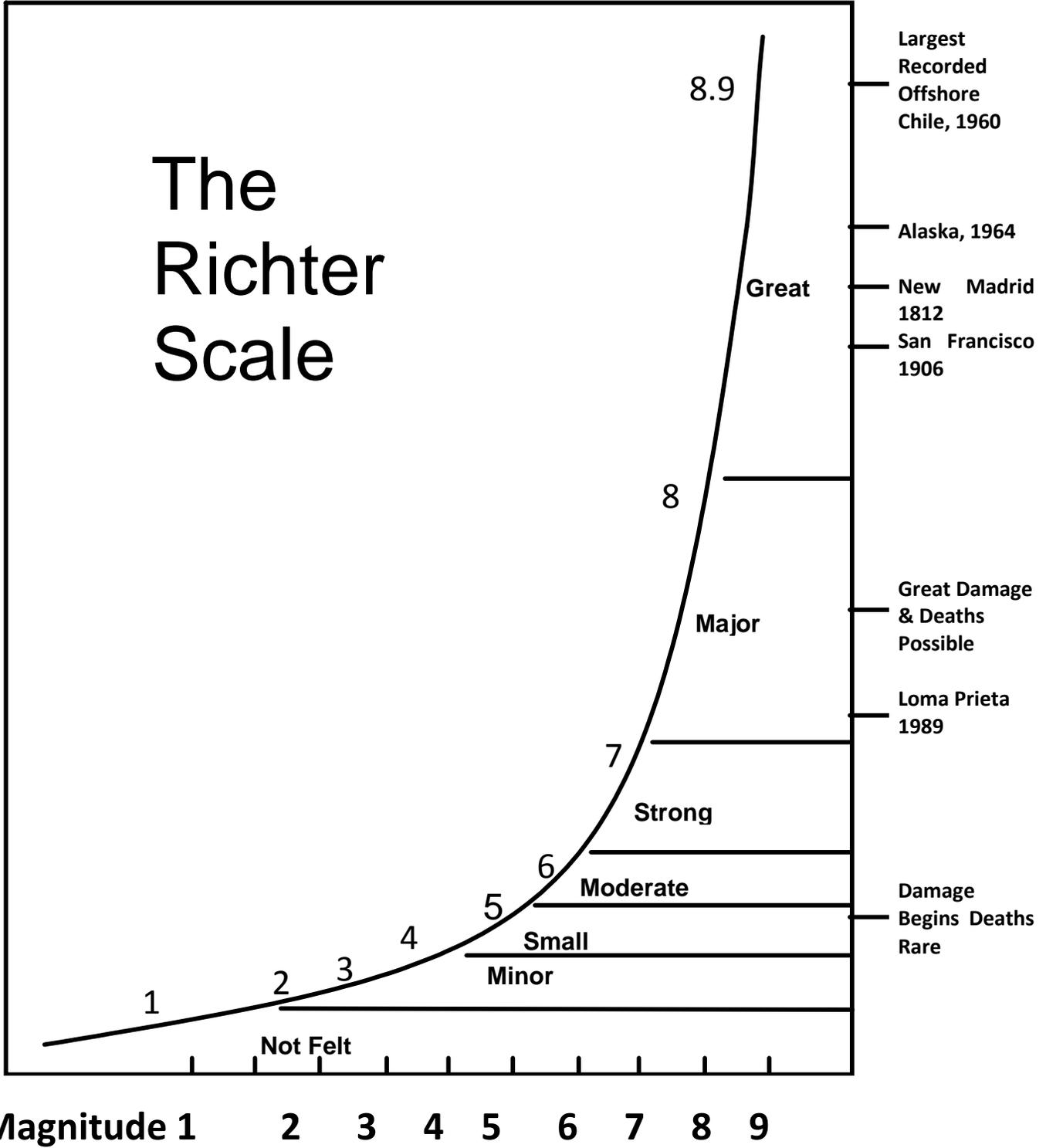


**ATTACHMENT 5  
ABRIDGED MODIFIED MERCALLI INTENSITY SCALE**

Intensity Value and Description	Average Peak Velocity (cm/sec)	Average Peak Acceleration (g = gravity)
I. Not felt except by a very few under especially favorable circumstances (I Rossi-Forel scale). Damage potential: None.	<0.1	<0.0017
II. Felt only by a few persons at rest, especially on upper floors of high-rise buildings. Delicately suspended objects may swing. (I to II Rossi-Forel scale). Damage potential: None.		
III. Felt quite noticeably indoors, especially on upper floors of buildings, but many people do not recognize it as an earthquake. Standing automobiles may rock slightly. Vibration like passing of truck. Duration estimated. (III Rossi-Forel scale). Damage potential: None.		
IV. During the day felt indoors by many, outdoors by few. At night some awakened. Dishes, windows, doors disturbed; walls make creaking sound. Sensation like a heavy truck striking building. Standing automobiles rocked noticeably. (IV to V Rossi-Forel scale). Damage potential: None. Perceived shaking: Light.	1.1 – 3.4	0.014 - 0.039
V. Felt by nearly everyone, many awakened. Some dishes, windows, and so on broken; cracked plaster in a few places; unstable objects overturned. Disturbances of trees, poles, and other tall objects sometimes noticed. Pendulum clocks may stop. (V to VI Rossi-Forel scale). Damage potential: Very light. Perceived shaking: Moderate.	3.4 – 8.1	0.039-0.092
VI. Felt by all, many frightened and run outdoors. Some heavy furniture moved, few instances of fallen plaster and damaged chimneys. Damage slight. (VI to VII Rossi-Forel scale). Damage potential: Light. Perceived shaking: Strong.	8.1 - 16	0.092 -0.18
VII. Everybody runs outdoors. Damage negligible in buildings of good design and construction; slight to moderate in well-built ordinary structures; considerable in poorly built or badly designed structures; some chimneys broken. Noticed by persons driving cars. (VIII Rossi-Forel scale). Damage potential: Moderate. Perceived shaking: Very strong.	16 - 31	0.18 - 0.34
VIII. Damage slight in specially designed structures; considerable in ordinary substantial buildings with partial collapse; great in poorly built structures. Panel walls thrown out of frame structures. Fall of chimneys, factory stacks, columns, monuments, and walls. Heavy furniture overturned. Sand and mud ejected in small amounts. Changes in well water. Persons driving cars disturbed. (VIII+ to IX Rossi-Forel scale). Damage potential: Moderate to heavy. Perceived shaking: Severe.	31 - 60	0.34 - 0.65
IX. Damage considerable in specially designed structures; well-designed frame structures thrown out of plumb; great in substantial buildings with partial collapse. Buildings shifted off foundations. Ground cracked conspicuously. Underground pipes broken. (IX+ Rossi-Forel scale). Damage potential: Heavy. Perceived shaking: Violent.	60 - 116	0.65 – 1.24
X. Some well-built wooden structures destroyed; most masonry and frame structures destroyed; ground badly cracked. Rails bent. Landslides considerable from river banks and steep slopes. Shifted sand and mud. Water splashed, slopped over banks. (X Rossi-Forel scale). Damage potential: Very heavy. Perceived shaking: Extreme.	> 116	> 1.24
XI. Few, if any, (masonry) structures remain standing. Bridges destroyed. Broad fissures in ground. Underground pipelines completely out of service. Earth slumps and land slips in soft ground. Rails bent greatly.		
XII. Damage total. Waves seen on ground surface. Lines of sight and level distorted. Objects thrown into air.		

Modified from Bolt (1993); Wald et al. (1999)

ATTACHMENT 6  
RICHTER SCALE



**THREAT ASSESSMENT 2  
HAZARDOUS MATERIAL INCIDENT****GENERAL SITUATION**

Because of the City's close proximity to freeways and major highways, the release of a hazardous material into the environment could cause a multitude of problems that can be discussed in a general manner. The significance of the problems to the environment, property, or human health is dependent on the type, location and quantity of the material released. Although hazardous material incidents can happen almost anywhere, certain areas are at higher risk. Jurisdictions near roadways that are frequently used for transporting hazardous materials and jurisdictions with industrial facilities that use, store or dispose of such materials all have an increasing potential for major mishaps. As do jurisdictions that are crossed by certain railways, waterways, airways and pipelines.

Releases of explosive and highly flammable materials have caused fatalities and injuries, necessitated large-scale evacuations and destroyed millions of dollars' worth of property. Toxic chemicals in gaseous and liquid form have caused injuries and fatalities among emergency response teams and passers-by. When toxic materials have entered either surface or ground water supplies, serious health effects have resulted. Releases of hazardous chemicals have been especially damaging when they have occurred in highly populated areas and/or along heavily traveled transportation routes.

**SPECIFIC SITUATION**

Many forms of hazardous materials are present in the City in permanent storage locations, roadway transport and at various industrial and commercial sites. With its proximity to major highway transportation routes and various light industries, the City has a growing potential for serious hazardous materials incidents. The 405 and 10 freeways are heavily travelled by trucks. They carry every conceivable type of hazardous material including gasoline, pesticides and compressed chlorine materials.

A hazardous materials release in the City of Culver City would most likely involve either transportation of chemicals by truck, use of chemicals at a business, or illegal dumping of chemical waste.

**TRANSPORTATION ACCIDENTS**

The greatest probability of a major hazmat incident is from a transportation accident. The amount of hazardous materials transported over roadways on a daily basis is unknown, but estimated to be steadily increasing as our economy grows. There is the potential for a hazardous materials incident almost anywhere on the highways and roads throughout the City, especially on the freeways and major highways. Some of the most vulnerable areas along these routes are considered to be the on/off ramps and interchanges near the City.

**FIXED FACILITY**

The second most likely serious hazmat threat exists from an accidental spill and/or incident at one of the facilities that manufacture, warehouse, and process toxic chemicals and/or generate hazardous waste materials within or next to City boundaries.

Although there are numerous facilities involved with hazardous materials throughout the City, they are less of a threat due to required plant contingency and evacuation plans. The Culver City Fire Department and the County of Los Angeles review these plans and make sure they are in compliance with current laws and regulations.

**CLANDESTINE DUMPING**

Clandestine dumping is the criminal act of disposing of toxic materials and hazardous waste on public or private property. As the costs and restrictions increase for legitimate hazardous waste disposal sites, it might be anticipated that illegal dumping of hazardous materials will increase proportionately.

**AREA PLAN REQUIREMENTS – EMERGENCY RESPONSE PROCEDURES**

The Culver City Fire Department serves as the Administering Agency as required by Chapter 6.95 of the Health and Safety Code and maintains a hazardous materials response plan, including procedures and protocols for emergency rescue personnel which address guidelines for approach, recognition, and evaluation of releases. The plan monitors the use of equipment and the safety of personnel, coordinates with other relevant agencies, and uses an integrated response management system providing standardized organization structure, terminology, and procedures for use during any release or threatened release of hazardous materials. In addition, the plan provides for training, public safety information to the public, and incident critique and follow-up. This SEMS/NIMS Emergency Plan complies with and relies on the City's Hazardous Materials Response Plan as incorporated into the Fire Department's Major Incident Guidebook.

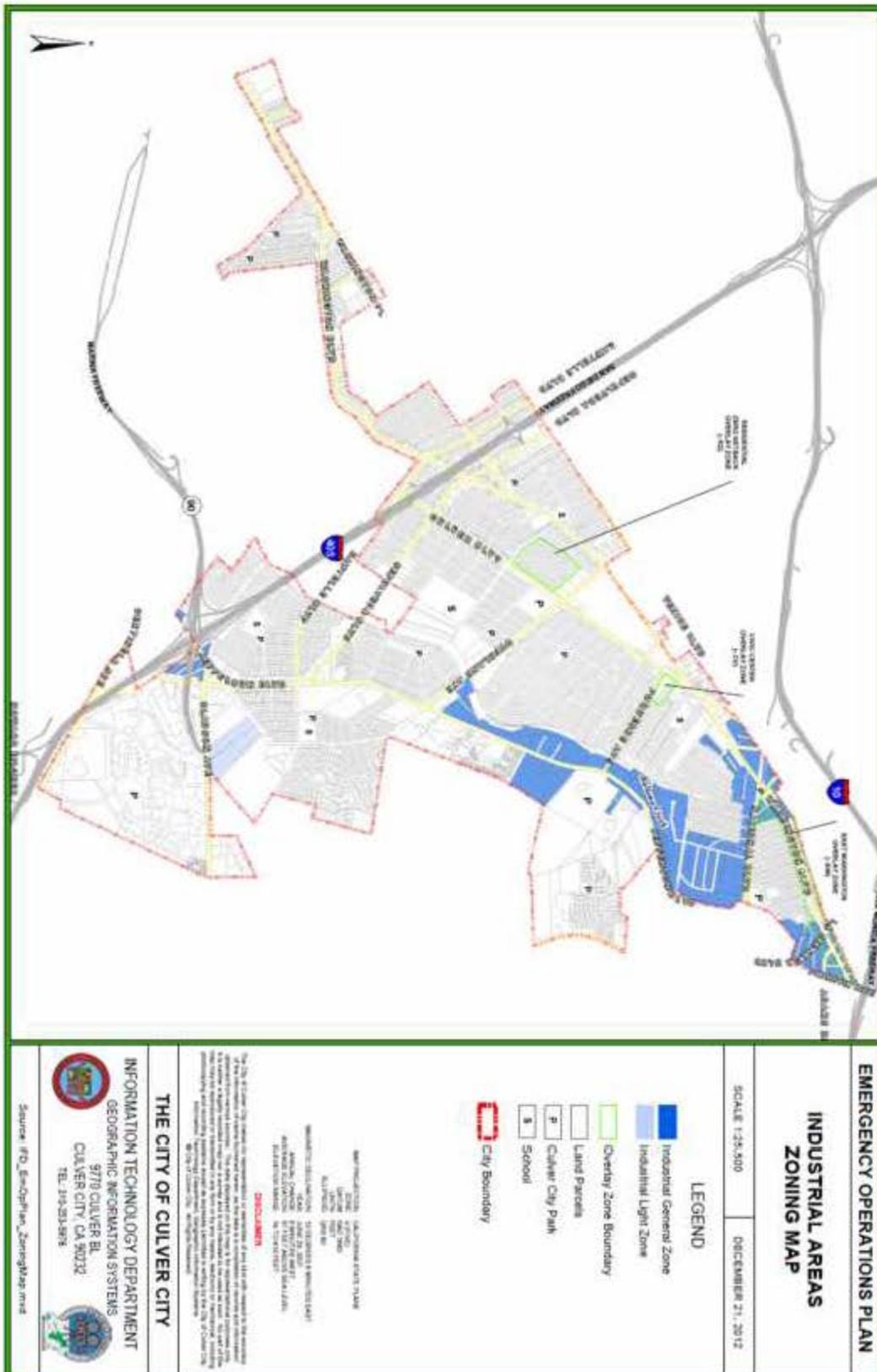
**EMERGENCY RESPONSE ACTIONS**

Emergency response actions applicable to all common hazards are presented in the **Checklist Actions in Part Two of this Plan.**

Attachments:

- 1 - Zoning Map

ATTACHMENT 1  
ZONING MAP



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**THREAT ASSESSMENT 3  
FLOODING****GENERAL SITUATION**

Portions of the City of Culver City are prone to flooding, also sometimes referred to as ponding, due to debris accumulation on storm drains and in flood control channels and basins, overburdened pumping stations and aged drainage systems. Low-lying areas of the City are particularly susceptible to flooding.

**SPECIFIC SITUATION**

The problem areas are considered to be a hazard only to their specific location and are not expected to threaten or endanger the lives of persons in the surrounding areas. Ballona Creek flows directly through the City and is enclosed within concrete control channels. There is a small area of an "A" flood zone (area of 100 year flood) near La Cienega Boulevard, in the eastern part of the City. The northeastern part of the City is also home to an "AO" flood zone (area of 100 year shallow flooding where depths are between 1 and 3 feet) in the area of Blackwelder Street. As shown on Attachment 1, there are two small areas of "B" flood zone (area between limits of 100 and 500 year flood or subject to 100 year flood with average depths less than 1 foot) in the City: one, at the far eastern side of the City along the portion of La Cienega Boulevard (formerly, "La Cienega Historic Marsh Area") that passes through the City and one in the southern area of the City, and in the north parking lot of the Westfield Shopping town (formerly, "Fox Hills Mall").<sup>5</sup>

The City is also subject to floods due to the potential failures of several dams, none of which are located in the City. This hazard will be addressed in more detail in the Dam Inundation Threat Assessment Section.

Health hazards from flooding could present themselves to residential dwellings and businesses in the affected areas if proper flood clean-up actions are not conducted immediately. Contamination due to flooded sewage systems poses the greatest risk to health and safety of persons in the affected areas.

**EMERGENCY READINESS STAGES**

Flood in the special risk areas can occur rapidly or slowly depending on the heaviness and severity of rainfall. Emergency preparedness will be based on three stages of response actions. These response actions serve as guidelines only and may be altered as necessary to accomplish the goals and priorities of the emergency response organization.

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<sup>5</sup> NHMP, City of Culver City and Culver City Unified School District, September 15, 2004, pg.63

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## EMERGENCY OPERATIONS PLAN

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### **Stage I (Flood Watch)**

Stage I indicates light to moderate rain. Monitor storm to establish precise nature of flood risk. Alert key personnel. Ensure availability of shelters (if it is later necessary to evacuate and look after people). Ensure availability of sandbags at pre-designated locations.

### **Stage II (Flood Warning or Urban and Small Stream Advisory)**

State II means moderate to heavy rain. Monitor storm constantly to establish precise nature of flood risk and evolving situation. Establish liaison with all emergency services agencies and consider whether to set up Emergency Operations Center. Deploy staff to risk areas to monitor river levels. If needed alter staff to open shelters. Deploy reserve sand bags. Post flood warnings in affected areas.

### **Stage III (Flood Statement)**

State III signifies a continuation of heavy rain and a threat to private property and persons. Areas should be evacuated. In addition to the Flood Warning activities, open shelters, assist with evacuation of flooded area(s), deploy staff to assist in spreading flood warnings, liaison with media to pass on important information

## **EVACUATION ROUTES**

It is expected that most major streets will be open. As such, evacuation should be easily facilitated. Other pertinent information relating to evacuation operations are in **Part Two, Operations Section**.

## **EMERGENCY RESPONSE ACTIONS**

Emergency response actions applicable to all common hazards are included in the **Checklist Actions in Part Two of this Plan**.

Note: For more detailed information and flood plan maps, refer to the City's Natural Hazard Mitigation Plan.

Attachments:

- 1 - Urban Flood Zone Hazard Map



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**THREAT ASSESSMENT 4  
DAM FAILURE****GENERAL SITUATION**

Dam inundation is defined as the flooding which occurs as the result of structural failure of a dam. Structural failure may be caused by seismic activity. Seismic activity may also cause inundation by the action of a seismically induced wave which overtops the dam without also causing dam failure. Landslides flowing into a reservoir are also a source of potential dam failure or overtopping.

**SPECIFIC SITUATION**

The 3 major dams which could have significant impact on the City of Culver City in the event of a dam failure are Mulholland Dam - Silver Lake - Stone Canyon. None of these dams are located in the City.

Failure of these dams during a catastrophic event, such as a severe earthquake, is considered a very unlikely event. Due to the method of construction of these dams, they have performed well in earthquakes; and failure is not expected to occur. However, for purposes of emergency preparedness, areas expected to be inundated, should failure occur, are shown in **Attachments 1, 2 & 3, Dam Inundation Maps**. Additional information is contained in the specific Dam Inundation Contingency Plans prepared for each of the dams.

**MULHOLLAND DAM/HOLLYWOOD RESERVOIR****Description and Location**

The Mulholland Dam/Hollywood Reservoir is owned and operated by the Department of Water & Power. It is located 1/2 mile north of Highland Street and the Hollywood Freeway. The dam is concrete construction, 1.4 billion gallons, and 4,036 acre feet.

**Areas of Inundation**

In the event of a dam failure, it would take the water one hour twelve minutes to reach the east end of town at a speed of 7 miles per hour and a depth of five feet. The water will be traveling in a westerly direction governing most of the city. Approximately two hours six minutes after the dam fails the water will have inundated the city.

**Number of People Threatened:** 10 - 15,000 people

**SILVER LAKE DAM:****Description and Location**

The Silver Lake Dam is owned and operated by Department of Water and Power. It is located N.E. of the Sunset Boulevard and Silver Lake Boulevard intersection. It is an earth fill type dam, and has a capacity of 700 million gallons of water.

**Areas of Inundation**

In the event of a dam failure, it would take the water two hours fifty four minutes to reach the east of end of town at a speed of 4 miles per hour and a depth of 4 1/2 feet. The water will be traveling in a westerly direction covering most of the City. Approximately 4 hours after the dam fails the water will have inundated the City.

**Number of People Threatened:** 10 - 15,000 people

**STONE CANYON DAM****Description and Location**

The Stone Canyon Dam is owned and operated by Department of Water and Power. It is located in Stone Canyon between Mulholland Drive and Sunset Boulevard. It is an earth fill type dam and has a capacity of 60.4 million gallons of water.

**Areas of Inundation**

In the event of a dam failure, it would take the water 40 minutes to reach the north end of town at a speed of 7 miles per hour and a depth of 1 foot. The water will be traveling in a Southwesterly direction and would inundate the City west of Overland Avenue 25 minutes after reaching the City.

**Number of People Threatened:** 10 - 15,000 people

**EVACUATION ROUTES**

Pertinent information that relates to evacuation operations is included in **Part Two, Operations Section Supporting Documents.**

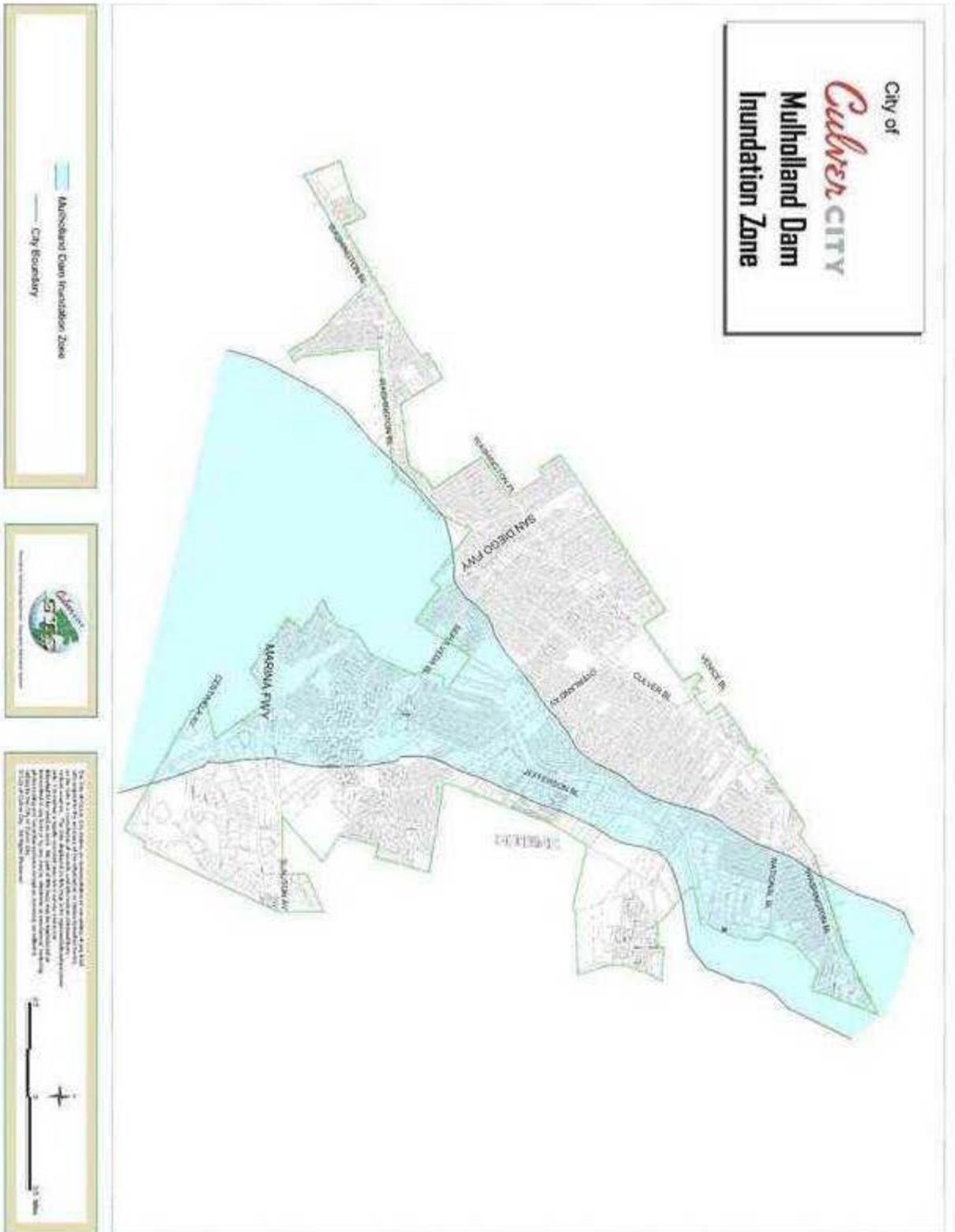
**EMERGENCY RESPONSE ACTIONS**

Emergency response actions applicable to all common hazards are included in the **Checklist Actions in Part Two of this Plan.**

## Attachments:

- 1 - Dam Inundation Map - Mulholland Dam/Hollywood Reservoir
- 2 - Dam Inundation Map - Silverlake Dam
- 3 - Dam Inundation Map - Stone Canyon Dam
- 4 - Evacuation Routes for Dam Inundation

ATTACHMENT 1  
MULHOLLAND DAM/HOLLYWOOD RESERVOIR







**ATTACHMENT 4  
EVACUATION ROUTES FOR DAM INUNDATION**

**Mulholland and Silver Lake Dams**

The floodwaters will be coming from the East in the event either of these dams fails. The evacuation directions will be to the North or to the South. Mass Care Facilities are within 3 miles in either direction.

*To the North or South:*

1. Lincoln Blvd.
2. Centinela Ave.
3. Sepulveda Blvd.
4. 405 Fwy.
5. La Cienega Blvd.

*To the North only:*

1. Overland Ave.

**Stone Canyon Dam**

The flood waters resulting from a failure of the Stone Canyon Dam would inundate the City from the North to the Southwest affecting the areas bounded by the City limits to the North and South, Inglewood Ave. to the West, and Overland Ave. to the East. Evacuation from this area should be to the East then South.

*To the East:*

1. Venice Blvd.
2. Washington Blvd.
3. Culver Blvd.
4. Jefferson Blvd.
5. Slauson Ave.

*To the South:*

1. La Cienega Blvd
2. Sepulveda Blvd.
3. Lincoln Blvd.

**THREAT ASSESSMENT 5  
WILDLAND FIRE/URBAN INTERFACE****GENERAL SITUATION**

Due to its weather, topography, and native vegetation, the entire southern California area is at risk from wildland fires. The extended droughts characteristic of California's Mediterranean climate result in large areas of dry vegetation that provide fuel for wildland fires. Furthermore, the native vegetation typically has a high oil content that makes it highly flammable. The area is also intermittently impacted by Santa Ana winds, the hot, dry winds that blow across southern California in the spring and late fall.

A wildfire that consumes thousands of acres of vegetated property can overwhelm local emergency response resources. Often, when a wildland fire encroaches onto the built environment, multiple ignitions develop as a result of "branding", the term for wind transport of burning cinders over a distance of a mile or more. If ignited structures sustain and transmit the fire from one building to the next, a catastrophic fire can ensue. Insurance carriers consider fire a catastrophe if it triggers at least \$25 million in claims or more than 1,000 individual claims. The Oakland Hills firestorm of October 1991 and the California wildfires of 2003 and 2005 were such events. Firestorms, especially in areas of wildland-urban interfaces can be particularly dangerous and complex, posing a severe threat to public and firefighter safety, and causing devastating losses of both life and property. Continuous planning, preparedness, and education are required to reduce the fire hazard potential, and to limit the destruction caused by fires.

**SPECIFIC SITUATION**

Wildfire hazard areas are commonly identified in regions of the wildland/urban interface. Ranges of the wildfire hazard are further determined by the ease of fire ignition due to natural or human conditions and the difficulty of fire suppression. The wildfire hazard is also magnified by several factors related to fire suppression/control such as the surrounding fuel load, weather, topography and property characteristics. Culver City has light to moderate fuels that are directly adjacent to homes in both the Culver Crest and Blair Hills areas. Most of the land is within Los Angeles County and a State Park. Very little of the area is within the City's jurisdiction. The City requires brush clearance by homeowners in order to provide a defensible space around the homes. The potential to lose single family dwellings during a Santa Ana wind-driven fire is great, but there are no critical facilities within the wild land fire zone.<sup>6</sup>

**EMERGENCY RESPONSE ACTIONS**

Emergency response actions associated with the above situations are included in the **Checklist Actions in Part Two of this Plan.**

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<sup>6</sup> NHMP, City of Culver City, California and Culver City Unified School District, September 15, 2004, pg. 124

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## **EMERGENCY OPERATIONS PLAN**

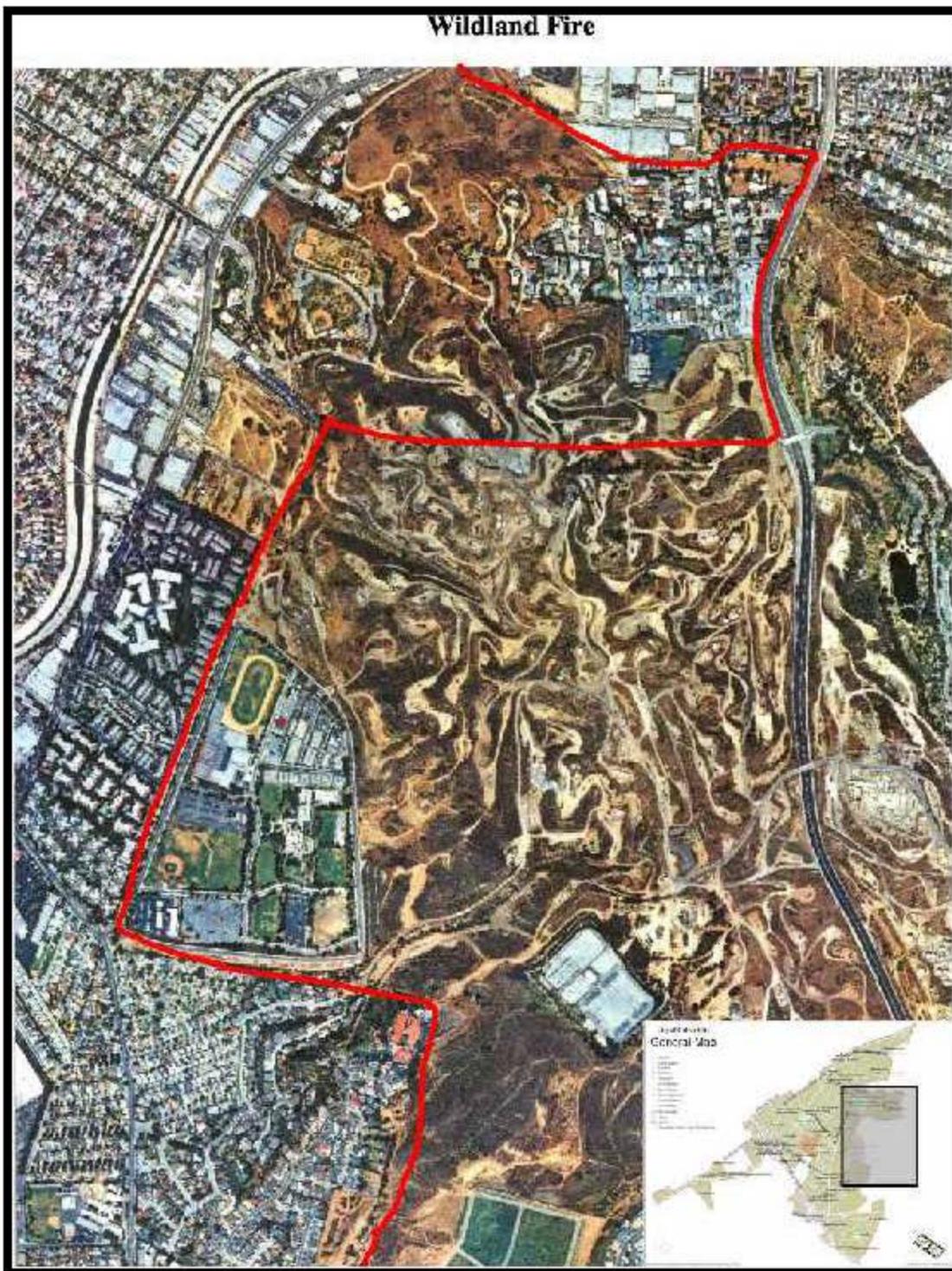
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Note: For more detailed information and maps, refer to the City's Natural Hazard Mitigation Plan.

Attachment:

1 - Wildland Urban Interface Map

ATTACHMENT 1  
WILDLAND URBAN INTERFACE MAP



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**THREAT ASSESSMENT 6  
LANDSLIDE/MUDFLOW****GENERAL SITUATION**

Landslide is a general term for a falling mass of soil or rocks; vertical movement of small pieces of soil. "Mudslide" (mudflow) is a flow of very wet rock and soil. The primary effects of landslides or mudslides can include:

- ) Abrupt depression and lateral displacement of hillside surfaces over distances of up to several hundreds of feet.
- ) Disruption of surface drainage.
- ) Blockage of flood control channels and roadways.
- ) Displacement or destruction of improvements such as roadways, buildings, oil and water wells.

The speed with which landslides can occur vary considerably from rapid rockfalls to virtually imperceptible movements down slope under the pull of gravity. Soil creep is a very slow type of earth flow movement. It occurs mainly in solids containing clay. Most landslides are shallow, ranging up to perhaps 100 feet in depth and limited in extent to generally less than 100 acres. Most are not presently in motion (active), but have moved down slope to a position of stability and have remained.

**SPECIFIC SITUATION**

The terrain of Culver City is mostly level or slight rolling hills which vary in elevation from 40' above sea level on the western edge of the City, 90' to 100' in the central area of the City. The exception is the Baldwin Hills area in the central southern area of the City, which rises up to 400' above sea level. (Culver City's western border is just 1.5 miles from the Pacific Ocean.) The most rugged and steep portion includes a major part of the Inglewood Oil Field. This area has been highly modified over the years by construction of well and tank pads, access roads, treatment plants, oil, water and waste sumps. Furthermore, this area is experiencing ground subsidence at a continuing rate of .05 to .2 feet per year. The combination of the steep slopes, cut, fill and sump operations of the oil field, and land subsidence make this area highly problematic with relation to future development, irrespective of other underlying geologic conditions.<sup>7</sup>

Subsidence has been attributed to:

- ) Oil production (withdrawal of fluids and consequent decrease in pressure); and/or
- ) Water injection (with consequent increase in pressure).

This subsidence is anticipated to continue in the near future at about the same rate as it has over the last 10 years, producing possible surface cracks and shallow displacement on known faults

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<sup>7</sup> NHMP, City of Culver City, California and Culver City Unified School District, September 15, 2004, pg. 57.

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## EMERGENCY OPERATIONS PLAN

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within the planning area. However, continued water injection in the Inglewood Oil Field may slow the rate in the future, as has been demonstrated by injection in the Wilmington Oil Field.

Hillside areas are divided into two major geologic zones based on the number and types of constraints to future development. Major restraints in those areas are:

- ) Steep natural and man-made slopes
- ) Active subsidence
- ) Proximity to the Inglewood Fault
- ) Oil field operations
- ) Potentially expansive soil

Six different geologic zones within Culver City have been designated on the Geologic Seismic Summary Map. The map is accompanied by a table listing these six zones with recommended type of geologic-soils investigations needed, including the problems requiring special emphasis.<sup>8</sup>

In 2005 the City experienced a landslide at Cranks Road near Tellefson Road after a near-record rainfall which saturated the hillside and caused the soil strength on the hillside to weaken. As a result, 5 homes were red-tagged due to the unsafe conditions. In March through August 2008, approximately 190 feet of a 3-tier soldier pile retaining wall system was constructed. (See Attachment 1 - Landslide Slope Instability Map)

### EMERGENCY RESPONSE ACTIONS

Emergency response actions applicable to all hazards are included in the **Checklist Actions in Part Two of this Plan.**

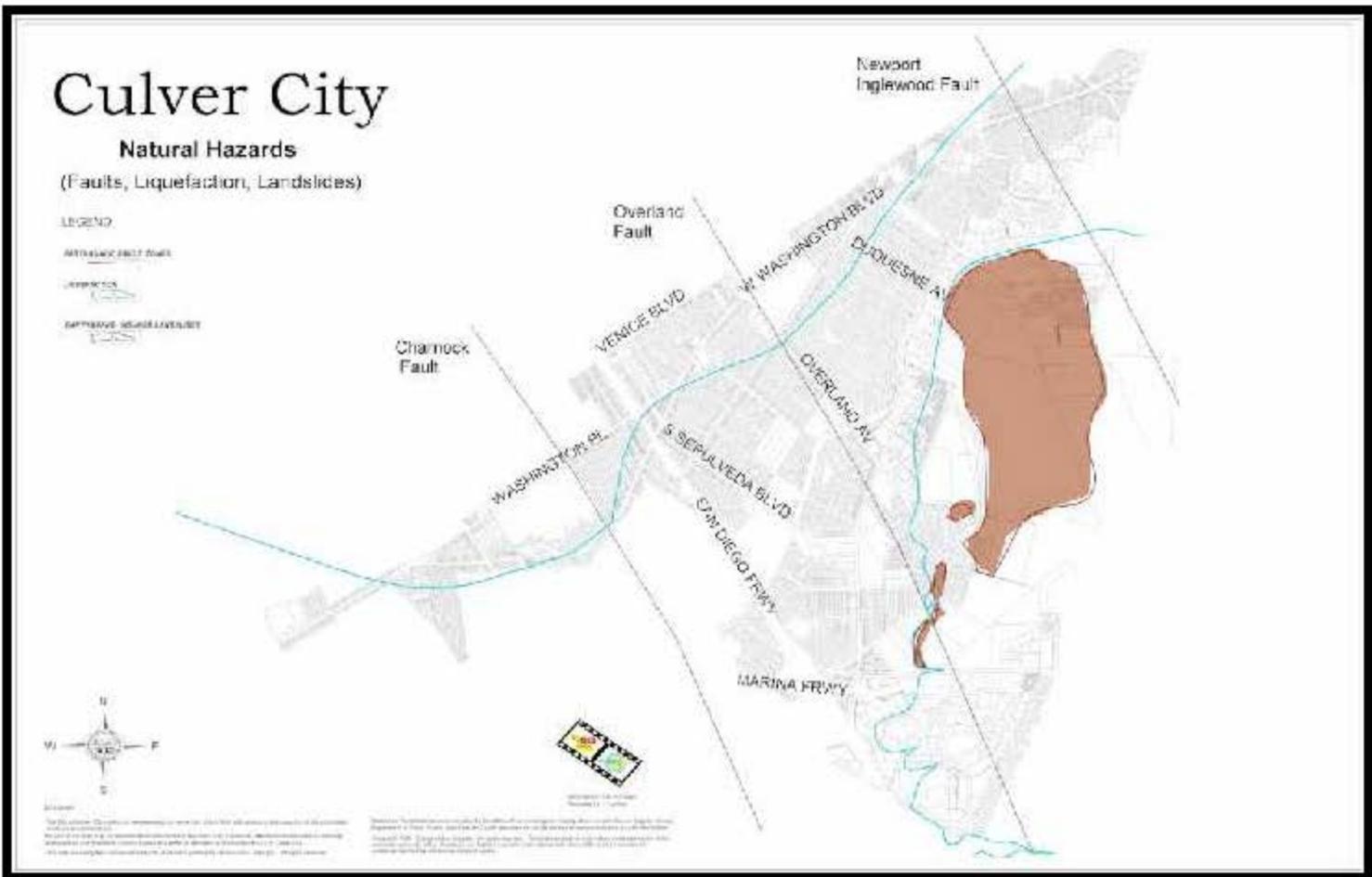
Attachment:

- 1 - Landslide Slope Instability Map

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<sup>8</sup> NHMP, City of Culver City, California and Culver City Unified School District, September 15, 2004, pg116.

ATTACHMENT 1  
LANDSLIDE – SLOPE INSTABILITY MAP



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## **THREAT ASSESSMENT 7 TSUNAMI**

### **GENERAL SITUATION**

A tsunami (seismic sea wave) is a series of ocean waves of extremely long length generated by earthquakes, volcanic eruptions, massive undersea landslides, or any other disturbance that displaces a large water mass from its equilibrium position. As a tsunami crosses the deep ocean the wave may be a hundred miles in length and only a few feet in height. Tsunamis may reach speeds of 600 miles per hour in deep water. As the waves enter shallow coastal waters, their speed decreases and the wave height increases. The waves reach the shore with enough momentum to flatten buildings and trees and to carry ships miles inland. Tsunamis can cause great loss of life and property damage. Following the arrival of the first wave, subsequent waves may increase in height and arrive minutes to hours later.

There are two types of tsunamis - local and distant. Local tsunamis are more threatening because they afford at-risk populations only a few minutes to find safety. California is vulnerable to, and must consider, both types.

Warnings of impending tsunamis are generated by the USCGS (US Coast and Geodetic Survey) Seismic Sea Wave Warning System (SSWS) and the Alaskan Regional Tsunami System. They issue both seismic sea wave advisories, when an earthquake of significant magnitude has occurred in an area susceptible to tsunami generation, and seismic sea wave warnings, when tide stations confirm the generation of a tsunami. These advisories are transmitted by NOAA Satellite to the California Offices of Emergency Services (CalOES). These warnings are evaluated by the Warning Control Officer and Secretary of CALOES and if necessary statewide warning is issued to the local Sheriff, along with the estimated time of arrival of the wave.<sup>9</sup>

### **SPECIFIC SITUATION**

While historic and geological evidence suggests the occurrence of a tsunami is greater in Alaska, Hawaii and the Northern California coastal regions, the same evidence indicates that tsunamis have impacted and will continue to threaten Southern California.

Los Angeles County coastal areas are vulnerable to both local and distant-source tsunamis. Of the two, local tsunamis are more devastating. By definition, a local-source tsunami occurs when the source of the tsunami is within 1000 kilometers (km), (approximately 621 miles), of the area of interest. Local or near-field tsunamis have a very short travel time (30 minutes or less); mid-field or regional tsunami waves have travel times on the order of 30 minutes to two hours. The following events are the most likely causes of local-source tsunamis striking the Los Angeles County Operational Area:

- ) Earthquakes occurring off the Californian coast.

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<sup>9</sup> Los Angeles County, Tsunami Annex, March 29, 2006, pg. 1-1.

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## EMERGENCY OPERATIONS PLAN

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- ) Landslides occurring in the coastal shelf off the Southern Californian coast (may be a secondary event of an earthquake).<sup>10</sup>

By definition, a distant-source tsunami (also called a tele-tsunami or far-field tsunami) occurs when the source of the tsunami is more than 1000 km (621.4 miles) away from the area of interest. The event most likely to cause distant-source tsunamis striking the Los Angeles County Operational Area is an earthquake occurring in the Pacific Rim, particularly Alaska, Hawaii, or Chile.

Depending on the magnitude of the tsunami, County coastal communities and special districts could be inundated, most notably along Santa Monica Bay. Field surveys and modeling (1992-1996) project a four meter (13 foot) tsunami would cause extensive damage and flooding along the Santa Monica Bay and similar flat coastlines. Other areas at risk include: Long Beach, Palos Verdes, Redondo Beach, Hermosa Beach, Manhattan Beach, Marina Del Rey, and Venice.<sup>11</sup>

Although the Culver City lies on the very outskirts of the tsunami inundation zone, the City should be prepared for a mass influx of people fleeing from the inundation areas and for possible seiches traveling up from Marina Del Rey into the Ballona Creek and Sepulveda Channel.

### EMERGENCY RESPONSE ACTIONS

Emergency response actions applicable to all common hazards are presented in the **Checklist Actions in Part Two of this Plan.**

Attachment:

- 1 - Tsunami Map

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<sup>10</sup> Tsunami Annex, pg. 1-4.

<sup>11</sup> Tsunami Annex, pg. 1-6.

ATTACHMENT 1  
TSUNAMI MAP



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**THREAT ASSESSMENT 8-A**  
**TRANSPORTATION: MAJOR AIR CRASH**

**GENERAL SITUATION**

A major air crash that occurs in a heavily populated residential area can result in considerable loss of life and property. The impact of a disabled aircraft as it strikes the ground creates the likely potential for multiple explosions, resulting in intense fires. Regardless of where the crash occurs, the resulting explosions and fires have the potential to cause injuries, fatalities and the destruction of property at and adjacent to the impact point. The time of day when the crash occurs may have a profound effect on the number of dead and injured. Damage assessment and disaster relief efforts associated with an air crash incident will require support from other local governments, private organizations and in certain instances from the state and federal governments.

It can be expected that few, if any, airline passengers will survive a major air crash. The intense fires, until controlled, will limit search and rescue operations. Police barricades will be needed to block off the affected area. The crowds of onlookers and media personnel will have to be controlled. Emergency medical care, food and temporary shelter will be required by injured or displaced persons. Many families may be separated, particularly if the crash occurs during working hours; and a locator system should be established at a location convenient to the public. Investigators from the National Transportation and Safety Board and the Los Angeles County Coroner's Office will have short-term jurisdiction over the crash area and investigations will be completed before the area is released for clean-up. The clean-up operation may consist of the removal of large debris, clearing of roadways, demolishing unsafe structures and towing of demolished vehicles.

It can be anticipated that the mental health needs of survivors and the surrounding residents will greatly increase due to the trauma associated with such a catastrophe. A coordinated response team, comprised of mental health professionals, should take a proactive approach toward identifying and addressing mental health needs stemming from any traumatic disaster. The American Red Cross is mandated by Congress to provide assistance to families and victims of air crashes.

It is impossible to totally prepare, either physically or psychologically, for the aftermath of a major air crash. However, since Southern California has become one of the nation's most overcrowded airspaces, air crash incidents are no longer a probability but a reality. Therefore, air crash incidents must be included among other potential disasters.

**SPECIFIC SITUATION**

The City of Culver City is located in the west portion of Los Angeles County. The City is comprised of residential, commercial and industrial areas. The City contains major freeway systems such as the Interstate 405 on the west and Interstate 10 on the North. The skies above Culver City are heavily occupied by aircraft originating and departing from a number of airports located in

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## EMERGENCY OPERATIONS PLAN

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Southern California. The airports nearest to Culver City which handle the greatest amount of air traffic are as follows:

- ) Los Angeles International Airport (LAX)
- ) Van Nuys Airport
- ) Burbank Airport
- ) Long Beach Airport
- ) John Wayne Airport
- ) Ontario International Airport

Aircraft flying over Culver City are located in the Los Angeles Terminal Control Area (TCA). The TCA is airspace restricted to large, commercial airliners. Each TCA has an established maximum and minimum altitude in which a large aircraft must travel. Smaller aircraft desiring to transit the TCA may do so by obtaining Air Traffic Control clearance. The aircraft may then proceed to transit when traffic conditions permit. Aircraft departing from other than LAX, whose route of flight would penetrate the TCA, are required to give this information to Air Traffic Control on appropriate frequencies. Pilots operating small aircraft often rely on geographical landmarks, rather than charts, to indicate their locations. If a pilot is unfamiliar with the geographical landmarks of the Southern California basin, he/she may misinterpret a particular landmark and inadvertently enter the restricted TCA airspace. This misunderstanding may result in a mid-air collision.

### EMERGENCY RESPONSE ACTIONS

Emergency response actions applicable to all common hazards are presented in the **Checklist Actions in Part Two of this Plan.**

Attachment:

- 1 - Airport Locations Map

ATTACHMENT 1  
AIRPORT LOCATIONS MAP



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**THREAT ASSESSMENT 8-B  
TRANSPORTATION: TRUCKING INCIDENT**

**GENERAL SITUATION**

A major truck incident that occurs in a heavily populated industrial area or residential area can result in considerable loss of life and property. When a truck is involved in an accident, there is no longer control as to the direction the truck will travel. Potential hazards could be overturned tank trailers, direct impact either into a residence or industrial building, or entering into the normal flow of traffic.

Each of these hazards encompass many threats, such as hazardous materials incident, fire, severe damage to either adjacent buildings or vehicles, and loss of life of pedestrians or those in either the adjacent buildings or vehicles.

**SPECIFIC SITUATION**

The City of Culver City is located within the Westside section of Los Angeles County. It is served by two major freeways, several major North-South and East-West truck routes.

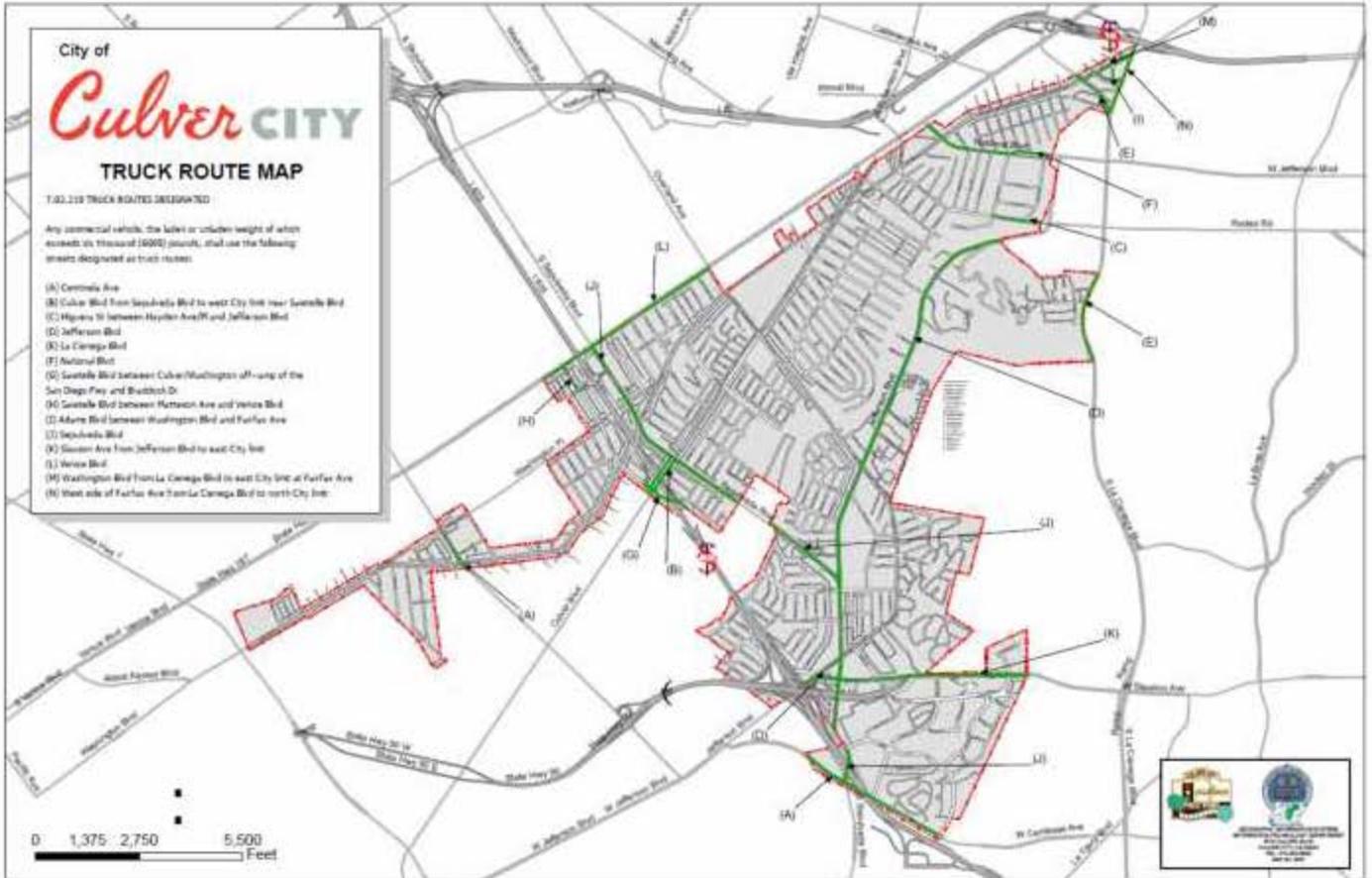
**EMERGENCY RESPONSE ACTIONS**

Emergency response actions applicable to all common hazards are presented in the **Checklist Actions in Part Two of this Plan**.

**Attachment:**

1 – Truck Routes

ATTACHMENT 1  
TRUCK ROUTES MAP



**THREAT ASSESSMENT 8-C  
TRANSPORTATION: RAIL INCIDENT**

**GENERAL SITUATION**

**Metro and Light Rail**

Light Rail or Light Rail Transit (LRT) is a form of urban rail public transportation that operates at a higher capacity and higher speed than street-running tram systems. Modern light rail technology is highly flexible with pollution-free electric rail cars offering passengers a smoothly-running transit option that is convenient, environmentally sound, and easily-accessible with links to business, commercial and residential districts throughout the region.

**SPECIFIC SITUATION**

A new Light Rail Line from Downtown Los Angeles, through Culver City and ending in Santa Monica is underway. Construction began in 2006 with two Phases. Phase 1, construction from Downtown Los Angeles to Culver City which was completed in 2012 and Phase 2, from Culver City to Santa Monica with an estimated completion date of 2015. This line will be the first to connect Downtown Los Angeles with the Westside and Culver City.

The new Metro line runs through Culver City at National and Washington and once Phase 2 is completed, will run through Venice and Robertson. There is an aerial station at National and Washington Blvd. and the rail station at Venice and Robertson once completed will be at grade.

Safety issues include: derailments, sabotage, station accidents, boarding and disembarking accidents, and right-of-way accidents.

**EMERGENCY RESPONSE ACTIONS**

Emergency response actions applicable to all common hazards are presented in the **Checklist Actions in Part Two of this Plan.**

Attachment:

- 1 - Map of Metro Line through Culver City.

ATTACHMENT 1  
MAP OF METRO LINE THROUGH CULVER CITY



**THREAT ASSESSMENT 9  
CIVIL UNREST****GENERAL SITUATION**

The disruption of normal, orderly conduct and activities in urban areas, or outbreak of rioting or violence that is of a large nature is referred to as civil unrest. Civil unrest can be the result of long-term dissatisfaction with authority, social/economic factors or racial or religious tensions. Civil unrest is usually noted by the fact that normal on-duty police and public safety personnel cannot adequately deal with the situation until additional resources can be acquired.

**SPECIFIC SITUATION**

The City of Culver City has faced civil unrest in various forms since the Watts Riots of 1964. The 1992 Rodney King verdicts caused the most widespread rioting in recent history, with losses of property.

The entire City, consisting of residential, industrial and commercial properties, is vulnerable to the effects of civil unrest.

The City of Culver City is bordered on three sides by the City of Los Angeles and L.A. County. Transportation routes used for normal traffic movements (streets, freeways, etc.) are vulnerable and can also facilitate the movement of potential rioters.

**EMERGENCY RESPONSE ACTIONS**

Emergency response actions applicable to all common hazards are presented in the **Checklist Actions in Part Two of this Plan.**

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## **THREAT ASSESSMENT 10 TERRORISM**

### **GENERAL SITUATION**

In the wake of the 1993 World Trade Center bombing in New York and the Oklahoma City bombing in 1995, terrorism has become a serious concern for emergency management, emergency responders, and the public at large. However, the 2001 attack on the World Trade Center and the Pentagon has elevated our concern about terrorism to a level we never imagined, and requires us to be prepared to respond to situations that go beyond the terrorist incident scenarios that we are familiar with.

Terrorism is defined as the use of fear for intimidation, usually political goals. Terrorism is a crime where the threat of violence is often as effective as the commission of the violent act itself. Terrorism affects us through fear, physical injuries, economic losses, psychological trauma, and erosion of faith in government. Terrorism is not an ideology. Terrorism is a strategy used by individuals or groups to achieve their political goals.

Terrorists espouse a wide range of causes. They can be for or against almost any issue, religious belief, political position, or group of people of one national origin or another. Because of the tremendous variety of causes supported by terrorists and the wide variety of potential targets, there is no place that is truly safe from terrorism. Throughout California there is nearly limitless number of potential targets, depending on the perspective of the terrorist. Some of these targets include: government offices, pregnancy centers, religious facilities, public places (such as shopping centers), schools, power plants, refineries, utility infrastructures, water storage facilities, dams, private homes, prominent individuals, financial institutions and other businesses.

There are unique challenges to a terrorist event involving a Weapon of Mass Destruction (WMD), such as a nuclear, radiological, biological, explosive or chemical weapon. As in all incidents, WMD incidents may involve mass casualties and damage to buildings or other types of property. However, there are a number of factors surrounding WMD incidents that are unlike any other type of incidents that must be taken into consideration when planning a response.

- ) The situation may not be recognizable until there are multiple casualties or a secondary event occurs that indicates that the first was not an accident. Most chemical and biological agents are not detectable by conventional methods used for explosives and firearms. Most agents can be carried in containers that look like ordinary items.
- ) There may be multiple events (i.e., one event in an attempt to influence another event's outcome).
- ) Responders are placed at a higher risk of becoming casualties because agents are not readily identifiable. Responders may become contaminated before recognizing the agents involved. First responders may, in addition, be targets for secondary releases or explosions.
- ) The location of the incident will be treated as a crime scene. As such, preservation and collection of evidence is critical. Therefore, it is important to ensure that actions on-scene

are coordinated between response organizations to minimize any conflicts between law enforcement authorities, who view the incident as a crime scene, and other responders, who view it as a hazardous materials or disaster scene.

- ) In addition to local response coordination challenges, the WMD incident will add a myriad of state and federal agencies into the system. Coordination and communication issues between all response levels (local, state, and federal) will constantly need to be assessed.
- ) Contamination of critical facilities and large geographic areas may result. Victims may carry an agent unknowingly to public transportation facilities, businesses, residences, doctors' offices, walk-in medical clinics, or emergency rooms because they don't realize that they are contaminated. First responders may carry the agent to fire or precinct houses, hospitals, or to the locations of subsequent calls.
- ) The scope of the incident may expand geometrically and may affect mutual aid jurisdictions. Airborne agents flow with the air current and may disseminate via ventilation systems, carrying the agents far from the initial source.
- ) There will be a stronger reaction from the public than with other types of incidents. The deliberate destruction of life and property is both horrific and difficult to process, and the fear of additional attacks as well as the unknown makes the public's response more severe. Also, the thought of exposure to a chemical or biological agent or radiation evokes terror in most people.
- ) Time is working against responding elements. The incident can expand geometrically and very quickly. In addition, the effects of some chemicals and biological agents worsen over time.
- ) Support facilities, such as utility stations and 911 centers along with critical infrastructures, are at risk as targets.
- ) Specialized State and local response capabilities may be overwhelmed.

## **TERRORISM HAZARDS**

### **WMD Hazard Agents**

Weapons of mass destruction are defined as any weapon that is designed or intended to cause death or serious bodily injury through the release, dissemination, or impact of toxic or poisonous chemicals; disease organisms; radiation or radioactivity; or explosion or fire. At least two important considerations distinguish these hazards from other types of terrorist tools. First, in the case of chemical, biological, and radioactive agents, their presence may not be immediately obvious, making it difficult to determine when and where they have been released, who has been exposed, and what danger is present for first responders and medical technicians. Second, although there is a sizable body of research on battlefield exposures to WMD agents, there is limited scientific understanding of how these agents affect civilian populations.

**Chemical**

Chemical agents are intended to kill, seriously injure, or incapacitate people through physiological effects. A terrorist incident involving a chemical agent will demand immediate reaction from emergency responders—fire departments, police, hazardous materials (HazMat) teams, emergency medical services (EMS), and emergency room staff—who will need adequate training and equipment. Hazardous chemicals, including industrial chemicals and agents, can be introduced via aerosol devices (e.g., munitions, sprayers, or aerosol generators), breaking containers, or covert dissemination. Such an attack might involve the release of a chemical warfare agent, such as a nerve or blister agent or an industrial chemical, which may have serious consequences. Some indicators of the possible use of chemical agents are listed in Table 1. Early in an investigation, it may not be obvious whether an outbreak was caused by an infectious agent or a hazardous chemical; however, most chemical attacks will be localized, and their effects will be evident within a few minutes. There are both persistent and nonpersistent chemical agents. Persistent agents remain in the affected area for hours, days, or weeks. Nonpersistent agents have high evaporation rates, are lighter than air, and disperse rapidly, thereby losing their ability to cause casualties after 10 to 15 minutes, although they may be more persistent in small, unventilated areas.

**Table 1. General Indicators of Possible Chemical Agent Use**

<b>Stated Threat to Release a Chemical Agent</b>
<b>Unusual Occurrence of Dead or Dying Animals</b> ) For example, lack of insects, dead birds
<b>Unexplained Casualties</b> ) Multiple victims ) Surge of similar 911 calls ) Serious illnesses ) Nausea, disorientation, difficulty breathing, or convulsions ) Definite casualty patterns
<b>Unusual Liquid, Spray, Vapor, or Powder</b> ) Droplets, oily film ) Unexplained odor ) Low-lying clouds/fog unrelated to weather
<b>Suspicious Devices, Packages, or Letters</b> ) Unusual metal debris ) Abandoned spray devices ) Unexplained munitions

**Biological**

Recognition of a biological hazard can occur through several methods, including identification of a credible threat, discovery of bioterrorism evidence (devices, agent, clandestine lab), diagnosis (identification of a disease caused by an agent identified as a possible bioterrorism agent), and detection (gathering and interpretation of public health surveillance data).

When people are exposed to a pathogen such as anthrax or smallpox, they may not know that they have been exposed, and those who are infected, or subsequently become infected, may not feel sick for some time. This delay between exposure and onset of illness, the incubation period, is characteristic of infectious diseases. The incubation period may range from several hours to a few weeks, depending on the exposure and pathogen. Unlike acute incidents involving explosives or some hazardous chemicals, the initial detection and response to a biological attack on civilians is likely to be made by direct patient care providers and the public health community.

Terrorists could also employ a biological agent that would affect agricultural commodities over a large area (e.g., wheat rust or a virus affecting livestock), potentially devastating the local or even national economy.

Responders should be familiar with the characteristics of the biological agents of greatest concern for use in a bioterrorism event. Unlike victims of exposure to chemical or radiological agents, victims of biological agent attack may serve as carriers of the disease with the capability of infecting others (e.g., smallpox, plague). Some indicators of biological attack are given in Table 2.

**Table 2. General Indicators of Possible Biological Agent Use**

<b>Stated Threat to Release a Biological Agent</b>
<b>Unusual Occurrence of Dead or Dying Animals</b>
<b>Unusual Casualties</b> ) Unusual illness for region/area ) Definite pattern inconsistent with natural disease
<b>Unusual Liquid, Spray, Vapor, or Powder</b> ) Spraying; suspicious devices, packages, or letters

**Nuclear/Radiological**

The difficulty of responding to a nuclear or radiological incident is compounded by the nature of radiation itself. In an explosion, the fact that radioactive material was involved may or may not be obvious, depending upon the nature of the explosive device used. The presence of a radiation hazard is difficult to ascertain, unless the responders have the proper detection equipment and have been trained to use it properly. Although many

detection devices exist, most are designed to detect specific types and levels of radiation and may not be appropriate for measuring or ruling out the presence of radiological hazards. Table 3 lists some indicators of a radiological release.

**Table 3. General Indicators of Possible Nuclear Weapon/Radiological Agent Use**

<b>Stated Threat to Deploy a Nuclear or Radiological Device</b>
<b>Presence of Nuclear or Radiological Equipment</b> ) Spent fuel canisters or nuclear transport vehicles
<b>Nuclear Placards/Warning Materials Along with Otherwise Unexplained Casualties</b>

### **Conventional Explosives and Secondary Devices**

The easiest to obtain and use of all weapons is still a conventional explosive device, or improvised bomb, which may be used to cause massive local destruction or to disperse chemical, biological, or radiological agents. The components are readily available, as are detailed instructions on constructing such a device. Improvised explosive devices are categorized as being explosive or incendiary, employing high or low filler explosive materials to explode and/or cause fires. Explosions and fires also can be caused by projectiles and missiles, including aircraft used against high-profile targets such as buildings, monuments, and special events. Bombs and firebombs are cheap and easily constructed, involve low technology, and are the terrorist weapon most likely to be encountered. Large, powerful devices can be outfitted with timed or remotely triggered detonators and can be designed to be activated by light, pressure, movement, or radio transmission. The potential exists for single or multiple bombing incidents in single or multiple municipalities. Historically, less than five percent of actual or attempted bombings were preceded by a threat. Explosive materials can be employed covertly with little signature and are not readily detectable. Secondary explosive devices may also be used as weapons against responders and the public in coincident acts. Other diversionary events or attacks could also be aimed at responders.

### **Combined Hazards**

WMD agents can be combined to achieve a synergistic effect—greater in total effect than the sum of their individual effects. They may be combined to achieve both immediate and delayed consequences. Mixed infections or toxic exposures may occur, thereby complicating or delaying diagnosis. Casualties of multiple agents may exist; casualties may also suffer from multiple effects, such as trauma and burns from an explosion, which exacerbate the likelihood of agent contamination. Attacks may be planned and executed so as to take advantage of the reduced effectiveness of protective measures produced by employment of an initial WMD agent. Finally, the potential exists for multiple incidents in single or multiple municipalities.

### **Other Terrorism Hazards**

Planners also need to consider the possibility of unusual or unique types of terrorist attacks previously not considered likely.<sup>12</sup> Although it is not realistically possible to plan for and prevent every conceivable type of terrorist attack, planners should anticipate that future terrorism attempts could range from simple, isolated attacks to complex, sophisticated, highly coordinated acts of destruction using multiple agents aimed at one or multiple targets. Therefore, the plans developed for terrorist incidents must be broad in scope yet flexible enough to deal with the unexpected. These considerations are particularly important in planning to handle the consequences of attacks using low-tech devices and delivery, assaults on public infrastructure, and cyber terrorism. In these cases, the training and experience of the responders may be more important than detailed procedures.

### **Low-Tech Devices and Delivery**

Planning for the possibility of terrorist attacks must consider the fact that explosives can be delivered by a variety of methods. Most explosive and incendiary devices used by terrorists would be expected to fall outside the definition of a WMD. Small explosive devices can be left in packages or bags in public areas for later detonation, or they can be attached directly to a suicide bomber for detonation at a time and place when and where the terrorist feels that maximum damage can be done. The relatively small size of these explosive devices and the absence of specific security measures in most areas make these types of terrorist attacks extremely difficult to prevent. Small explosive devices can also be brought onto planes, trains, ships, or buses, within checked bags or hand carried. Larger quantities of explosive materials can be delivered to their intended target area by means of car or truck bombs.

### **Infrastructure Attacks**

Potential attacks on elements of the nation's infrastructure require protective considerations. Infrastructure protection involves proactive risk management actions taken to prevent destruction of or incapacitating damage to networks and systems that serve society, according to the 1997 report of the President's Commission on Critical Infrastructure Protection. This commission was formed in 1996 to evaluate the vulnerability to disruption of the nation's infrastructures, including electric power, oil and natural gas, telecommunications, transportation, banking and finance, and vital government services. The commission's report, issued in October 1997, concluded, "Waiting for disaster is a dangerous strategy. Now is the time to act to protect our future."

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<sup>12</sup> Prior to the World Trade Center attack, the use of multiple commercial airliners with full fuel loads as explosive, incendiary devices in well-coordinated attacks on public and governmental targets, was not considered a likely terrorist scenario.

**Cyber Terrorism**

Cyber terrorism involves the malicious use of electronic information technology to commit or threaten to commit acts dangerous to human life, or against a nation's critical infrastructures in order to intimidate or coerce a government or civilian population to further political or social objectives (FBI NIPC, Congressional testimony, August 29, 2001). As with other critical infrastructure guidance, most cyber protection guidance focuses on security measures to protect computer systems against intrusions, denial of service attacks, and other forms of attack rather than addressing issues related to contingency and consequence management planning.

Homeland Security Presidential Directive 5 (HSPD-5) says to prevent, prepare for, respond to, and recover from terrorist attacks, major disasters, and other emergencies, the United States Government shall establish a single, comprehensive approach to domestic incident management. The objective of the United States Government is to ensure that all levels of government across the Nation have the capability to work efficiently and effectively together, using a national approach to domestic incident management. In these efforts, with regard to domestic incidents, the United States Government treats crisis management and consequence management as a single, integrated function, rather than as two separate functions.

**SPECIFIC SITUATION**

In response to a growing concern about terrorism at the federal, state and local level, the City of Culver City developed a broad threat assessment of potential terrorist targets, threat elements and local response capabilities. This assessment is contained in a restricted use-planning document maintained by the Police Department. The information contained in this document will be used as necessary during a threat situation or actual event. However, following is a general overview of potential terrorist targets in Los Angeles County and specifically Culver City:

- ) Facilities that store, manufacture or transport hazardous materials
- ) US and State Highways
- ) Telecommunications facilities
- ) Federal, state, county and city offices
- ) Shopping centers
- ) Schools, churches & religious centers
- ) Research Facilities
- ) Electrical Facilities and Power Plants
- ) Water and Wastewater Facilities, Dams
- ) Bridges and Overpasses
- ) Motion Picture Studios

**EMERGENCY RESPONSE ACTIONS**

Emergency response actions applicable to all common hazards are presented in the **Checklist Actions in Part Two of this Plan.**

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A List of Critical Facilities is a confidential/security document that can be found in a separate secure binder in the EOC.

**THREAT ASSESSMENT 11  
PUBLIC HEALTH EMERGENCY-PANDEMIC**

**General Situation**

Widespread public health emergencies, referred to as “pandemics”, occur when a disease, often a strain of influenza, emerges to which the population has little immunity. The 20th century saw three such pandemics, the most notable of which was the 1918 Spanish influenza pandemic that was responsible for 20-40 million deaths throughout the world.

Public health experts are always concerned about the risk of another pandemic where a disease spreads between and amongst species. When strains of animal disease interact with the common strains of human diseases, a mutation can occur, creating a disease capable of human-to-human transmission, initiating a pandemic. Depending on the nature of such a disease, between 25 to 35 percent of the population could become ill. This level of disease activity would disrupt all aspects of society and severely affect the economy.

The Los Angeles County Department of Public Health (LACDPH) is the lead department for the County’s response. LACDPH will work closely with local jurisdictions to ensure that:

- ) Planning efforts are consistent throughout the county;
- ) Official information will be provided to the jurisdictions in a timely manner;
- ) Pharmaceutical distribution planning, training and exercising is conducted; and
- ) The organization is SEMS/NIMS (Standardized Emergency Management System/National Incident Management System) compliant.

**Specific Situation**

In highly urbanized and densely populated Los Angeles County, quarantine and isolation practices would not be enforceable or practical. The City will work in conjunction with county, state and federal agencies to aggressively promote basic sanitation and hygiene public education programs. The City will implement procedures and protocols at the direction of the Public Health Officer for Los Angeles County.

The essential components of the Los Angeles County Department of Health Services Pandemic Flu Plan are:

- ) **SURVEILLANCE** – The Acute Communicable Disease Control program (ACDC) regularly monitors flu and flu-like illness activity through a wide array of surveillance methods. If there is a flu outbreak or pandemic flu in Los Angeles County, enhanced surveillance, notification, and response will be carried out dependent on the phase of the pandemic.
- ) **LABORATORY** – Influenza (flu) surveillance information and diagnostic testing by private laboratories, state and local health departments, and the Centers for Disease Control and Prevention (CDC) provide critical information regarding the presence of flu viruses in the community. Laboratory-based surveillance will identify the predominant circulating types, subtypes, and strains of flu, aid clinical judgment, and help guide treatment decisions.

- ) **VACCINE DELIVERY** – An effective vaccine against a pandemic flu may not be available in the early stages of a pandemic. The Federal Department of Health and Human Services (DHHS) guidelines for Pandemic Influenza indicate that there will likely be federal control over the distribution of vaccine according to pre-determined grouping and risks. Los Angeles County’s Pandemic Plan will implement, and, when appropriate, locally adapt these guidelines.
- ) **ANTIVIRAL MEDICATIONS** – Currently, the Centers of Disease Control (CDC) recommendations for the priority use of limited supplies of antiviral medications (e.g., oseltamivir [Tamiflu]) are primarily for treatment, although WHO considers there may be a role for their use in preventing a pandemic under certain situations. The Los Angeles County Department of Health Services has stockpiled some antiviral medications for immediate use in the event of a flu pandemic.
- ) **STRATEGIES TO LIMIT TRANSMISSION** - Isolation and quarantine may have limited use in a flu pandemic due to the short incubation period of influenza, (1-4 days) and the fact that flu transmission can occur before the onset of symptoms. There may, however, be a role for these public health measures upon the initial identification of the first cases and outbreaks. Thereafter, the most effective tool for reducing disease and controlling transmission in a flu pandemic will be an aggressive public information campaign emphasizing containment measures such as hand washing, cough and sneeze etiquette, social distancing and reduced social interactions, and guidelines for those being cared for at home. Additional voluntary isolation and quarantine measures may be recommended in a pandemic as follows:
- Home isolation of cases for a minimum of 7 days after disease onset.
  - Monitoring of contacts for fever and respiratory symptoms for 5 days after exposure.
  - Asking health care workers with a fever and have been previously exposed to not go to work.
  - Closure of schools and work places with high incidence of influenza–like illness (ILI)
  - Community-wide suspension of large public gatherings.
- ) **COMMUNICATIONS** – The foundation for effective communication is a set of key messages that can be used consistently to instill public confidence and generate an appropriate response to minimize risk and ensure a strong and rapid response. There are multiple risk communication audiences and communication channels that are vital for pandemic flu preparedness including: the general public, vulnerable population groups, hospitals, healthcare providers, policy makers, and public health officials. Community leaders representing multicultural and socio-economic backgrounds in Los Angeles County will be informed and included in these communication efforts.
- ) **EMERGENCY RESPONSE** – A flu pandemic affects and involves a variety of public and private agencies and organizations at the state, local and federal levels. These agencies must coordinate their activities and resources and share information in real time. To sustain coordinated efforts to control a flu pandemic at the local level, the following actions will be taken by Los Angeles County Department of Health Services:

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- The Health Officer will be notified when a novel (new strain) flu virus with pandemic potential has reached Los Angeles County. Once the novel virus has been identified in the local area, the Health Officer, in collaboration with Emergency Medical Services (EMS), may call upon County/City agencies and others to assist with the management of the public health response. This may include law enforcement, fire departments, social service and mental health agencies, local governments, nongovernmental agencies, businesses, and etc.
- Hospital Surge Capacity – During a flu pandemic, the need for hospital beds will exceed the number of beds available. All hospitals are required to have a surge capacity plan to be used in the event of an emergency. In addition, the Los Angeles County Department of Health Services Plan identifies key components of surge capacity and the ability to meet an increased demand. Increased capacity can be generated by early discharge of patients, transferring patients to lower levels of care, canceling elective procedures, and redirecting staff to the inpatient units most affected. Redirecting staff from areas in the hospital where elective procedures/surgeries have been cancelled, possibly suspending nurse staffing ratios, and extending work hours will also assist in meeting the staffing demands.<sup>13</sup>

### EMERGENCY RESPONSE ACTIONS

Emergency response actions applicable to all common hazards are presented in the **Checklist Actions in Part Two of this Plan.**

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<sup>13</sup> *Biological Incident Plan, PANDEMIC INFLUENZA GUIDELINES*, County of Los Angeles Department of Health Services Public Health, January 2006

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**LIST OF ACRONYMS AND ABBREVIATIONS**

<b>AC</b>	<b>Area Command</b>
<b>ACS</b>	<b>Auxiliary Communication Services</b>
<b>ADA</b>	<b>Americans with Disabilities Act</b>
<b>AFN</b>	<b>Access and Functional Needs</b>
<b>ARC</b>	<b>American Red Cross</b>
<b>ARES</b>	<b>Amateur Radio Emergency Services</b>
<b>C of S</b>	<b>Chief of Staff</b>
<b>CalTrans</b>	<b>California Department of Transportation</b>
<b>CALOES</b>	<b>California Office of Emergency Services (CalOES)</b>
<b>CAL FIRE</b>	<b>California Department of Forestry and Fire Protection</b>
<b>CALWAS</b>	<b>California Warning System</b>
<b>CBO</b>	<b>Community Based Organization</b>
<b>CBRNE</b>	<b>Chemical, Biological, Radiological, Nuclear and or High-Yield Explosive</b>
<b>CCARES</b>	<b>Culver City Auxiliary Radio Emergency Services</b>
<b>CCC</b>	<b>California Conservation Corps</b>
<b>CCP</b>	<b>Casualty Collection Points</b>
<b>CDBG</b>	<b>Community Development Block Grant</b>
<b>CDAAC</b>	<b>California Disaster Assistance Act</b>
<b>CDC</b>	<b>Centers for Disease Control, U.S. Public Health Service</b>
<b>CDRG</b>	<b>Catastrophic Disaster Response Group</b>
<b>CEO</b>	<b>Chief Executive Officer</b>
<b>CEPEC</b>	<b>California Earthquake Prediction Evaluation Council</b>
<b>CEQA</b>	<b>California Environmental Quality Act</b>
<b>CERCLA</b>	<b>Comprehensive Environmental Response Compensation and Liability Act</b>
<b>CERT</b>	<b>Community Emergency Response Team</b>
<b>CESA</b>	<b>California Emergency Services Association</b>
<b>CESFRS</b>	<b>California Emergency Service Fire Radio System</b>
<b>CESRS</b>	<b>California Emergency Services Radio System</b>
<b>CHP</b>	<b>California Highway Patrol</b>
<b>CIKR</b>	<b>Critical Infrastructure, Key Resources</b>
<b>CLEMARS</b>	<b>California Law Enforcement Mutual Aid Radio System</b>
<b>CLERS</b>	<b>California Law Enforcement Radio System</b>
<b>CLETS</b>	<b>California Law Enforcement Telecommunications System</b>
<b>CMAS</b>	<b>Commercial Mobile Alert System</b>
<b>COE</b>	<b>Corps of Engineers (US Army)</b>
<b>COG</b>	<b>Continuity of Government</b>
<b>CPG</b>	<b>Civil Preparedness Guide</b>
<b>DA</b>	<b>Damage Assessment</b>
<b>DAP</b>	<b>Disaster Assistance Programs</b>
<b>DCS</b>	<b>Disaster Communications Service</b>
<b>DEST</b>	<b>Disaster Emergency Support Team</b>
<b>DFCO</b>	<b>Deputy Federal Coordinating Officer</b>
<b>DFO</b>	<b>Disaster Field Office</b>
<b>DHA</b>	<b>Disaster Housing Assistance</b>
<b>DHS</b>	<b>Department of Homeland Security</b>

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<b>DMAT</b>	<b>Disaster Medical Assistance Team</b>
<b>DMORT</b>	<b>Disaster Mortuary Operational Response Team</b>
<b>DMIS</b>	<b>Disaster Management Information System</b>
<b>DOC</b>	<b>Department Operations Center</b>
<b>DOD</b>	<b>Department of Defense</b>
<b>DOE</b>	<b>Department of Energy</b>
<b>DOJ</b>	<b>Department of Justice</b>
<b>DOI</b>	<b>Department of Interior</b>
<b>DOL</b>	<b>Department of Labor</b>
<b>DOS</b>	<b>Department of State</b>
<b>DOT</b>	<b>Department of Transportation</b>
<b>DRC</b>	<b>Disaster Recovery Center</b>
<b>DRM</b>	<b>Disaster Recovery Manager</b>
<b>DRO</b>	<b>Disaster Recovery Operations</b>
<b>DSA</b>	<b>Division of the State Architect (California)</b>
<b>DSCA</b>	<b>Defense Support of Civilian Authorities</b>
<b>DWR</b>	<b>California Department of Water Resources</b>

<b>EAS</b>	<b>Emergency Alert System</b>
<b>EDD</b>	<b>Employment Development Department</b>
<b>EDIS</b>	<b>Emergency Digital Information System</b>
<b>EIR</b>	<b>Environmental Impact Review</b>
<b>EMAC</b>	<b>Emergency Management Assistance Compact</b>
<b>EMI</b>	<b>Emergency Management Institute</b>
<b>EMIS</b>	<b>Emergency Management Information System</b>
<b>EMMA</b>	<b>Emergency Managers Mutual Aid</b>
<b>EMP</b>	<b>Electromagnetic Pulse</b>
<b>EMPG</b>	<b>Emergency Management Performance Grant</b>
<b>EMSA</b>	<b>Emergency Medical Services Authority</b>
<b>EMS</b>	<b>Emergency Medical Services</b>
<b>ENN</b>	<b>Emergency News Network</b>
<b>EOC</b>	<b>Emergency Operations Center</b>
<b>EOP</b>	<b>Emergency Operations Plan</b>
<b>EPA</b>	<b>Environmental Protection Agency</b>
<b>EPI</b>	<b>Emergency Public Information</b>
<b>EPIC</b>	<b>Emergency Public Information Center</b>
<b>ERT</b>	<b>Emergency Response Team</b>
<b>ERT</b>	<b>Evidence Response Team (FBI)</b>
<b>ESA</b>	<b>California Emergency Services Act</b>
<b>ESC</b>	<b>Emergency Services Coordinator</b>
<b>ESF</b>	<b>Emergency Support Functions</b>
<b>EST</b>	<b>Emergency Support Team</b>

<b>FAA</b>	<b>Federal Aviation Administration</b>
<b>FAS</b>	<b>Federal Aid System Road</b>
<b>FAST</b>	<b>Federal Agency Support Team</b>
<b>FBI</b>	<b>Federal Bureau of Investigation</b>
<b>FCC</b>	<b>Federal Communications Commission</b>
<b>FCO</b>	<b>Federal Coordinating Officer</b>

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<b>FEMA</b>	<b>Federal Emergency Management Agency</b>
<b>FFY</b>	<b>Federal Fiscal Year</b>
<b>FHWA</b>	<b>Federal Highway Administration</b>
<b>FIA</b>	<b>Federal Insurance Administration</b>
<b>FIRESCOPE</b>	<b>Firefighting Resources of Calif. Organized for Potential Emergencies</b>
<b>FmHA</b>	<b>Farmers Home Administration</b>
<b>FTS</b>	<b>Field Treatment Sites</b>
<b>GAR</b>	<b>Governor's Authorized Representative</b>
<b>GIS</b>	<b>Geographic Information System</b>
<b>GSA</b>	<b>General Services Administration</b>
<b>HAZMAT</b>	<b>Hazardous Materials</b>
<b>HEW</b>	<b>U.S. Department of Health, Education and Welfare</b>
<b>HM</b>	<b>Hazard Mitigation</b>
<b>HHS</b>	<b>Department of Health and Human Services</b>
<b>HMC</b>	<b>Hazard Mitigation Coordinator</b>
<b>HMDA</b>	<b>Hazard Mitigation and Disaster Assistance</b>
<b>HMGP</b>	<b>Hazard Mitigation Grant Program</b>
<b>HMO</b>	<b>Hazard Mitigation Officer</b>
<b>HMT</b>	<b>Hazard Mitigation Team</b>
<b>HSAS</b>	<b>Homeland Security Advisory System</b>
<b>HSC</b>	<b>Homeland Security Council</b>
<b>HSOC</b>	<b>Homeland Security Operations Center</b>
<b>HSEEP</b>	<b>Homeland Security Exercise Evaluation Program</b>
<b>HSPD</b>	<b>Homeland Security Presidential Directive</b>
<b>HUD</b>	<b>Housing and Urban Development Program</b>
<b>IA</b>	<b>Individual Assistance</b>
<b>IAEM</b>	<b>International Association of Emergency Managers</b>
<b>IA/O</b>	<b>Individual Assistance/Officer</b>
<b>IACG</b>	<b>Inter Agency Coordinating Group</b>
<b>IAP</b>	<b>Incident Action Plan</b>
<b>IC</b>	<b>Incident Commander</b>
<b>ICP</b>	<b>Incident Command Post</b>
<b>ICS</b>	<b>Incident Command System</b>
<b>IDE</b>	<b>Initial Damage Estimate</b>
<b>IFG</b>	<b>Individual and Family Grant Program (State of California program)</b>
<b>IFGP</b>	<b>Individual and Family Grant Program</b>
<b>IG</b>	<b>Inspector General</b>
<b>IIMG</b>	<b>Interagency Incident Management Group</b>
<b>IMT</b>	<b>Incident Management Team</b>
<b>IPAWS</b>	<b>Integrated Public Alert and Warning System</b>
<b>IRS</b>	<b>Internal Revenue Service</b>
<b>JFO</b>	<b>Joint Field Office</b>
<b>JPA</b>	<b>Joint Powers Agreement</b>
<b>JPIC</b>	<b>Joint Public Information Center</b>
<b>JIC</b>	<b>Joint Information Center</b>
<b>JIS</b>	<b>Joint Information System</b>

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<b>JOC</b>	<b>Joint Operations Center</b>
<b>JTTF</b>	<b>Joint Terrorism Task Force</b>
<b>LAC</b>	<b>Local Assistance Center</b>
<b>LFA</b>	<b>Lead Federal Agency</b>
<b>LGAC</b>	<b>Local Government Advisory Committee</b>
<b>MACS</b>	<b>Multi-Agency Coordination System</b>
<b>MARAC</b>	<b>Mutual Aid Regional Advisory Committee</b>
<b>MARS</b>	<b>U.S. Army Military Affiliate Radio System</b>
<b>MC</b>	<b>Mobilization Center</b>
<b>MHFP</b>	<b>Multihazard Functional Planning</b>
<b>MMRS</b>	<b>Metropolitan Medical Response Team</b>
<b>MOA</b>	<b>Memorandum of Agreement</b>
<b>MOU</b>	<b>Memorandum of Understanding</b>
<b>MSA</b>	<b>Multi-Purpose Staging Area</b>
<b>MTA</b>	<b>Metropolitan Transit Authority</b>
<b>NAWAS</b>	<b>National Warning System</b>
<b>NCS</b>	<b>National Communications System</b>
<b>NDAA</b>	<b>California Natural Disaster Assistance Act</b>
<b>NDEA</b>	<b>National Defense Education Act</b>
<b>NDMS</b>	<b>National Disaster Medical System</b>
<b>NEP</b>	<b>National Exercise Program</b>
<b>NEST</b>	<b>Nuclear Emergency Search Team</b>
<b>NETC</b>	<b>National Emergency Training Center</b>
<b>NFA</b>	<b>National Fire Academy</b>
<b>NFDA</b>	<b>National Funeral Directors Association</b>
<b>NFIP</b>	<b>National Flood Insurance Program</b>
<b>NGO</b>	<b>Non-Government Organization</b>
<b>NHPA</b>	<b>National Historic Preservation Act</b>
<b>NICC</b>	<b>National Interagency Coordinating Center</b>
	<b>National Infrastructure Coordination Center</b>
<b>NIFCC</b>	<b>National Interagency Fire Coordination Center</b>
<b>NIMS</b>	<b>National Incident Management System</b>
<b>NMRT</b>	<b>National Medical Response Team</b>
<b>NOAA</b>	<b>National Oceanic and Atmospheric Administration</b>
<b>NOC</b>	<b>National Operations Center</b>
<b>NHMP</b>	<b>Natural Hazard Mitigation Plan</b>
<b>NOI</b>	<b>Notice of Interest</b>
<b>NRC</b>	<b>Nuclear Regulatory Commission</b>
<b>NRCS</b>	<b>Natural Resources Conservation Service</b>
<b>NRF</b>	<b>National Response Framework</b>
<b>NRT</b>	<b>National Response Team</b>
<b>NSC</b>	<b>National Security Council</b>
<b>NSSE</b>	<b>National Special Security Event</b>
<b>NTC</b>	<b>National Teleregistration Center</b>
<b>NTSB</b>	<b>National Transportation Safety Board</b>
<b>NVOAD</b>	<b>National Voluntary Organizations Active in Disaster</b>
<b>NWS</b>	<b>National Weather Service</b>

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<b>OA</b>	<b>Operational Area</b>
<b>OASIS</b>	<b>Operational Area Satellite Information System</b>
<b>OEM</b>	<b>Office of Emergency Management</b>
<b>OPA</b>	<b>Oil Pollution Act</b>
<b>OPM</b>	<b>Office of Personnel Management</b>
<b>OSA</b>	<b>California Office of the State Architect</b>
<b>OSC</b>	<b>On-Scene Coordinator</b>
<b>OSHA</b>	<b>Occupational Safety and Health Administration</b>
<b>PA</b>	<b>Public Affairs</b>
<b>PAO</b>	<b>Public Affairs Officer</b>
<b>PA</b>	<b>Public Assistance</b>
<b>PA/O</b>	<b>Public Assistance Officer</b>
<b>PA#</b>	<b>Project Application Number</b>
<b>PDA</b>	<b>Preliminary Damage Assessment</b>
<b>PDD</b>	<b>Presidential Decision Directive</b>
<b>PFO</b>	<b>Principal Federal Officer</b>
<b>PIO</b>	<b>Public Information Officer</b>
<b>POC</b>	<b>Point of Contact</b>
<b>PNP</b>	<b>Private Nonprofit Organization</b>
<b>PSI</b>	<b>Pounds per Square Inch</b>
<b>PUC</b>	<b>California Public Utilities Commission</b>
<b>PW</b>	<b>Project Worksheet</b>
<b>RADEF</b>	<b>Radiological Defense</b>
<b>RAP</b>	<b>Radiological Assistance Program</b>
<b>RCP</b>	<b>Regional Oil and Hazardous Substances Pollution Contingency Plan</b>
<b>RD</b>	<b>Regional Director (FEMA)</b>
<b>REACT</b>	<b>Radio Emergency Associated Communication Team</b>
<b>REOC</b>	<b>Regional Emergency Operations Center</b>
<b>RIMS</b>	<b>Response Information Management System</b>
<b>RM</b>	<b>Radiological Monitor</b>
<b>RO</b>	<b>Radiological Officer</b>
<b>ROC</b>	<b>Regional Operations Center</b>
<b>RRCC</b>	<b>Regional Response Coordinating Center</b>
<b>RRT</b>	<b>Regional Response Team</b>
<b>RTOS</b>	<b>Rail Transit Operations Supervisor</b>
<b>SA</b>	<b>Salvation Army</b>
<b>SAC</b>	<b>Special Agent in Charge</b>
<b>SAP</b>	<b>State Assistance Program</b>
<b>SAR</b>	<b>Search and Rescue</b>
<b>SARA</b>	<b>Superfund Amendment Reauthorization Act (Title III)</b>
<b>SAST</b>	<b>California State Agency Support Team</b>
<b>SBA</b>	<b>Small Business Administration</b>
<b>SCAQMD</b>	<b>South Coast Air Quality Management District</b>
<b>SCO</b>	<b>State Coordinating Officer</b>
<b>SEMS</b>	<b>Standardized Emergency Management System</b>

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**EMERGENCY OPERATIONS PLAN**

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<b>SFLEO</b>	<b>Senior Federal Law Enforcement Officer</b>
<b>SFO</b>	<b>Senior Federal Officer</b>
<b>SHMO</b>	<b>State Hazard Mitigation Officer</b>
<b>SHPO</b>	<b>State Historic Preservation Officer</b>
<b>SIOC</b>	<b>Strategic Information and Operations Center</b>
<b>SITREP</b>	<b>Situation Report</b>
<b>SLPS</b>	<b>State and Local Programs and Support Directorate (FEMA)</b>
<b>SOC</b>	<b>State Operations Center</b>
<b>SOP</b>	<b>Standard Operating Procedure</b>
<b>STO</b>	<b>State Training Officer</b>
<b>Subgrantee</b>	<b>An eligible applicant in Federally declared disasters</b>
<b>TEWG</b>	<b>Terrorism Early Warning Group</b>
<b>TWG</b>	<b>Terrorism Working Group</b>
<b>USACE</b>	<b>United States Army Corps of Engineers</b>
<b>USAR</b>	<b>Urban Search and Rescue</b>
<b>USDA</b>	<b>U.S. Department of Agriculture</b>
<b>USFA</b>	<b>United States Fire Administration</b>
<b>USGS</b>	<b>United States Geological Survey</b>
<b>VA</b>	<b>Veterans Administration</b>
<b>VSAT</b>	<b>Very Small Aperture Terminal</b>
<b>VOAD</b>	<b>Volunteer Organizations Active in Disaster</b>
<b>WMD</b>	<b>Weapons of Mass Destruction.</b>

## **GLOSSARY OF TERMS**

**This Glossary contains definitions of terms commonly used in the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS).**

**Advance Element of the Emergency Response Team (ERT-A):** The portion of the Emergency Response Team (ERT) which is the first group deployed to the field to respond to a disaster incident.

**Action Plan:** "Action Plan" means the plan prepared in the EOC containing the emergency response objectives of that SEMS level reflecting overall priorities and supporting activities for a designated period. The plan is shared with supporting agencies.

**After Action Report:** A report covering response actions, application of SEMS and NIMS, modifications to plans and procedures, training needs, and recovery activities. After action reports are required under SEMS after any emergency which requires a declaration of an emergency. Reports are required within 90 days.

**Agency:** An agency is a division of government with specific function, or a non-governmental organization (e.g., private contractor, business, etc.) that offers a particular kind of assistance. In ICS, agencies are defined as jurisdictional (having statutory responsibility for incident mitigation), or assisting and/or cooperating (providing resources and/or assistance). (See Assisting, Cooperating Agency and Multi-agency.)

**Agency Executive or Administrator:** Chief executive officer (or designee) of the agency or jurisdiction that has responsibility for the incident.

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

**Air Operations Branch Director:** The person primarily responsible for preparing and implementing the air operations portion of the Incident Action Plan. Also responsible for providing logistical support to helicopters operating on the incident.

**Allocated Resources:** Resources dispatched to an incident.

**AMBER Plan:** A Plan adopted locally or statewide that provide for an EAS Alert message to use the public to find abducted children. For more information contact the National Center for Missing and Exploited Children (NCMEC). (703) 837-6354

**Area Command:** An organization established to: 1) oversee the management of multiple incidents that are each being handled by an Incident Command System organization; or 2) to oversee the management of a very large incident that has multiple Incident Management Teams assigned to it. Area Command has the responsibility to set overall strategy and priorities, allocate critical resources based on priorities, ensure that incidents are properly managed, and ensure that objectives are met and strategies followed.

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**Assessment:** The evaluation and interpretation of measurements and other information to provide a basis for decision-making.

**Assignments:** Tasks given to resources to perform within a given operational period, based upon tactical objectives in the Incident or EOC Action Plan.

**Assistant:** Title for subordinates of the Command Staff positions at the Field SEMS level. The title indicates a level of technical capability, qualifications, and responsibility subordinate to the primary positions. Assistants may also be used to supervise unit activities at camps.

**Assisting Agency:** An agency directly contributing tactical or service resources to another agency.

**Available Resources:** Incident-based resources which are available for immediate assignment.

**Base:** The location at an incident at which primary logistics functions for an incident are coordinated and administered. There is only one Base per incident. (Incident name or other designator will be added to the term "Base.") The Incident Command Post may be collocated with the Base.

**Base Flood:** A term used in the National Flood Insurance Program to indicate the minimum size flood to be used by a community as a basis for its floodplain management regulations. The Base Flood is a flood which has a one-percent chance of being equaled or exceeded in any given year. The Base Flood is also known as a 100-year flood or one-percent chance flood.

**Base Flood Elevation (BFE):** The elevation for which there is a one-percent chance in any given year that flood levels will equal or exceed it. The BFE is determined by statistical analysis for each local area and designated on the Flood Insurance Rate Map. It is also known as the 100-Year Flood.

**Branch:** The organizational level at the SEMS Field Level having functional or geographic responsibility for major parts of incident operations. The Branch level is organizationally between Section and Division/Group in the Operations Section, and between Section and Units in the Logistics Section. Branches are identified by the use of Roman Numerals or by functional name (e.g., medical, security, etc.). Branches are also used in the same sequences at the SEMS EOC Levels.

**Branch Director:** The ICS title for individuals responsible for supervision of a Branch at the Field Level. At SEMS EOC levels, the title Branch Coordinator is preferred.

**Cache:** A pre-determined complement of tools, equipment and/or supplies stored in a designated location, available for incident use.

**California Emergency Council:** The official advisory body to the Governor on all matters pertaining to statewide emergency preparedness.

**Camp:** A geographical site, within the general incident area, separate from the Incident Base, equipped and staffed to provide sleeping, food, water, and sanitary services to the incident personnel.

**Care and Shelter:** A phase of operations that meets the food, clothing, and shelter needs of people on a mass care basis.

**Chain of Command:** A series of management positions in order of authority.

**Check-in:** The process whereby resources first report to an incident or into an EOC/Check-in locations at the SEMS Field level include: Incident Command Post (Resources Unit), Incident Base, Camps, Staging Areas, Helibases, Helispots, and Division Supervisors (for direct line assignments).

**Checklist:** A list of actions taken by an element of the emergency organization in response to a particular event or situation.

**Civil Air Patrol:** A civilian auxiliary of the United States Air Force which provides personnel, services, and equipment for specified missions in support of state and local emergency operations.

**Civil Disorder:** Any incident intended to disrupt community affairs that requires Law enforcement intervention to maintain public safety including riots and mass demonstrations as well as terrorist attacks.

**Clear Text:** The use of plain English in radio communications transmissions. No Ten Codes or agency specific codes are used when utilizing Clear Text.

**CLERS:** California Law Enforcement Radio System. The State's radio system dedicated to public safety/law enforcement purposes that run off the State's microwave backbone. Local CLERS VHF channels provide State EAS audio to broadcasters.

**CLETS:** California Law Enforcement Telecommunications System. CLETS terminals can be permissioned to originate EDIS messages. Please see EDIS definition below.

**Command:** The act of directing, and/or controlling resources at an incident by virtue of explicit legal, agency, or delegated authority. May also refer to the Incident Commander.

**Command Post:** (See Incident Command Post)

**Command Staff:** The Command Staff at the Field level consists of the Information Officer, Safety Officer, and Liaison Officer. They report directly to the Incident Commander and may have an assistant or assistants, as needed. These functions may also be found at the EOC levels and would be referred to as Management Staff.

**Common Operating Picture:** A broad view of the overall situation as reflected by situation reports, aerial photography, and other information or intelligence.

**Communications Unit:** An organizational unit in the Logistics Section responsible for providing communication services at an incident or an EOC. A communications Unit may also be a facility (e.g. a trailer or mobile van) used to provide the major part of an Incident Communications Center.

**Community Right-to-Know:** Legislation requiring the communicating of chemical formation to local agencies or the public.

**Compact:** Formal working agreements among agencies to obtain mutual aid.

**Compensation Unit/Claims Unit:** Functional unit within the Finance/Administration Section responsible for financial concerns resulting from property damage, injuries or fatalities at the incident or within an EOC.

**Complex:** Two or more individual incidents located in the same general area which are assigned to a single Incident Commander or to a Management.

**Continuity of Government (COG):** All measures that may be taken to ensure the continuity of essential functions of governments in the event of emergency conditions, including line-of succession for key decision makers.

**Contingency Plan:** A sub or supporting plan which deals with one specific type of emergency, its' probable effect on the jurisdiction, and the actions necessary to offset these effects.

**Cooperating Agency:** An agency supplying assistance other than direct tactical or support functions or resources to the incident control effort (e.g., American Red Cross telephone company, etc.).

**Coordination:** The process of systematically analyzing a situation, developing relevant information, and informing appropriate command authority of viable alternatives for selection of the most effective combination of available resources to meet specific objectives. The coordination process (which can be either intra- or inter-agency) does not involve dispatch actions. However, personnel responsible for coordination may perform command or dispatch functions within the limits established by specific agency delegations, procedures, legal authority, etc. Multi-agency or Inter-agency coordination is found at all SEMS levels.

**Cost Sharing Agreements:** Agreements between agencies or jurisdictions to share designated costs related to incidents. Cost sharing agreements are normally written but may also be verbal between authorized agency or jurisdictional representatives at the incident.

**Cost Unit:** Functional unit within the Finance/Administration Section responsible for tracking costs, analyzing cost data, making cost estimates, and recommending cost-saving measures.

**Damage Assessment:** The process utilized to determine the magnitude of damage and the unmet needs of individuals, businesses, the public sector, and the community caused by a disaster or emergency event.

**Dam Failure:** Part or complete collapse of a dam causing downstream flooding.

**Declaration:** The formal action by the President to make a State eligible for major disaster or emergency assistance under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, PL 3-288, as amended (the Stafford Act).

**Declaration Process:** When a disaster strikes, local authorities and individuals request help from private relief organizations and their State government, which give all assistance possible. If assistance is beyond their capability, the Governor requests a Presidential declaration of a major disaster or an emergency.

**Delegation of Authority:** A statement provided to the Incident Commander by the Agency Executive delegating authority and assigning responsibility. The Delegation of Authority can include objectives, priorities, expectations, constraints and other considerations or guidelines as needed. Many agencies require written Delegation of Authority to be given to Incident Commanders prior to their assuming command on larger incidents.

**Demobilization Unit:** Functional unit within the Planning Section responsible for assuring orderly, safe and efficient demobilization of incident or EOC assigned resources.

**Department Operations Center:** A facility used by a distinct discipline, such as fire, medical, hazardous material, or a unit, such as Department of Public Works, Department of Health or local water district. Department operations centers may be used at all SEMS levels above the field response level depending upon the impacts of the emergency.

**Deputy Incident Commander (Section Chief or Branch Director):** A fully qualified individual who, in the absence of a superior, could be delegated the authority to manage a functional operation or perform a specific task. In some cases, a Deputy could act as relief for a superior and therefore must be fully qualified in the position. Deputies may also be found as necessary at all SEMS EOC levels.

**Designated Area:** Any emergency or major disaster-affected portion of a State that has been determined eligible for Federal assistance.

**Direction and Control (Emergency Management):** The provision of overall operational control and/or coordination of emergency operations at each level of the Statewide Emergency Organization, whether it be the actual direction of field forces or the coordination of joint efforts of governmental and private agencies in supporting such operations.

**Disaster:** A sudden calamitous emergency event bringing great damage loss or destruction.

**Disaster Assistance Program:** A program that provides state funding or reimbursement for local government response related personnel costs incurred in response to an incident as defined in Section 2402 (i).

**Disaster Field Office:** A central facility established by the Federal Coordinating Office within or immediately adjacent to disaster impacted areas to be utilized as a point of coordination and control for state and federal governmental efforts to support disaster relief and recovery operations.

**Disaster Preparedness Improvement Grant Program (DPIG):** Authorized under Section 201 of the Stafford Act. Annual matching awards are provided to States to improve or update their disaster assistance plans and capabilities.

**Disaster Recovery Manager (DRM):** The person appointed to exercise the authority of a Regional Director for a particular emergency or disaster.

**Disaster Service Worker:** Includes public employees and any unregistered person impressed into service during a State of War emergency, a State of emergency, or a Local Emergency by a person having authority to command the aid of citizens in the execution of his duties. It does not include anyone registered as an active firefighting member of any regularly organized volunteer fire department, having official recognition, and full or partial support of the county, city, town or district in which such fire department is located.

**Disaster Welfare Inquiry (DWI):** A service that provides health and welfare reports about relatives and certain other individuals believed to be in a disaster area and when the disaster caused dislocation or disruption of normal communications facilities precludes normal communications.

**Dispatch:** The implementation of a command decision to move a resource or resources from one place to another.

**Dispatch Center:** A facility from which resources are assigned to an incident.

**Division:** Divisions are used to divide an incident into geographical areas of operation. Divisions are identified by alphabetic characters for horizontal applications and, often, by numbers when used in buildings. Divisions are also used at SEMS EOC levels and are found organizationally between Branches and Units.

**Division or Group Supervisor:** The position title for individuals responsible for command of a Division or Group at an Incident. At EOC level, the title is Division Coordinator.

**Documentation Unit:** Functional unit within the Planning Section responsible for collecting, recording and safeguarding all documents relevant to an incident or within an EOC.

**Dose:** Accumulated or total exposure to gamma radiation, commonly expressed in REM.

**Dosimeter:** An instrument for measuring and registering total accumulated exposure to gamma radiation.

**Economic Stabilization:** The intended result of governmental use of direct and indirect controls to maintain and stabilize the nation's economy during emergency conditions. Direct controls include such actions as the setting or freezing of wages, prices, and rents or the direct rationing of goods. Indirect controls can be put into effect by government through use of monetary, credit, tax, or other policy measures.

**EDIS:** Emergency Digital Information Service. The "government wireless service" provided by the State and carried locally on 39.32 MHz. that is used for longer form text emergency information, along with a website at [[www.edis.ca.gov](http://www.edis.ca.gov)]. Plans are underway for EDIS to be linked with EAS to help TV stations put text on screen faster to better serve the needs of the hearing impaired. EDIS is also a key system to reinforce and support the LA County AMBER Plan.

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**Emergency:** A condition of disaster or of extreme peril to the safety of persons and property caused by such conditions as air pollution, fire, flood, hazardous material incident, storm, epidemic, riot, drought, sudden and severe energy shortage, plant or animal infestations or disease, the Governor's warning of an earthquake or volcanic prediction, or an earthquake or other conditions, other than conditions resulting from a labor controversy.

**Emergency Alert System:** A system that enables the President and federal, state, and local governments to communicate through commercial radio and television broadcast stations with the general public in the event of a disaster.

**Emergency Management (Direction and Control):** The provision of overall operational control and/or coordination of emergency operations at each level of the Statewide Emergency Organization, whether it be the actual direction of field forces or the coordination of joint efforts of governmental and private agencies in supporting such operations.

**Emergency Management Coordinator:** The individual within each jurisdiction that is delegated the day-to-day responsibility for the development and maintenance of all emergency management coordination efforts.

**Emergency Medical Services:** Treatment of casualties necessary to maintain their vital signs prior to treatment at a medical center.

**Emergency Operations:** Those actions taken during the emergency period to protect life and property, care for the people affected, and temporarily restore essential community services.

**Emergency 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:** The plan that each jurisdiction has and maintains for responding to appropriate hazards.

**Emergency Plans:** Those official and approved documents which describe principles, policies, concepts of operations, methods and procedures to be applied in carrying out emergency operations or rendering mutual aid during emergencies. These plans include such elements as continuity of government, emergency functions of governmental agencies, mobilization and application of resources, mutual aid, and public information.

**Emergency Public Information (EPI):** Information disseminated to the public by official sources during an emergency, using broadcast and print media. EPI includes: (1) instructions on survival and health preservation actions to take (what to do, what not to do, evacuation procedures, etc.), (2) status information on the disaster situation (number of deaths, injuries, property damage, etc.), and (3) other useful information (state/federal assistance available).

**ENN:** The Emergency News Network. A term used to describe the use of voice, video, and data to provide not only alerts, but also the ongoing story of any major emergency; from response to recovery much as NASA does with its NASA Mission Control.

**Emergency Public Information System:** The network of information officers and their staffs who operate from EPICs (Centers) at all levels of government within the state. The system also includes the news media through which emergency information is released to the public.

**Emergency Support Function:** A grouping of government and certain private-sector capabilities into an organizational structure to provide the support, resources, program implementation, and services that are most likely to be needed to save lives, protect property and the environment, restore essential services and critical infrastructure, and help victims and communities return to normal, when feasible, following domestic incidents. The ESFs serve as the primary operational-level mechanism to provide assistance to State, local, and tribal governments or to Federal departments and agencies conducting missions of primary Federal responsibility.

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

**Essential Facilities:** Facilities that are essential for maintaining the health, safety, and overall well-being of the public following a disaster (e.g., hospitals, law enforcement and fire department buildings, utility facilities, etc.). May also include buildings that have been designated for use as mass care facilities (e.g., schools, churches, etc.).

**Evacuation:** Organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.

**Evacuee:** An individual who moves or is moved from a hazard area to a less hazardous area with anticipation of return when the hazard abates.

**Event:** A planned, non-emergency activity. ICS can be used as the management system for a wide range of events, e.g., parades, concerts or sporting events.

**Exercise:** Maneuver or simulated emergency condition involving planning, preparation, and execution; carried out for the purpose of testing, evaluating, planning, developing, training, and/or demonstrating emergency management systems and individual components and capabilities, to identify areas of strength and weakness for improvement of an emergency operations plan (EOP).

**Expedient Shelter:** Any shelter constructed in an emergency or crisis period on a "crash basis" by individuals, single families, or small groups of families.

**Facilities Unit:** Functional unit within the Support Branch of the Logistics Section at the SEMS Field Response Level that provides fixed facilities for the incident. These facilities may include the Incident Base, feeding areas, sleeping areas, sanitary facilities, etc.

**Federal Agency (Federal Definition):** Any department, independent establishment, government corporation, or other agency of the executive branch of the federal government, including the United States Postal Service, but not including the American Red Cross.

**Federal Coordinating Officer (FCO):** The person appointed by the President to coordinate federal assistance following an emergency or major disaster declaration.

**Federal Disaster Assistance:** Provides in-kind and monetary assistance to disaster victims, state, or local government by federal agencies under the provision of the Federal Disaster Relief Act and other statutory authorities of federal agencies.

**Federal Disaster Relief Act:** Public Law 93-288, as amended, that gives the President broad powers to supplement the efforts and available resources of state and local governments in carrying out their responsibilities to alleviate suffering and damage resulting from major (peacetime) disasters.

**Federal Emergency Management Agency:** This agency was created in 1979 to provide a single point of accountability for all Federal activities related to disaster mitigation and emergency preparedness, response, and recovery.

**Federal Hazard Mitigation Officer (FHMO):** The FEMA employee responsible for representing the agency for each declaration in carrying out the overall responsibilities for hazard mitigation and for Subpart M, including coordinating post-disaster hazard mitigation actions with other agencies of government at all levels.

**Federal Insurance Administration (FIA):** the government unit, a part of FEMA, that administers the National Flood Insurance Program.

**FEMA-State Agreement:** A formal legal document between FEMA and the affected State stating the understandings, commitments, and binding conditions for assistance applicable as the result of the major disaster or emergency declared by the President. It is signed by the FEMA Regional director, or designee, and the Governor.

**Federal Coordinating Officer (FCO) - (1)** The person appointed by the FEMA Director, or in his/her absence, the FEMA Deputy Director, or alternatively the FEMA Associate Director for Response and Recovery, following a declaration of a major disaster or of an emergency by the President, to coordinate Federal assistance.

**Federal On-Scene Commander (OSC) -** The FBI official designated upon JOC activation to ensure appropriate coordination of the overall United States government response with Federal, State and local authorities, until such time as the Attorney General transfers the LFA role to FEMA.

**Field Coordination Center:** A temporary facility established by CALOES within or adjacent to areas affected by a disaster. It functions under the operational control of the CALOES mutual aid regional manager and is supported by mobile communications and personnel provided by CALOES and other state agencies.

**Field Operations Guide:** A pocket-size manual of instructions on the application of the Incident Command System.

**Field Treatment Site:** Temporary sites utilized for emergencies when permanent medical facilities are not available or adequate to meet emergency medical care needs. The FTS is designed to provide triage and medical care for up to 48 hours or until new patients are no longer arriving at the site. The Medical/Health Branch has the authority to activate an FTS and determine the number and location of FTSs.

**Finance/Administration Section:** One of the five primary functions found at all SEMS levels which is responsible for all costs and financial considerations. At the incident the Section can include the Time Unit, Procurement Unit, Compensation/Claims Unit and Cost Unit.

**FIPS Code:** Federal Information Processing Identifier. A unique five digit number for every county, borough, parish or census district in the US and its possessions.

**Flood Hazard Boundary Map (FHBM):** the official map of a community that shows the boundaries of the flood plain and special flood hazard areas that have been designated. It is prepared by FEMA, using the best flood data available at the time a community enters the emergency phase of the NFIP. It is superseded by the FIRM after a more detailed study has been completed.

**Flood Insurance:** The insurance coverage provided under the National Flood Insurance Program.

**Flood Insurance Rate Map (FIRM):** The official map of a community prepared by FEMA, which shows the base flood elevation, along with the special hazard areas and the risk premium zones. The study is funded by FEMA and is based on detailed surveys and analysis of the site-specific hydrologic characteristics.

**Food Unit:** Functional unit within the Service Branch of the Logistics Section responsible for providing meals for incident and EOC personnel.

**Function:** In ICS, function refers to the five major activities in the ICS, i.e., Command, Operations, Planning, Logistics and Finance/Administration. The same five functions also are found at all SEMS EOC levels. At the EOC, the term Management replaces Command. The term function is also used when describing the activity involved, e.g., "the planning function."

**Functional Element:** Refers to a part of the incident, EOC or DOC organization such as section, branch, group or unit.

**General Staff:** The group of management personnel reporting to the Incident Commander or to the EOC Director. They may each have a deputy, as needed. At the Field SEMS level, the General Staff consists of: Operations Section Chief, Planning/Intelligence Section Chief, Logistics Section Chief and the Finance/Administration Section Chief

**Ground Support Unit:** Functional unit within the Support Branch of the Logistics Section at the SEMS Field Response Level that is responsible for the fueling, maintaining and repairing of vehicles, and the transportation of personnel and supplies.

**Group:** Groups are established to divide the incident into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division. (See Division.) Groups are located between Branches (when activated) and Resources in the Operations Section.

**Hazard:** Any source of danger or element of risk to people or property.

**Hazard Mitigation:** A cost effective measure that will reduce the potential for damage to a facility from a disaster event.

**Hazard Mitigation Assistance Program:** Authorized under Section 404 of the Stafford Act. Provided funding for hazard mitigation projects that are cost effective and complement existing post-disaster mitigation programs and activities by providing funding for beneficial mitigation measures that are not funded through other programs.

**Hazard Mitigation Plan:** The plan resulting from a systematic evaluation of the nature and extent of vulnerability to the effects of natural hazards present in society that includes the actions needed to minimize future vulnerability to hazards.

**Hot Wash:** A hotwash is the "after-action" discussions and evaluations of an agency's (or multiple agencies') performance following an exercise, training session, or major event, such as Hurricane Katrina. It serves as a form of after-disaster briefings for all parties involved to analyze what worked well, what needs improvement, what person or agency needs to be responsible for said improvements, and the assignments and timelines for the noted corrective and proactive improvements to be in place.

**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 Action Plan:** The plan developed at the field response level which contains objectives reflecting the overall incident strategy and specific tactical actions and supporting information for the next operational period. The plan may be oral or written.

**Incident Base:** Location at the incident where the primary logistics functions are coordinated and administered. (Incident name or other designator will be added to the term "Base.") the Incident Command Post may be collocated with the Base. There is only one Base per incident.

**Incident Commander:** 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 collocated 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.

**Incident Management Team:** The Incident commander and appropriate General and Command Staff personnel assigned to an incident.

**Incident Objectives:** Statements of guidance and direction necessary for the selection of appropriate strategy(s) and the tactical direction of resources. Incident objectives are based on

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realistic expectations of what can be accomplished when all allocated resources have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow for strategic and tactical alternatives.

**Individual Assistance (IA):** Supplementary Federal assistance provided under the Stafford Act to individuals and families adversely affected by a major disaster or an emergency. Such assistance may be provided directly by the Federal Government or through State or local governments or disaster relief organizations.

**Initial Action:** The Actions taken by resources which are the first to arrive at an incident.

**Initial Response:** Resources initially committed to an incident.

**Joint Field Office (JFO):** A temporary Federal facility established locally to provide a central point for Federal, State, local, and tribal executives with responsibility for incident oversight, direction, and/or assistance to effectively coordinate protection, prevention, preparedness, response, and recovery actions. The JFO will combine the traditional functions of the JOC, the FEMA DFO, and the JIC within a single Federal facility.

**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 all participating agencies should collocate at the JIC.

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

**Joint Operations Center (JOC):** The JOC is the focal point for all Federal investigative law enforcement activities during a terrorist or potential terrorist incident or any other significant criminal incident, and is managed by the Senior Federal Law Enforcement Officer. The JOC becomes a component of the JFO when the National Response Plan is activated.

**Jurisdiction:** The range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority for incident mitigation. Jurisdictional authority at an incident can be political/geographical (e.g., special district city, county, state or federal boundary lines), or functional (e.g., law enforcement, health department, etc.) (See Multi-jurisdiction.)

**Jurisdictional Agency:** The agency having jurisdiction and responsibility for a specific geographical area, or a mandated function.

**Landing Zone:** (See Helispot)

**Leader:** The ICS title for an individual responsible for a functional unit, task forces, or teams.

**LECC:** Local Emergency Communications Committee. The LECC is the broadcast industry component of EAS that works closely with local government entities to form a partnership to make EAS work.

**Liaison:** A form of communication for establishing and maintaining mutual understanding and cooperation.

**Liaison Officer:** A member of the Command Staff at the Field SEMS level responsible for coordinating with representatives from cooperating and assisting agencies. At SEMS EOC levels, the function may be done by a Coordinator and/or within a Section or Branch reporting directly to the EOC Director.

**Lifelines:** A general term including all systems for storing, treating, and distributing fuel, communications, water, sewage, and electricity.

**Life-Safety:** Refers to the joint consideration of both the life and physical well-being of individuals.

**Local Assistance Center:** A facility jointly established by the Federal and State Coordinating Officers within or adjacent to a disaster impacted area to provide disaster victims a "one-stop" service in meeting their emergency representatives of local, state, and federal governmental agencies, private service organizations and certain representatives of the private sector.

**Local Emergency:** The duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the territorial limits of a county, city and county, or city, caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, or earthquake or other conditions, other than conditions resulting from a labor controversy, which conditions are or are likely to be beyond the control of the services, personnel, equipment, and facilities of that political subdivision and required the combined forces of political subdivisions to combat.

**Local Government:** Means local agencies defined in Government Code 8680.2 and special districts as defined in California Code of Regulations, Title 19 Division 2, Chapter 5, CDAA, 2900(y).

**Local Government Advisory Committee (LGAC):** Committees established by the Director of CALOES to provide a forum for the exchange of information among the cities and counties of a Mutual Aid region. The LGAC may develop a consensus of action and policy among local emergency managers on issues, policies, and programs of concern to local governments, and if necessary bring such concerns to the attention of CALOES Executive Management.

**Logistics Section:** One of the five primary functions found at all SEMS levels. The Section responsible for providing facilities, services and materials for the incident or at an EOC.

**Major Disaster:** Any hurricane, tornado, storm, flood, high-water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, fire, explosions, or other catastrophe in any part of the United States which, in the determination of the President, causes damage of sufficient severity and magnitude to warrant major disaster assistance under the Federal Disaster Relief Act, above and beyond emergency services by the Federal Government, to supplement the efforts and available resources of States, local

governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

**Management by Objectives:** In SEMS field and EOC levels, this is a top-down management activity which involves a three-step process to achieve the desired goal. The steps are: establishing the objectives, selection of appropriate strategy(s) to achieve the objectives; and the direction or assignments associated with the selected strategy.

**Mass Care Facility:** A location where temporary services are provided to disaster victims during an emergency which may include lodging, food, clothing, registration, welfare inquiry, first aid, and essential social services.

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

**Media:** All means of providing information and instructions to the public, including radio, television, and newspapers.

**Mitigation:** Pre-event planning and actions which aim to lessen the effects of potential disaster.

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

**Mobilization Center:** An off-incident location at which emergency service personnel and equipment are temporarily located pending assignment to incidents, release, or reassignment.

**Multi-Agency Coordination:** The participation of agencies and disciplines involved at any level of the SEMS organization working together in a coordinated effort to facilitate decisions for overall emergency response activities, including the sharing of critical resources and the prioritization of incidents.

**Multi-Agency Coordination System (MACS):** The combination of personnel, facilities, equipment, procedures and communications integrated into a common system. When activated, MACS has the responsibility for coordination of assisting agency resources and support in a multi-agency or multi-jurisdiction environment. A MAC Group functions within the MACS. MACS organizations are used within the California Fire Services.

**Multi-Agency Incident:** An incident where one or more agencies assist a jurisdictional agency or agencies. The incident may be managed under single or Unified Command.

**Multi-jurisdiction Incident:** An incident requiring action from multiple agencies that have a statutory responsibility for incident mitigation. In ICS these incidents will be managed under Management.

**Multi-purpose Staging Area (MSA):** A pre-designated location such as a County/District Fairgrounds having large parking areas and shelter for equipment and operators, which provides a base for coordinated localized emergency operations, a rally point for mutual aid coming into an area, and a site for post-disaster population support and recovery.

**Mutual Aid Agreement:** Written agreement between agencies and/or jurisdictions in which they agree to assist one another upon request, by furnishing personnel and equipment.

**Mutual Aid Coordinator:** An individual at local government, operational area, region or state level that is responsible to coordinate the process of requesting, obtaining, processing and using mutual aid resources. Mutual Aid Coordinator duties will vary depending upon the mutual aid system.

**Mutual Aid Region:** A mutual aid region is a subdivision of CALOES established to assist in the coordination of mutual aid and other emergency operations within a geographical area of the state, consisting of two or more county (operational) areas.

**Mutual Aid Staging Area:** A temporary facility established by the California Emergency Services Agency (CalOES) within, or adjacent to, affected areas. It may be supported by mobile communications and personnel provided by field or headquarters staff from state agencies, as well as personnel from local jurisdictions throughout the state.

**National Disaster Medical System (NDMS):** A coordinated partnership between DHS, HHS, DOD, and the Department of Veterans Affairs established for the purpose of responding to the needs of victims of a public health emergency. NDMS provides medical response assets and the movement of patients to healthcare facilities where definitive medical care is received when required.

**National Flood Insurance Program (NFIP):** The Federal program, created by an act of Congress in 1968 that makes flood insurance available in communities that enact satisfactory floodplain management regulations.

**National Incident Management System (NIMS):** A set of principles that provides a systematic, proactive approach guiding government agencies at all levels, nongovernmental organizations, and the private sector to work seamlessly to prevent, protect against, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life or property and harm to the environment.

**National Infrastructure Coordination Center (NICC):** Managed by the DHS Information Analysis and Infrastructure Protection Directorate, the NICC monitors the Nation's critical infrastructure and key resources on an ongoing basis. In the event of an incident, the NICC provides a coordinating vehicle to share information with critical infrastructure and key resources information-sharing entities.

**National Interagency Coordination Center (NICC):** The organization responsible for coordinating allocation of resources to one or more coordination centers or major fires within the Nation. Located in Boise, ID.

**National Response Framework (NRF):** A guide to how the Nation conducts all-hazards response.

**National Warning System:** The federal portion of the civil defense warning system, used to disseminate warning and other emergency information from the warning centers or regions to warning points in each state.

**Nongovernmental Organization:** An entity with an association that is based on interests of its members, individuals, or institutions and that is not created by a government, but may work cooperatively with government. Such organizations serve a public purpose, not a private benefit. Examples of NGOs include faith-based charity organizations and the American Red Cross.

**One Hundred (100)-Year Flood:** The flood elevation that has a one-percent chance of being equaled or exceeded in any given year. It is also known as the base flood elevation.

**Operational Area:** An intermediate level of the state emergency organization, consisting of a county and all political subdivisions within the county area.

**Operational Area Coordinator:** The individual within the operational area responsible for a specific function such as law enforcement, coroner's services, or emergency medical services.

**Operational Period:** The period of time scheduled for execution of a given set of operation actions as specified in the Incident or EOC Action Plan. Operational Periods can be of various lengths, although usually not over 24 hours.

**Operations Section:** One of the five primary functions found at all SEMS levels. The Section responsible for all tactical operations at the incident, or for the coordination of operational activities at an EOC. The Operations Section at the SEMS Field Response Level can include Branches, Divisions and/or Groups, Task Forces, Team, Single Resources and Staging Areas. At the EOC levels, the Operations Section would contain Branches or Divisions as necessary because of span of control considerations.

**Out-of-Service Resources:** Resources assigned to an incident but unable to respond for mechanical, rest, or personnel reasons.

**Petris Bill #1841:** As a result of the lessons learned from the disasters in Northern California, the State of California passed into law in September of 1992 the Petris Bill. This legislation directs the Office of Emergency Services (now CalOES) to implement the use of the ICS and MACS throughout the State by no later than December 1, 1996.

**Plan:** As used by CALOES, a document which describes the broad, overall jurisdictional response to potential extraordinary emergencies or disasters.

**Planning Meeting:** A meeting held as needed throughout the duration of an incident to select specific strategies and tactics for incident control operations and for service and support planning. On larger incidents, the planning meeting is a major element in the development of the Incident Action Plan. Planning meetings are also an essential activity at all SEMS EOC levels.

**Planning Section:** (Also referred to as Planning/Intelligence). One of the five primary functions found at all SEMS levels. Responsible for the collection, evaluation, and dissemination of information related to the incident or an emergency, and for the preparation and documentation

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## EMERGENCY OPERATIONS PLAN

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of Incident or EOC Action Plans. The section also maintains information on the current and forecasted situation, and on the status of resources assigned to the incident.

**Political Subdivision:** Includes any city, city and county, county, district, or other local governmental agency or public agency authorized by law.

**Preparedness:** A continuous cycle of planning, organizing, training, equipping, exercising, evaluating, and taking corrective action in an effort to ensure effective coordination during incident response. Within the *National Incident Management System*, preparedness focuses on the following elements: planning; procedures and protocols; training and exercises; personnel qualification and certification; and equipment certification.

**Prevention:** Actions to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity and apprehending potential perpetrators and bringing them to justice.

**Private Sector:** Organizations and entities that are not part of any governmental structure. It includes for-profit and not-for-profit organizations, formal and informal structures, commerce and industry, and private voluntary organizations (PVO).

**Procurement Unit:** Functional unit within the Finance/Administration Section responsible for financial matters involving vendor contracts.

**Public Assistance (PA):** Supplementary Federal assistance provided under the Stafford Act to State and local governments or certain private, nonprofit organizations other than assistance for the direct benefit of individuals and families.

**Public Information Officer:** The individual at field or EOC level that has been delegated the authority to prepare public information releases and to interact with the media. Duties will vary depending upon the agency and SEMS level.

**Radiological Protection:** The organized effort, through warning, detection, and preventive and remedial measures, to minimize the effect of nuclear radiation on people and resources.

**Radiological Officer: (RO)** An individual assigned to a Emergency Management Staff who is responsible for radiological protection operations. The RO is the principal advisor to the Director/Coordinator and other officials on matters pertaining to radiological protection operations.

**Radiological Monitor:** An individual trained to measure, record, and report radiation exposure and exposure rates; provide limited field guidance on radiation hazards associated with operations to which he/she is assigned; and perform operator's checks and maintenance on radiological instrument.

**Reception Area:** An area which, through a hazard analysis and related preparedness planning, is pre-designated to receive and care for (or provide basic needs for) persons displaced from a hazard area.

**Recovery:** Activities traditionally associated with providing Federal supplemental disaster recovery assistance under a Presidential major disaster declaration. These activities usually begin within days after the event and continue after the response activities cease. Recovery includes individual and public assistance programs which provide temporary housing assistance, grants and loans to eligible individuals and government entities to recovery from the effects of a disaster.

**Recovery Plan:** A plan developed by a State, local, or tribal jurisdiction with assistance from responding Federal agencies to restore the affected area.

**Regional Director (RD):** A director of a regional office of FEMA, or his/her designated representative. As used in the Stafford Act, Regional Director also means the Disaster Recovery Manager who has been appointed to exercise the authority of the regional Director for a particular emergency or major disaster.

**Regional Emergency Operations Center (REOC):** Facilities found at CALOES Administrative Regions. REOCs are used to coordinate information and resources among operational areas and between the operational areas and the state level.

**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.

**Resources Management:** Efficient management requires a system for identifying available resources at all jurisdictional levels to enable timely and unimpeded access to resources needed to prepare for, respond to, or recover from an incident. Resource management under the National Incident Management System includes mutual aid agreements; the use of special Federal, State, local, and tribal teams; and resource mobilization protocols.

**Resources Unit:** Functional unit within the Planning Section at the SEMS Field Response level responsible for recording the status of resources committed to the incident. The Unit also evaluates resources currently committed to the incident, the impact that additional responding resources will have on the incident, and anticipated resources needs.

**Response:** Activities to address the immediate and short-term effects of an emergency or disaster. Response includes immediate actions to save lives, protect property and meet basic human needs. Based on the requirements of the situation, response assistance will be provided to an affected State under the National Response Framework using a partial activation of selected ESFs or full activation of all ESFs to meet the needs of the situation.

**Safety Officer:** A member of the Command Staff at the incident or within an EOC responsible for monitoring and assessing safety hazards or unsafe situations, and for developing measures for ensuring personnel safety. The Safety Officer may have assistants.

**Section:** That organization level with responsibility for a major functional area of the incident or at an EOC, e.g., Operations, Planning, Logistics, Administration/Finance.

**Section Chief:** The ICS title for individuals responsible for command of functional sections: Operations, Planning/Intelligence, Logistics and Administration/Finance. At the EOC level, the position title will be Section Coordinator.

**Sensitive Facilities:** Facilities in reception areas that will not normally be used as lodging facilities for relocatees. The facilities area either considered unsuitable or are required for essential activities (food establishments, fire stations, banks, radio stations, etc.). However, if any of these facilities provide adequate protection against radioactive fallout, they may be used as fallout shelters.

**Service:** An organization assigned to perform a specific function during an emergency. It may be one department or agency if only that organization is assigned to perform the function, or it may be comprised of two or more normally independent organizations grouped together to increase operational control and efficiency during the emergency.

**Service Branch:** A Branch within the Logistics Section in the field that is responsible for service activities at the incident and includes the Communications, Medical and Food Units.

**Shelter Complex:** A geographic grouping of facilities to be used as a fallout shelter when such an arrangement serves planning, administrative, and/or operation purposes. Normally, a complex will include a maximum of 25 individual shelter facilities, within a diameter of about 2 mile.

**Shelter Manager:** An individual who provides for the internal organization, administration, and operation of a shelter facility.

**Short-Term Prediction:** A prediction of an earthquake that is expected within a few hours to a few weeks. The short-term-prediction can be further described as follows:

**Alert**--Three days to a few weeks

**Imminent Alert**--Now to three days

**Single Resource:** An individual, a piece of equipment and its personnel complement, or a crew or team of individuals with an identified work supervisor that can be used on an incident.

**Situation Status Unit:** Functional unit within the Planning Section responsible for the collection, organization and analysis of incident status information, and for analysis of the situation as it progresses. Reports to the Planning Section Chief.

**Span of Control:** The supervisory ratio maintained within an ICS or EOC organization. A span of control of five-positions reporting to one supervisor is considered optimum.

**Special District:** A unit of local government (other than a city, county, or city and county) with authority or responsibility to own, operate or maintain a project (as defined in California Code of Regulations 2900(s) for purposes of natural disaster assistance. This may include a joint powers authority established under section 6500 et seq. of the Code.

**Stafford Act:** Robert T. Stafford disaster Relief and Emergency Assistance Act, PL 100-707, signed into law November 23, 1988; amended the Disaster Relief Act of 1974, PL 93-288.

**Staging Areas:** Staging Areas are locations set up at an incident where resources can be placed while awaiting a tactical assignment. Staging Areas are managed by the Operations Section.

**Staging Area Managers:** Individuals within ICS organizational units that are assigned special managerial responsibilities at Staging Areas. (Also Camp Manager.)

**Standard Operating Procedures (SOPs):** A set of instructions having the force of a directive, covering those features of operations which lend themselves to a definite or standardized procedure. Standard operating procedures support an annex by indicating in detail how a particular task will be carried out.

**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, Operation Area, Region, State.

**State Agency:** Any department, division, independent establishment, or agency of executive branch of the state government.

**State Coordinating Officer (SCO):** The person appointed by the Governor to act for the State in cooperation with the Federal Coordinating Officer.

**State Emergency Organization:** The agencies, board, and commissions of the executive branch of state government and affiliated private sector organizations.

**State Emergency Plan:** The State of California Emergency Plan as approved by the Governor.

**State of Emergency:** The duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, or earthquake or other conditions, other than conditions, resulting from a labor controversy, or conditions causing a "state of war emergency", which conditions by reason of magnitude, are or are likely to be beyond the control of the services, personnel, equipment, and facilities of any single county, city and county, or city and require the combined forces of a mutual aid region or regions to combat.

**State of War Emergency:** The condition which exists immediately, with or without a proclamation thereof by the Governor, whenever the state or nation is directly attacked by an enemy of the United States, or upon the receipt by the state of a warning from the federal government that such an enemy attack is probable or imminent.

**State Operations Center (SOC):** An EOC facility operated by CalOES at the state level in SEMS.

**Strategic:** Strategic elements of incident management are characterized by continuous long-term, high-level planning by organizations headed by elected or other senior officials. These elements involve the adoption of long-range goals and objectives, the setting of priorities; the

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establishment of budgets and other fiscal decisions, policy development, and the application of measures of performance or effectiveness.

**Strategy:** The general plan or direction selected to accomplish incident or EOC objectives.

**Strike Team:** A set number of resources of the same kind and type that have an established minimum number of personnel.

**Subgrantee:** An eligible applicant in Federally declared disasters.

**Supply Unit:** Functional unit within the Support Branch of the Logistics Section responsible for ordering equipment and supplies required for incident operations.

**Support Branch:** A Branch within the Logistics Section in the field responsible for providing personnel, equipment and supplies to support incident operations. Includes the Supply, Facilities and Ground Support Units.

**Support Resources:** Non-tactical resources under the supervision of the Logistics, Planning, Finance/Administration Sections or the Command Staff.

**Supporting Materials:** Refers to the several attachments that may be included with an Incident Action Plan, e.g., communications plan, map, safety plan, traffic plan, and medical plan.

**Task Force:** A combination of single resources assembled for a particular tactical need with common communications and a leader.

**Team:** (See Single Resource.)

**Technical Assistance:** Support provided to State, local, and tribal jurisdictions when they have the resources but lack the complete knowledge and skills needed to perform a required activity (such as mobile-home park design and hazardous material assessments).

**Technical Specialists:** Personnel with special skills that can be used anywhere within the ICS or EOC organization.

**Technological Hazard:** Includes a range of hazards emanating from the manufacture, transportation, and use of such substances as radioactive materials, chemicals, explosives, flammables, agricultural pesticides, herbicides and disease agents; oil spills on land, coastal waters or inland water systems; and debris from space.

**Terrorism:** As defined in the Homeland Security Act of 2002, activity that involves an act that is dangerous to human life or potentially destructive of critical infrastructure or key resources; is a violation of the criminal laws of the United States or of any State or other subdivision of the United States; and appears to be intended to intimidate or coerce a civilian population, to influence the policy of a government by intimidation or coercion, or to affect the conduct of a government by mass destruction, assassination, or kidnapping.

**Threat:** An indication of possible violence, harm, or danger.

**Time Unit:** Functional unit within the Finance/Administration Section responsible for recording time for incident or EOC personnel and hired equipment.

**Tools:** Those instruments and capabilities that allow for the professional performance of tasks, such as information systems, agreements, doctrine, capabilities, and legislative authorities.

**Traffic Control Points (TCP):** Places along movement routes that are manned by emergency personnel to direct and control the flow of traffic.

**Triage:** A process of priority sorting sick and injured people on the basis of urgency and type of condition presented so that they can be routed to appropriate medical facilities.

**Tribal:** Any Indian tribe, band, nation, or other organized group or community, including any Alaskan Native Village as defined in or established pursuant to the Alaskan Native Claims Settlement Act (85 stat. 688) [43 U.S.C.A. and 1601 et seq.], that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.

**Tsunami:** Also called a seismic sea wave. It is a large oceanic wave generated by earthquakes, submarine volcanic eruptions, or large submarine landslides in which sudden forces are applied to the water mass. The fastest tsunami waves can move at speeds of hundreds of miles per hour in the open ocean, However, as the waves enter shallower waters in coastal area, wave velocity decreases and wave height can increase to 100 feet or more on impact at the shore line.

**Type:** Refers to resource capability. A Type 1 resource provides a greater overall capability due to power, size, capacity, etc., than would be found in a Type 2 resource. Resource typing provides managers with additional information in selecting the best resource for the task.

**Unified Area Command:** A Unified Area Command is established when incidents under an Area Command are multi-jurisdictional. (See Area Command and Management.)

**Unified Command:** In ICS, Unified Command is a unified team effort which allows all agencies with responsibility for the incident, either geographical or functional, to manage an incident by establishing a common set of incident objectives and strategies. This is accomplished without losing or abdicating agency authority, responsibility or accountability.

**Unit:** An organizational element having functional responsibility. Units are commonly used in incident Planning Logistics, or Finance/Administration Section and can be used in operations for some applications. Units are also found in EOC organizations.

**Unity of Command:** The concept by which each person within an organization reports to one and only one designated person.

**PART TWO -EMERGENCY ORGANIZATION FUNCTIONS**

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**MANAGEMENT SECTION  
GENERAL****PURPOSE**

This section incorporates position-specific checklists for the Management Section in the City's EOC. These checklists are designed to ensure the effective management of emergency operations and overall EOC management using the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS).

**OVERVIEW**

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

**OBJECTIVES**

The overall objective of emergency management is to ensure the effective management of response and recovery activities and resource allocation associated with all hazards. To carry out its responsibilities, the Management Section will accomplish the following objectives during a disaster:

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

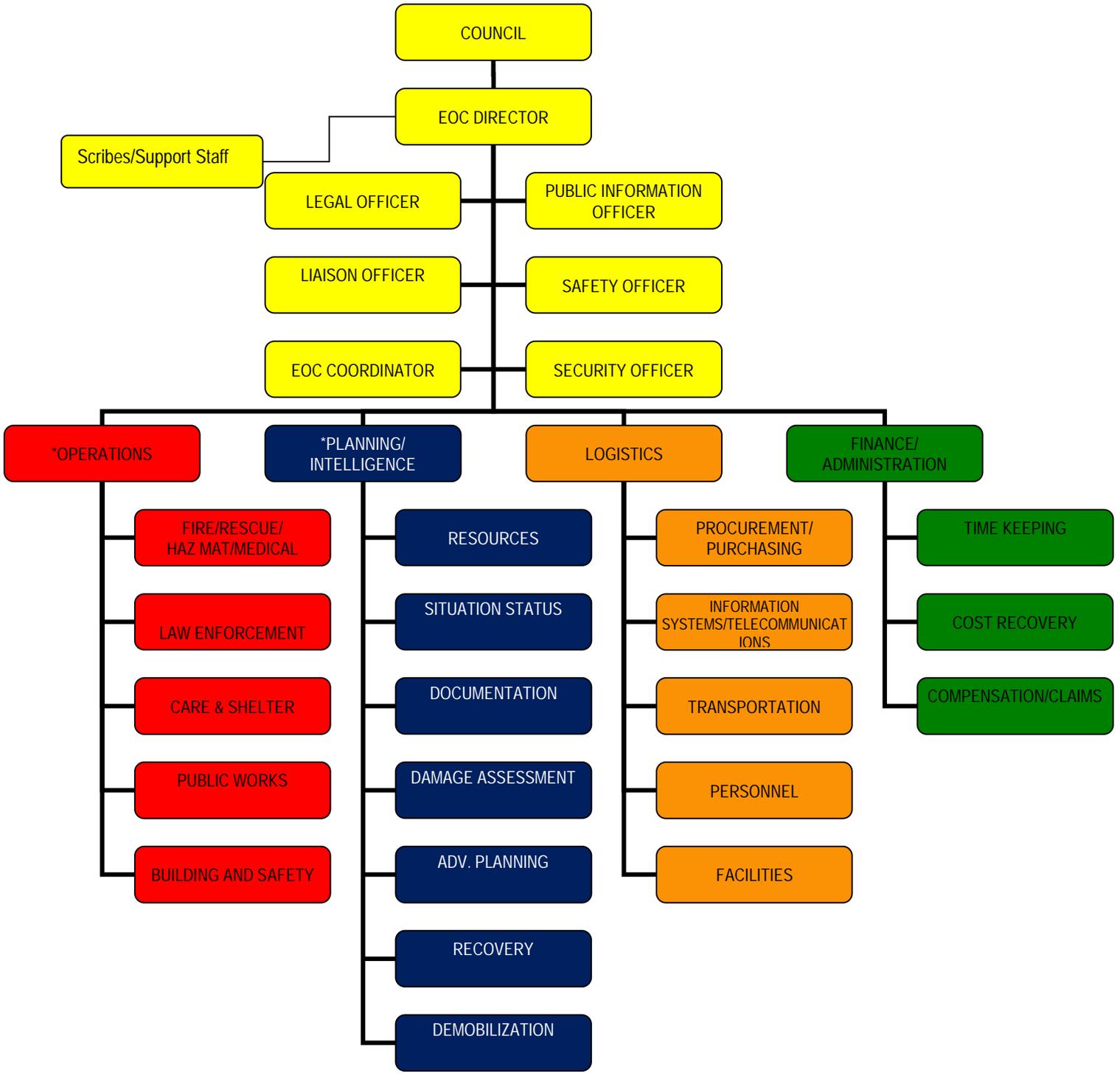
**CONCEPT OF OPERATIONS**

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

- ) The Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS) will be followed.
- ) Existing City and departmental operating procedures should be followed. Depending on the size and impact of the disaster, these procedures may need to be modified or suspended.
- ) All on-duty personnel are expected to remain until released. Off-duty personnel will be expected to return to work in accordance with the City's policies.
- ) While in a disaster mode, work shifts typically will be 12 hours on and 12 hours off for the duration of the event. The City's work shifts will typically begin at 8:00 a.m. and 8:00 p.m. The length of the work shifts may be adjusted to meet local conditions.

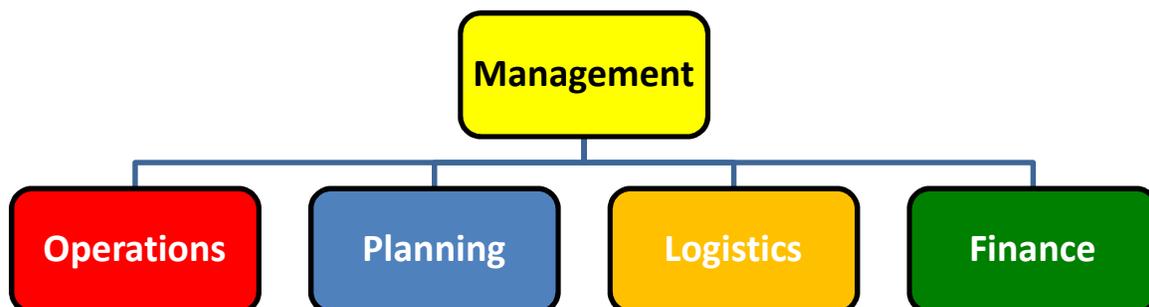
**EMERGENCY OPERATIONS PLAN**

**ORGANIZATION CHART**



\* If all elements are activated, a deputy may be appointed to provide a manageable span of control. The Incident Command System will be used in the field. Field units will coordinate and communicate with each of the Branches under the Operations Section.

RESPONSIBILITIES CHART



**Responsibilities:**

**Management (Management Section)**

Responsible for overall emergency management policy and coordination through the joint efforts of governmental agencies and private organizations. Management will either activate appropriate sections or perform their functions as needed.

**Operations Section**

The Operations Section is responsible for coordinating all city operations in support of the emergency response through implementation of the City’s EOC Action Plan.

**Planning/Intelligence Section**

The Planning/Intelligence Section is responsible for collecting, evaluating, disseminating information and tracking resources; developing the City’s EOC Action Plan in coordination with other sections; initiating and preparation of the City’s After Action/ Corrective Action Report and maintaining documentation.

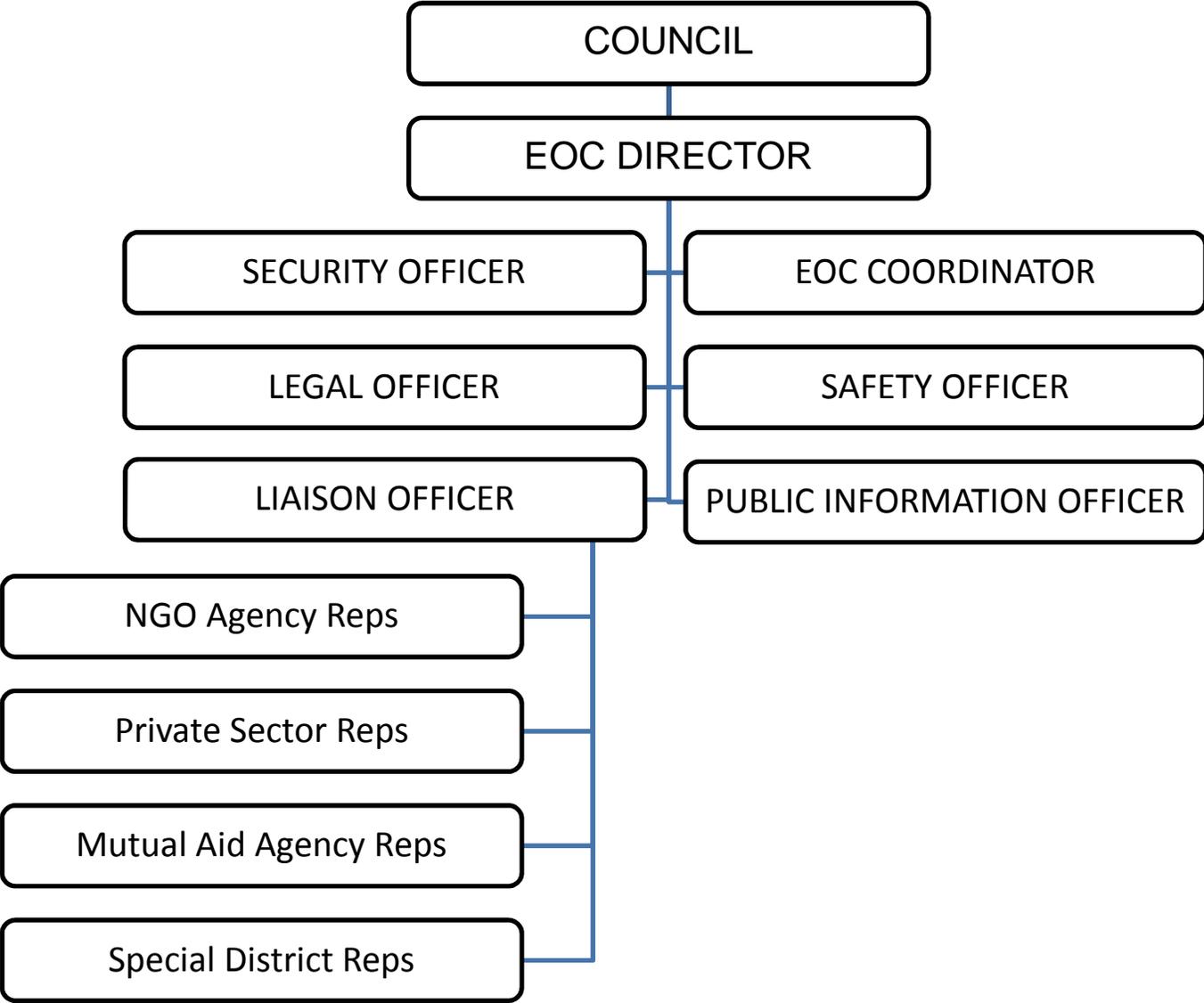
**Logistics Section**

The Logistics Section is responsible for providing communications, facilities, services, personnel, equipment, supplies, and materials.

**Finance/Administration Section**

The Finance/Administration Section is responsible for financial activities and other administrative aspects.

MANAGEMENT SECTION  
ORGANIZATION CHART



**MANAGEMENT SECTION STAFF**

The lead Management Section role is filled by the EOC Director and is established at every EOC activation to coordinate EOC Operations. The City Manager will fill this position. The Assistant City Manager shall serve as first alternate and the Fire Chief shall serve as second alternate. The EOC Director, the Command Staff, the General Staff (Section Coordinators) and others as designated, make up the EOC Management Team.

The Management Section is composed of the following Command Staff:

- ) EOC Director
- ) Public Information Officer
- ) Liaison Officer
- ) Safety Officer
- ) Security Officer
- ) EOC Coordinator (Emergency Preparedness Coordinator)
- ) Legal Officer

**EOC Director**

The EOC Director is responsible for organizing, staffing and overall operations of the EOC.

**Public Information Officer**

The Public Information Officer (PIO) ensures that information is released in a consistent, accurate and timely manner.

**Liaison Officer**

The Liaison Officer serves as the point of contact for Agency Representatives from assisting organizations and agencies outside our city government structure. The Liaison Officer aids in coordinating the efforts of these outside agencies to reduce the risk of their operating independently and to maximize the effectiveness of available resources.

**EOC Coordinator (Emergency Preparedness Coordinator)**

The EOC Coordinator facilitates the overall functioning of the EOC, coordinates with other agencies and SEMS/NIMS levels, and serves as a resource to the EOC Director.

**Legal Officer**

The Legal Officer is the City Attorney and provides legal advice to the EOC Director in all legal matters relative to the emergency, including developing emergency ordinances pertaining to the disaster.

**Safety Officer**

The Safety Officer is responsible for identifying and mitigating safety hazards and situations of potential city liability during EOC operations and ensuring a safe working environment in the EOC.

This position will be needed mostly at the beginning of activating the EOC. Once the safety of the EOC has been assessed, this position may be filled as needed.

**Security Officer**

The Security Officer is responsible for security of all EOC facilities and personnel access.

**City Council**

The City Council does not report to the EOC, but rather supports the emergency management organization by establishing executive level policies, proclaiming and/or ratifying local proclamations and approving emergency orders. In addition, the City Council will continue to serve as City Council to ensure continuity of government.

**COMMON EOC RESPONSIBILITIES**

(The following is a checklist applicable to all EOC positions).

**ACTIVATION:**

- Report to your EOC organizational supervisor.
- Put on appropriate vest and print your name on the EOC Organizational Chart next to your assignment.
- Obtain a briefing on the situation from available sources (Section Coordinator, EOC Coordinator, etc.)
- Determine your personal operating location and set up as necessary.
- Review your position responsibilities.
- Clarify any issues regarding your authority and assignment and what others in the organization do.
- Ensure all functions within your Section are appropriately staffed. Make required personnel assignments as staff arrives.
- Determine future Section needs based on information as known or by forecasting.

**GENERAL OPERATIONAL DUTIES:**

- Establish operating procedure with the Information Systems Branch of the Logistics Section for use of telephone, radio and data systems. Voice any priorities or special requests with the Information Systems Branch.
- Anticipate potential situation changes, such as severe aftershocks, in all planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- Determine and **anticipate** support requirements and forward to your EOC organizational supervisor.
- Monitor your position activities and adjust staffing and organization to meet current needs.
- Use face-to-face communication in the EOC whenever possible and document decisions and policy.

**DOCUMENTATION AND REPORTS**

- Open and maintain a position activity log. (**Activity Log can be found in the Management Support Documentation**). Make sure you note your check-in time. Maintain all required records and documentation to support the After-Action/Corrective Action Report and the history of the emergency/disaster. Document:
  - ) Messages received
  - ) Action taken
  - ) Decision justification and documentation
  - ) Requests filled
  - ) EOC personnel, time on duty and assignments

*Precise information is essential to meet requirements for possible reimbursement by CalOES and FEMA.*

- Review situation reports as they are received. Verify information where questions exist.
- Ensure that your personnel and equipment time records and a record of expendable materials used are provided to your EOC organizational supervisor at the end of each operational period.
- Do **NOT** throw any paperwork (notes, memos, messages, etc.) away. This documentation can be used for FEMA reimbursement.
- Keep your EOC organizational supervisor advised of your status and activity and on any problem areas that now need or will require solutions.
- Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known. Use the EOC Change of Shift Briefing Worksheet. **(See Management Support Documentation for the EOC Change of Shift Briefing Worksheet).**

### RESOURCES

- Determine 24-hour staffing and resource needs and request resources as required through the Logistics Section.
- Keep up to date on the situation and resources associated with your position.
- Request additional resources through the appropriate Logistics Section Unit.

### SHIFT CHANGE:

- Brief incoming personnel and identify in-progress activities which need follow-up.
- Provide incoming personnel the next EOC Action Plan.
- Submit completed logs, time cards, etc. to your EOC Organizational supervisor before you leave.
- Determine when you should return for your next work shift.
- Leave contact information where you can be reached.

### DEACTIVATION

- Ensure that all required forms or reports are completed and submitted to your EOC Organizational supervisor prior to your release and departure.
- Be prepared to provide input to the EOC After-Action/Corrective Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate your position and close out logs when authorized by your EOC organizational supervisor.
- Leave forwarding phone number where you can be reached.
- Sign out with your Supervisor and on large EOC organization/sign-in sheet

**EOC DIRECTOR****SUPERVISOR: City Council****PRIMARY RESPONSIBILITIES:**

- ) Serve as the Director of Emergency Services for the City of Culver City.
- ) Activate the City's Emergency Operations Plan.
- ) Activate the EOC and establish appropriate staffing level.
- ) Continuously monitor organizational effectiveness and make changes when needed.
- ) Be sure multi-agency coordination is used in the EOC.
- ) Exercise overall management authority for response and recovery efforts.
- ) Participate in the action planning meeting and be sure that the plan objectives are met.
- ) With the General Staff, set priorities and be sure that activities are within the priorities established.
- ) Make executive decisions based on City policies.

**READ ENTIRE CHECKLIST AT START-UP AND  
AT BEGINNING OF EACH SHIFT**

- See Common EOC Responsibilities on page M-9.

**ACTIVATION:**

- Determine the operational status and appropriate level of activation based on situation as known.
- As appropriate, respond to the EOC.
- Mobilize appropriate personnel for initial activation of the EOC.
- Activate an alternate EOC as required. When there is damage to the primary EOC sufficient to render it unusable, report to the alternate EOC.

**START-UP:**

- Direct the implementation of the City's Emergency Operations Plan.
- Obtain a copy of the current EOC Action Plan (not available at initial EOC activation).

**ASSIGNMENTS/STAFFING:**

- Assign Section Coordinators (General Staff) as needed for:
  - Z Operations
  - Z Planning/Intelligence
  - Z Logistics
  - Z Finance/Administration
- Assign Management Section (Command Staff) positions as needed for:
  - Z Public Information Officer
  - Z Liaison Officer
  - Z EOC Coordinator

- Z Legal Officer
  - Z Safety Officer
  - Z Security Officer
- Confer with General Staff to determine what representation is needed at the EOC from other agencies.
- Carry out responsibilities of your Section not currently staffed.

**NOTIFICATIONS:**

- Ensure that the Operational Area and the Disaster Management Area Coordinator has been notified via the Operational Area Response and Recovery System (OARRS). Assign this task to the EOC Coordinator for any EOC activations or deactivations and issuances of local emergency proclamations.
- Establish and maintain contacts with adjacent jurisdictions/agencies and with other organizational levels as appropriate.
- Establish a link between City, its political bodies and the county and state legislative bodies, if needed.

**MEETINGS/BRIEFINGS:**

- Brief incoming EOC Section personnel prior to their assuming their duties. Briefings should include:
  - Z Current situation assessment
  - Z Identification of specific job responsibilities
  - Z Identification of co-workers within the job function and/or geographical assignment
  - Z Availability of communications
  - Z Location of work area
  - Z Identification of eating and sleeping arrangements as appropriate
  - Z Procedural instructions for obtaining additional supplies, services and personnel
  - Z Identification work shifts
- Establish the frequency of briefings to be provided to the EOC Director.
- Conduct periodic briefings for the Management Section Staff (PIO, EOC Coordinator, and Liaison Officer, Safety Officer, Security Officer and Legal Advisor). Ensure that all staff is aware of overall priorities.
- Conduct periodic briefing sessions with the EOC management team (Management and General Staff) to update the overall situation.
- Conduct periodic briefing sessions with the City Council to update the overall situation.

**ACTION PLANNING:**

- Schedule and coordinate the first planning meeting with the Planning/Intelligence Section Coordinator.
- Participate in all Action Planning meetings.
- Establish overall EOC priorities. (Section Coordinators will use these priorities to develop their Section objectives.)
- Provide Management Section objectives to the Planning/Intelligence Section for the EOC Action Plan.

- Once the EOC Action Plan is completed by the Planning/Intelligence Section, review, approve and authorize its distribution and implementation.
- Ensure EOC Action Plan is distributed to appropriate EOC staff.

**DOCUMENTATION:**

- See Documentation and Reports in Common EOC Responsibilities on page M-9.
- Open and maintain an Activity Log (**See Management Support Documentation, Activity Log**).
- Be sure that all Management Section meetings, General Staff meetings and policy decisions are documented.
- Be sure that all sections account for personnel and work assignments.
- Be sure that all your Section logs and files are maintained.
- Provide Section personnel and equipment time records to the Time Unit at the end of each work shift.

**POLICIES:**

- Determine appropriate delegation of purchasing authority to the Finance/Administration and Logistics Sections.
- Confer with Legal Advisor prior to issuing rules, regulations, proclamations and emergency orders.
- Develop and issue appropriate rules, regulations, proclamations and emergency orders.
- Proclaim a Local Emergency, as appropriate. (**See Management Support Documentation – Legal Documents**).
- Coordinate with other Department Heads to establish City Hall hours of operation and setting priorities for restoration of city services.
- Coordinate with human resources regarding employee welfare issues.
- Address any political issues that might arise. Determine the need to contact specific legislative bodies to ensure the best possible response to your community.

**ONGOING ACTIVITIES:**

- Ensure that Section Coordinators are carrying out their principle duties:
  - Implementing operational objectives per the EOC Action Plan.
  - Preparing action plans and status reports.
  - Providing adequate facility and operational support.
  - Providing administrative and fiscal record keeping and support.
- In conjunction with the Public Information Officer (PIO), coordinate and conduct news conferences and review media releases as required.
- Establish procedure for information releases affecting inter-agency coordination.
- Authorize PIO to contact Los Angeles County Sheriff's Department for broadcast of Emergency Alert System (EAS) messages.
- Monitor performance of EOC personnel.
- Initiate Critical Incident Stress Debriefing as appropriate in coordination with Personnel Unit.
- Brief and coordinate with PIO, Liaison Officer and City Council members on VIP tours.
- Be sure that the Safety Officer establishes and maintains a safe working environment.

- Be sure that proper security of the EOC is maintained at all times.
- Ensure that the Liaison Officer is providing for and maintaining positive and effective inter-agency coordination.

**RESOURCES:**

- See Resources in Common EOC Responsibilities on page M-10.
- Determine need for additional resources. Establish specific responsibilities for ordering.
- Include resource ordering procedures during EOC briefings and Planning Meetings.

**DEACTIVATION**

- Authorize deactivation of sections, branches or units when they are no longer required.
- Be sure that all required forms or reports are completed prior to deactivation.
- Prepare a list of outstanding issues that need to be addressed after EOC has been deactivated.
- Deactivate the EOC and close out logs.
- Prepare proclamation for termination of the emergency.
- Provide input to the After-Action Report/Corrective Action Report (AAR/CAR).

**PUBLIC INFORMATION OFFICER****SUPERVISOR: EOC Director****PRIMARY RESPONSIBILITIES:**

- ) Serve as the City's contact person for all media issues.
- ) Coordinate as necessary to ensure that the public within the affected area receives complete, accurate, timely, and consistent information about lifesaving procedures, health preservation instructions, emergency status and other information, and relief programs and services. Information released should be posted on the Press Release Clip- Board in the EOC (**See Management Support Documentation – PIO Support Information**).
- ) Review and coordinate all related information releases, including dissemination of emergency information to city departments to keep employees apprised of the situation.
- ) Maintain a relationship with the media representatives and hold periodic press conferences as required.
- ) Establish a media center or Joint Information Center (JIC) for media use and dissemination of information at City Hall, 9770 Culver Blvd., Culver City, CA 90232.
- ) Provide news releases, answer questions the media may have, and arrange for tours or photo opportunities of the incident.

**READ ENTIRE CHECKLIST AT START-UP AND  
AT BEGINNING OF EACH SHIFT**

- See Common EOC Responsibilities on page M-9.

**ASSIGNMENTS/STAFFING:**

- Clarify any issues regarding your authority and assignment.
- Determine need for additional PIO personnel and request approval from the EOC Director. Forward the request to Logistics Section. (Note: In a large-scale event, providing public information will exceed the capabilities of a single individual. The public information function may grow to a team effort. See Management Section Supporting Documents for information on a PIO team organization.)
- Organize staffing and equipment to handle media calls.
- Consider staffing a hot-line to answer inquiries from the public.
- Establish staff to monitor a rumor control function to identify false or erroneous information. Develop procedure to be used to correct such information.

**NOTIFICATIONS:**

- Notify EOC sections and PIO's in the field that the PIO function has been established in the EOC. Distribute PIO phone numbers and contact information.
- Notify local media of PIO contact numbers.
- Notify the Op Area JIC that the PIO function has been established and provide PIO contact numbers.

**MEETINGS/BRIEFINGS:**

- Attend all Section meetings and briefings.
- Arrange for meetings between media and city officials or incident level PIOs for information on specific incidents.
- Periodically prepare briefings for the elected officials or executives, as needed and directed by the EOC Director.
- Coordinate with the City Council Liaison for media contact with city officials.

**ACTION PLANNING:**

- Assist the Section in developing Section objectives for the EOC Action Plan.

**DOCUMENTATION:**

- See Documentation and Reports in Common EOC Responsibilities on page M-9.
- Open and maintain an Activity Log (**See Management Support Documentation, Activity Log**).
- Maintain file copies of all information releases.
- Prepare, update and distribute to the public a Disaster Assistance Information Directory containing locations to obtain food, shelter, supplies, health services, etc.
- Prepare a briefing sheet to be distributed to all employees at the beginning of each shift so they can answer questions from the public, such as shelter locations, water distribution sites, etc.
- Prepare materials that describe the health risks associated with each hazard, the appropriate self-help or first aid actions and other appropriate survival measures.
- Prepare instructions for people who must evacuate from a high-risk area, including the following information for each threat: evacuation routes; suggestions on types and quantities of clothing, food, medical items, etc. the evacuees should bring; location of shelters.
- Develop a fact sheet for field personnel to distribute to residences and local businesses, as appropriate (include information about water and electrical outages/shortages, water supply stations, health services, etc.).
- Ensure file copies are maintained of all information released and posted in the EOC.
- Provide copies of all releases to the EOC Director.
- Provide personnel and equipment time records to the EOC Director at the end of each work shift.

**POLICIES:**

- Implement City PIO/media procedures. (**See Part Two, Management Section Supporting Documents.**)
- Obtain approval from the EOC Director for the release of all information.
- Be sure that all elected officials, departments, agencies and response organizations in the jurisdiction are aware that they must coordinate release of emergency information through the PIO and that **all press releases** must be cleared with the EOC Director before releasing information to the media.
- Coordinate PIO activities with County of Los Angeles Emergency Public Information Plan if an Op Area JIC is established.

**ONGOING ACTIVITIES:**

- Coordinate all media events with the EOC Director.
- Respond to all information requests.
- Keep the EOC Director advised of all unusual requests for information and of all major critical or unfavorable media comments.
- Coordinate with Incident Commanders and field PIOs to work with the media at incidents.
- Coordinate with an activated Op Area JIC to:
  - Z Ensure coordination of local, state and federal and the private sector public information activities.
  - Z Get technical information (health risks, weather, etc.)
  - Z Consider sending a city PIO representative to the Op Area JIC
- Establish a media information center at a site away from the EOC, Command Post and incident for media use and dissemination of information. Provide necessary work space, materials, telephones and staffing. If there are multiple local, state and federal agencies involved consider establishing a Joint Information Center (JIC) or if a JIC is established designate staff to participate at the JIC.
- Schedule and post times and locations of news briefings in the EOC, media information center and other appropriate areas.
- Prepare and provide approved information to the media. Post news releases in the EOC, media information center and other appropriate areas.
- Determine which radio and TV stations are operational.
- Broadcast emergency information/updates through:
  - Z Local Cable Channel 35
  - Z Website
  - Z Hotline
  - Z Mass notification system, Nixle
  - Z Local AM radio station, 1690 AM
  - Z Facebook/Twitter
  - Z Other

*Note: Instructions, along with passwords, on how to post information using the above-referenced media outlets is a confidential/security document that can be found in a separate secure binder in the EOC.*

- Carry a tape recorder and tape all interviews that you give.
- Interact with other branches/groups/units to provide and obtain information relative to public information operations.
- Coordinate with the Situation Status Unit of the Planning/Intelligence Section and define areas of special interest for public information action. Identify means for securing the information as it is developed.
- Maintain an up-to-date picture of the situation for presentation to media.

- Provide escort service to the media and VIPs; arrange for tours and photo opportunities when available staff and time permit. Coordinate VIP tours with Liaison Officer, EOC Coordinator and City Council.
- Assist in making arrangements with adjacent jurisdictions for media visits.
- Determine which radio and TV stations are operational. **(See Part Two, Management Support Documentation)**
- Monitor broadcast media to:
  - Z Get general information
  - Z Identify and correct inaccurate information
  - Z Identify and address any rumors
- Ensure that announcements, information and materials are translated and prepared for special populations (non-English speaking; non-readers; elderly; the hearing, sight and mobility impaired; etc.).
- Warn all non-English speaking and deaf and hard of hearing persons of the emergency situation/hazard by:
  - Z Using bilingual employees whenever possible
  - Z Translating all warnings, written and spoken, into appropriate languages
  - Z Contacting media outlets (radio/television) that serve the languages you need
  - Z Utilizing 9-1-1 translation and video services to contact the deaf
  - Z Using pre-identified lists and non-governmental agencies to reach populations with access and functional needs
- Issue timely and consistent advisories and instructions for life safety, health and assistance through media and printed materials. **(See Part Two, Management Support Documents, Public Information Officer for specific information).**
- Prepare final news releases and advise media representatives of points-of-contact for follow-up stories.

## RESOURCES

- See Resources in Common EOC Responsibilities on page M-10.

## DEACTIVATION

- See Deactivation in Common EOC Responsibilities on page M-10.

**LIAISON OFFICER****SUPERVISOR:** EOC Director**PRIMARY RESPONSIBILITIES:**

- ) Integrate all responding outside agencies into the City's disaster operations.
- ) Function as a central location for incoming Agency Representatives, provide workspace and arrange for support as necessary.
- ) Interact with other sections and branches/groups/units within the EOC to obtain information and assist in coordination. Ensure the proper flow of information.
- ) Ensure that all developed guidelines, directives, action plans and appropriate situation information is disseminated to Agency Representatives.

**READ ENTIRE CHECKLIST AT START-UP AND  
AT BEGINNING OF EACH SHIFT**

- See Common EOC Responsibilities on page M-9.

**ASSIGNMENTS/STAFFING:**

- Contact all on-site Agency Representatives. Make sure:
  - They have signed into the EOC.
  - They understand their assigned function.
  - They know their work location.
  - They understand EOC organization and floor plan (provide both).
- Determine if outside liaison is required with other agencies such as:
  - Local/county/state/federal agencies
  - Schools
  - Volunteer organizations
  - Private sector organizations
  - Utilities not already represented
  - Special Districts not already represented
- Respond to requests for liaison personnel from other agencies.
- Know the working location for any Agency Representative assigned directly to a branch/group/unit.
- Compile list of Agency Representatives (agency, name, EOC phone) and make available to all Section and Branch/Group/Unit Coordinators.
- Be sure that Agency Representatives are assigned to other facilities as necessary.

**NOTIFICATIONS:**

- Notify pre-identified outside agency reps that the EOC has been activated. Request an Agency Representative.
- Determine if there are communication problems in contacting outside agencies. Provide information to the Information Systems Branch of the Logistics Section.

**MEETINGS/BRIEFINGS:**

- Attend and participate in Management Section meetings and briefings.
- Brief Agency Representatives on current situation, priorities and EOC Action Plan.
- Provide periodic update briefings to Agency Representatives as necessary.

**ACTION PLANNING:**

- Assist the Section in developing Section objectives for the EOC Action Plan.

**DOCUMENTATION**

- See Documentation and Reports in Common EOC Responsibilities on page M-9.
- Open and maintain an Activity Log (**See Management Support Documentation, Activity Log**).
- Provide personnel and equipment time records to the EOC Director at the end of each work shift.

**POLICIES: (None applicable to this checklist)****RESOURCES:**

- See Resources in Common EOC responsibilities on page M-10.
- Determine status and resource needs and availability of other agencies.

**ONGOING ACTIVITIES:**

- Provide EOC organization chart, floor plan and contact information to all Agency Representatives.
- Obtain any situation information from outside agencies that may be useful to the EOC.
- Act as liaison with county, state or federal emergency response officials and appropriate city personnel.
- Direct any requests for agency information to that agency rep.
- Respond to requests from sections and branches/groups/units for Agency information. Direct requesters to appropriate Agency Representatives.

**EOC COORDINATOR****SUPERVISOR:** EOC Director**PRIMARY RESPONSIBILITIES:**

- ) Coordinate Emergency Operations Center (EOC) internal management systems.
- ) Assist and serve as an advisor to the EOC Director, Management Staff and General Staff as needed.
- ) Assist the Liaison Officer in coordinating Agency Representatives.
- ) Periodically update the Disaster Management Area Coordinator (DMAC).
- ) Coordinate all visits to the EOC.

**READ ENTIRE CHECKLIST AT START-UP AND  
AT BEGINNING OF EACH SHIFT**

- See Common EOC Responsibilities on page M-9.

**ASSIGNMENTS/STAFFING**

- Serve (temporary assignment) as a Section Coordinator if assigned by the EOC Director.
- Assist in shift change issues.

**NOTIFICATIONS:**

- Notify the Operational Area via OARRS of an EOC Activation, EOC deactivation or issuance of a local emergency proclamation (provide copy of proclamation). If OARRS IS NOT accessible, then all requests and reports are to be sent to the contact Sheriff's Station West Hollywood Division by means coordinated with and agreed to by the Watch Commander and city staff. The West Hollywood Sheriff's Station will then be responsible for sending the information to the Op Area EOC.
- Notify the Disaster Management Area of EOC Activation, EOC Deactivation or issuance of a local emergency proclamation. Maintain communications with the DMAC as appropriate.
- Clarify activation of volunteer organizations.

**MEETINGS/BRIEFINGS:**

- Attend and participate in Management Section meetings and briefings.

**ACTION PLANNING:**

- Assist the Section in developing Section objectives for the EOC Action Plan.

**DOCUMENTATION:**

- See Documentation and Reports in Common EOC Responsibilities on page M-9.
- Open and maintain an Activity Log (**See Management Support Documentation, Activity Log**).
- Be sure that all documentation is being properly maintained by EOC personnel.

- Provide personnel and equipment time records to the EOC Director at the end of each work shift.

**POLICIES: (None applicable to this checklist)****RESOURCES**

- See Resources in Common EOC Responsibilities on page M-10.
- Verify that requests for assistance have been received by the Los Angeles County Operational Area.

**ONGOING ACTIVITIES:**

- Assist the EOC Director and the Management and General Staff in developing an overall strategy including:
  - Assessing the situation
  - Defining the problem
  - Establishing priorities
  - Determining the need for evacuation
  - Estimating the incident duration.
- Advise the EOC Director on proclamations and required notifications.
- Assist the Planning/Intelligence Section in the development, continuous updating and implementation of the EOC Action Plan.
- Ensure efficient operating procedures within the EOC. Assist any function in addressing any issues that might arise.
- Advise the EOC Director of any issues that need to be addressed and of any responsibilities that need to be assigned.
- Assist the Safety Officer in monitoring performance of EOC personnel for signs of stress. Make recommendations to the EOC Director regarding the need for Critical Incident Stress Debriefing.
- Ensure that all necessary communications have been established.
- Coordinate and monitor all EOC visitations. **(See EOC Control Procedures in Management Support Documentation).**
- Coordinate all EOC functions with neighboring jurisdictions, the Los Angeles County Operational Area and other support and response organizations.

**LEGAL OFFICER****SUPERVISOR:** EOC Director**PRIMARY RESPONSIBILITIES:**

- ) Prepare proclamations, emergency ordinances and other legal documents and provide legal services as required.
- ) Maintain legal information, records and reports relative to the emergency. **(See Management Support Documentation – Legal Documents)**
- ) Commence legal proceedings as needed.
- ) Participate as a member of the EOC management team when requested by EOC Director.

**READ ENTIRE CHECKLIST AT START-UP AND  
AT BEGINNING OF EACH SHIFT**

- See Common EOC Responsibilities on page M-9.

**ASSIGNMENTS/STAFFING:**

- Report to the EOC Director.
- Clarify issues regarding your authority and assignment.
- Determine 24-hour staffing requirements and request additional support as required.

**NOTIFICATIONS: (None applicable to this checklist)****MEETINGS/BRIEFINGS:**

- Attend Management Section meetings and briefings as requested.

**ACTION PLANNING:**

- Assist the Section in developing Section objectives for the EOC Action Plan.

**DOCUMENTATION:**

- See Documentation and Reports in Common EOC Responsibilities on page M-9.
- Open and maintain an Activity Log **(See Management Support Documentation, Activity Log)**.
- Prepare proclamations, emergency ordinances and other legal documents required by the City Council and the EOC Director.
- Prepare documents relative to the demolition of hazardous structures or conditions.
- Provide personnel and equipment time records to the EOC Director at the end of each work shift.

**POLICIES: (None applicable to this checklist)****RESOURCES**

- See Resources in Common EOC Responsibilities on page M-10.

**ONGOING ACTIVITIES:**

- Develop rules, regulations and laws required for the acquisition and/or control of critical resources.
- Develop emergency ordinances and regulations to provide a legal basis for evacuation and/or population control.
- Advise the EOC Director on areas of legal responsibility and identify potential liabilities.
- Advise the City Council, EOC Director and management personnel of the legality and/or legal implications of contemplated emergency actions and/or policies.
- Commence civil and criminal proceedings as necessary and appropriate to implement and enforce emergency actions.
- Keep the EOC Director advised of your status and activity.

**SAFETY OFFICER****SUPERVISOR:** EOC Director**PRIMARY RESPONSIBILITIES:**

- ) Monitor activities in the EOC to ensure they are being conducted safely and stop any unsafe operations.
- ) Fix any unsafe conditions.
- ) Monitor EOC staff for stress related conditions.

**READ ENTIRE CHECKLIST AT START-UP AND  
AT BEGINNING OF EACH SHIFT**

- See Common EOC responsibilities on page M-9.

**ASSIGNMENTS/STAFFING:**

- Report to the EOC Director.
- Clarify issues regarding your authority and assignment.

**NOTIFICATIONS: (None applicable to this checklist)****MEETINGS/BRIEFINGS:**

- Attend all Management Section meetings and briefings.

**ACTION PLANNING:**

- Assist the Section in developing Section objectives for the EOC Action Plan.

**DOCUMENTATION:**

- See Documentation and Reports in Common EOC Responsibilities on page M-9.
- Open and maintain an Activity Log (**See Management Support Documentation, Activity Log.**)
- Provide personnel and equipment time records to the EOC Director at the end of each work shift.

**POLICIES: (None applicable to this checklist)****RESOURCES:**

- See Resources in Common EOC Responsibilities on page M-10.

**ONGOING ACTIVITIES:**

- Evaluate the safety of the EOC and advise the EOC Director of any conditions which might result in injury.

- Be sure that personnel working in the EOC know the location of all fire extinguishers, fire hoses, emergency pull stations and emergency exits.
- Monitor performance of EOC personnel for signs of stress. Make recommendations to the EOC Director regarding need for Critical Incident Stress Debriefing.
- Be sure that personnel working in the EOC are familiar with potential hazardous conditions in the facility.
- Be sure that the EOC location is free from environmental threats.
- For an earthquake event, provide guidance regarding actions to be taken in preparation for aftershocks.
- Keep the EOC Director advised of safety concerns at the EOC.
- Coordinate with Compensations/Claims Unit on any personnel injury claims or records preparation as necessary for proper case evaluation and closure.
- Determine your logistical needs and forward to the EOC Director for approval.
- Request approved resources through the Logistics Section.
- Keep the EOC Director advised of your status and activity.

**SECURITY OFFICER****SUPERVISOR:** EOC Director**PRIMARY RESPONSIBILITIES:**

- ) Provide twenty-four hour a day security the EOC.
- ) Control personnel access to facilities in accordance with policies established by the EOC Director.

**READ ENTIRE CHECKLIST AT START-UP AND  
AT BEGINNING OF EACH SHIFT**

- See Common EOC Responsibilities on page M-9.

**ASSIGNMENTS/STAFFING:**

- Report to the EOC Director.
- Clarify issues regarding your authority and assignment.
- Establish a secure EOC check-in location.
- Determine current security requirements and establish staffing as needed.

**NOTIFICATIONS: (None applicable to this checklist)****MEETINGS/BRIEFINGS:**

- Attend all Management Section meetings and briefings.

**ACTION PLANNING:**

- Assist the Section in developing Section objectives for the EOC Action Plan.

**DOCUMENTATION:**

- See Documentation and Reports in Common EOC Responsibilities on page M-9.
- Open and maintain an Activity Log (**See Management Support Documentation, Activity Log**).
- Provide personnel and equipment time records to the EOC Director at the end of each work shift.

**POLICIES:**

- Ensure that only authorized staff is granted access to the EOC.

**RESOURCES:**

- See Resources in Common EOC Responsibilities on page M-10.

**ONGOING ACTIVITIES:**

- Provide access control to the EOC.
- Assist in any EOC evacuation.
- Provide security recommendations to the EOC Director.
- Ensure that proper security of the EOC is maintained at all times.
- Provide executive security as appropriate or required.
- Provide security input and recommendations as appropriate.
- Establish or relocate security positions as dictated by the situation.
- Complete a radio/communications check with all on-duty security personnel as appropriate.
- Determine needs for special access facilities.

**CITY COUNCIL****SUPERVISOR:** Electorate**PRIMARY RESPONSIBILITIES:**

- ) Proclaim and/or ratify a local emergency.
- ) Establish executive level policies for management of emergency.
- ) Ensure that the EOC Director has clear policy direction.
- ) Obtain briefings from EOC Director and provide information to the public and media.
- ) Support a multi-agency disaster response.
- ) Host and accompany VIPs and government officials on tours of the emergency/disaster.

**READ ENTIRE CHECKLIST AT START-UP AND  
AT BEGINNING OF EACH SHIFT**

- See Common EOC Responsibilities on page M-9.

**ASSIGNMENTS/STAFFING:**

- Do not respond to the EOC, unless requested to do so by the EOC Director.

**NOTIFICATIONS: (None applicable to this checklist)****MEETINGS/BRIEFINGS:**

- Receive incident briefing from the EOC Director.
- Call emergency meetings of the City Council to \*proclaim and/or \*\*ratify a local emergency and approve emergency orders as needed.
  - Three (3) members of the City Council are needed for an official quorum.
  - Emergency proclamations must be ratified within seven (7) days.
  - Approve extraordinary expenditure requirements as necessary.

**ACTION PLANNING: (None applicable to this checklist)****DOCUMENTATION: (None applicable to this checklist)****POLICIES:**

- Review, at least every 21 days, the need for continuing the Local Emergency and proclaim the termination of the Local Emergency as conditions warrant.
- In consultation with the EOC Director and General Staff, develop temporary emergency policies for managing the strategic aspects of the emergency.

**RESOURCES: (None applicable to this checklist)****ONGOING ACTIVITIES:**

- Oversee the release of official statements.
- Upon request of PIO or Liaison Officer, host and accompany VIP's and governmental officials on tours of the emergency/disaster area. Coordinate all tours with Public Information Officer (PIO) and EOC Coordinator.
- Provide interviews to the media as arranged by the PIO.
- Refer all requests for emergency information to the EOC Director or Public Information Officer.
- Serve on and coordinate activities of the Disaster Council.
- Develop or utilize existing citizen's advisory group to address concerns.
- Consider developing an emergency planning task force within the local business or trade association to discuss concerns and disseminate pre-event planning information and post-event recovery information.
- Consider developing a plan to provide a "citizen and business aid" location that can be utilized for information and assistance to citizens and businesses impacted by an emergency.
- Encourage post-event discussions in the community to identify perceived areas of improvements.

**NOTE:** Council members should refrain from direct involvement with City or joint City/County/State Emergency Operations Center (EOC) activities. Council members will be provided information updates through the EOC Director.

\*Proclaim a local emergency – The City Council, if in session, and the Director of Emergency Services, when City Council is not in session, can proclaim a local emergency.

\*\*Ratify a local emergency – Whenever a local emergency is proclaimed by the Director of Emergency Services, the City Council shall take action to ratify the proclamation within seven (7) days thereafter or the proclamation shall have no further force or effect. If the City Council does not ratify the local emergency, such inaction shall not affect the validity of the local emergency during the period of time it was in effect.

**MANAGEMENT SECTION  
SUPPORT DOCUMENTATION**

**REFERENCE DOCUMENTS BY POSITION**

**LEGAL OFFICER (Look in Forms Section also)**

LEGAL DOCUMENTS

Local and State Proclamations.....	MS-3
Exhibit 1 - Resolution proclaiming existence of a Local Emergency (By City Council) .....	MS-7
Exhibit 2 - Resolution proclaiming existence of a Local Emergency (Director of Disaster Emergency Services) .....	MS-8
Exhibit 3 - Resolution confirming existence of a Local Emergency .....	MS-9
Exhibit 4 - Resolution requesting Governor to proclaim State of Emergency.....	MS-10
Exhibit 5 - Resolution proclaiming existence of a Local Emergency and requesting Governor to (1) proclaim a State or Emergency; and (2) request a Presidential declaration .....	MS-11
Exhibit 6 - Local resolution requesting Secretary of California Emergency Management Agency’s concurrence in Local Emergency .....	MS-13
Exhibit 7 - Resolution proclaiming termination of Local Emergency .....	MS-14
 CALIFORNIA DISASTER AND CIVIL DEFENSE MASTER MUTUAL AID AGREEMENT.....	 MS-15
 EMERGENCY MANAGEMENT ASSISTANCE COMPACT (EMAC).....	 MS-19
 CITY OF CULVER CITY EMERGENCY ORGANIZATION AND FUNCTIONS ORDINANCE .....	 MS-25
 AUTHORITIES AND RESPONSIBILITIES OF HEALTH OFFICERS IN DISASTERS .....	 MS-33

**PUBLIC INFORMATION OFFICER (Look in Forms Section also)**

EMERGENCY MASS NOTIFICATION SYSTEM .....	MS-41
EMERGENCY ALERT SYSTEM .....	MS-41
MEDIA PHONE LIST .....	MS-43
MEDIA RELATIONS – DOs and DON’Ts .....	MS-47
PUBLIC INFORMATION OFFICER .....	MS-49
MEDIA ACCREDITATION .....	MS-57

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**EMERGENCY OPERATIONS PLAN**

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MEDIA ACCESS REGULATIONS ..... MS-59

FEDERAL AVIATION REGULATIONS (Pertaining to the Media) ..... MS-60

**EOC COORDINATOR (Look in Forms Section also)**

EOC VISITOR CONTROL PROCEDURES ..... MS-61

**FORMS**

EOC VISITATION REQUEST FORM ..... MS-63

EOC CHANGE OF SHIFT BRIEFING SHEET ..... MS-65

ACTIVITY LOG ..... MS-67

**LOCAL AND STATE EMERGENCY PROCLAMATIONS**

When there is a condition of extreme peril or potential peril to the safety of persons and property, and the condition is beyond the capability of the local forces to control effectively, the local governing body (City Council, Board of Supervisors or a person authorized by ordinance) may proclaim that a local emergency exists. A local emergency may be proclaimed to exist due to a specific situation, such as flood, fire, storm, earthquake, epidemic, drought, sudden and severe energy shortage, or other condition. The type of disaster, date of occurrence and area affected are to be identified. (See examples of local emergency proclamations/resolutions in **Exhibits 1 through 7.**) A copy of the resolution must be provided to the Los Angeles County Operational Area for transmission to CalOES.

To qualify for assistance under the state California Disaster Assistance Act (CDAA), such proclamations must be made within 10 days of the event.

The governing body must review the need for continuing the Local Emergency Proclamation **at least every 21 days.**

The Proclamation of a Local Emergency:

- ) Gives public employees and governing bodies certain legal immunities for emergency actions taken.
- ) Enables local agencies to request state assistance under the State CDAA.
- ) Allows the chief executive or other authorized official designated by local ordinance to:
  - ) Establish curfews.
  - ) Take any measures necessary to protect and preserve public health and safety.
  - ) Exercise all authority granted by local ordinance.

**LOCAL RESOLUTION REQUESTING STATE DIRECTOR, OFFICE OF EMERGENCY SERVICES, CONCURRENCE IN LOCAL EMERGENCIES**

Following the proclamation of a local emergency and in the event public real property has been damaged or destroyed and assistance is needed in the repair and restoration, the governing body may request the Secretary of CalOES to concur in their proclamation of a local emergency and to provide assistance under the California Disaster Assistance Act (CDAA). The resolution must indicate the nature and date of the emergency, and the person designated to receive, process and coordinate all aid. The resolution will be sent to CalOES through the Los Angeles County Operational Area.

To assist the Secretary of CalOES in evaluating the situation, and in making a decision on whether or not to concur in the local emergency, the following is required to accompany the resolution:

- ) Certified copy of Local Emergency Proclamation (see **Exhibits 1 through 7**).
- ) Damage Assessment Summary

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## EMERGENCY OPERATIONS PLAN

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**Note: The Local Emergency proclamation must be made within 10 days of the occurrence to qualify for assistance under the California Disaster Assistance Act.** Financial assistance available under the CDAA is administered by CalOES.

Financial assistance available:

- ) Assistance to repair, restore, reconstruct or replace public real property or public facilities belonging to local agencies damaged as a result of natural disasters;
- ) Indirect costs; and
- ) Direct costs of grant administration.

### STATE OF EMERGENCY/PRESIDENTIAL DECLARATION

#### Resolution Requesting Governor to Proclaim a State of Emergency

After a proclamation of a local emergency, the governing body of the city or county, having determined that local forces are unable to mitigate the situation, may request by resolution that the Governor proclaim a State of Emergency in the area to invoke mandatory mutual aid and provide state assistance under CDAA. A copy of the request for a Governor's Proclamation, with the following supporting data, will be forwarded to the Secretary of CalOES through the Los Angeles County Operational Area.

- ) Certified copy of the local emergency proclamation (see **Exhibits 1 through 7**).
- ) Damage Assessment Summary (to be provided if state financial assistance under provisions of the California Disaster Assistance Act is requested).

Financial assistance available:

- ) Eligible disaster response costs;
- ) Assistance to repair, restore, reconstruct or replace public real property or public facilities belonging to local agencies damaged as a result of natural disasters;
- ) Indirect costs; and
- ) Direct costs of grant administration.

The California Office of Emergency Services (CalOES) prepares a recommendation as to the action that should be taken by the Governor. If the action recommends a Governor's Proclamation, CalOES prepares the proclamation.

#### Presidential Declaration

Following the above procedures, the governing body of the local jurisdiction may also pass a resolution (see **Exhibit 5**) asking the Secretary of CalOES to recommend that the Governor request a Presidential Declaration of a Major Disaster under the authority of Public Law 93-288. The Governor's Request to the President is submitted through the Federal Emergency Management Agency (FEMA). Supplementary justification data may be required to accompany the local resolution (certified copy) and Damage Assessment Survey.

Financial assistance available:

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## EMERGENCY OPERATIONS PLAN

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- ) Individual assistance to the private sector;
- ) Matching fund assistance for cost sharing required under federal disaster assistance programs (subject to state eligible project criteria);
- ) Local agency overtime costs and the costs of supplies used during eligible disaster response projects;
- ) Assistance to repair, restore, reconstruct or replace public real property or public facilities belonging to local agencies damaged as a result of natural disasters;
- ) Indirect costs; and
- ) Direct costs of grant administration.

### LOCAL PROCLAMATION OF TERMINATION OF LOCAL EMERGENCY

The governing body must review the need for continuing the Local Emergency Proclamation at **least every 21 days**, and proclaim the termination at the earliest possible date.

### EMERGENCY PROCLAMATION FORMS

**Government Code Section No. 8630:** "(a) A local emergency may be proclaimed only by the governing body of a city, county, or city and county, or by an official so designated by that governing body. (b) Whenever a local emergency is proclaimed by an official designated by ordinance, the local emergency shall not remain in effect for a period in excess of seven days unless it has been ratified by the governing body. (c)(1) The governing body shall review, at its regularly scheduled meetings until the local emergency is terminated, the need for continuing the local emergency. However, in no event shall a review take place more than 21 days after the previous review. (2) Notwithstanding paragraph (1), if the governing body meets weekly, it shall review the need for continuing the local emergency at least every 14 days until the local emergency is terminated. (d)The governing body shall proclaim the termination of the local emergency at the earliest possible date that conditions warrant."

When a county proclaims a local emergency pursuant to Section 8630 of the Government Code, based upon conditions which include both incorporated and unincorporated territory of the county, it is not necessary for the cities to also proclaim the existence of a local emergency independently. Further, cities within a county are bound by county rules and regulations adopted by the county pursuant to Section 8634 of the Government Code during a county proclaimed local emergency when the local emergency includes both incorporated and unincorporated territory of the county even if the cities do not independently proclaim the existence of a local emergency.

- Exhibit 1 - Resolution Proclaiming Existence of a Local Emergency (by City Council).**
- Exhibit 2 - Resolution Proclaiming Existence of a Local Emergency (by Director of Disaster Emergency Services).** Must be ratified by governing body within 7 days.
- Exhibit 3 - Resolution Confirming Existence of a Local Emergency (used by a City Council within 7 days to ratify the proclamation of local emergency issued by the Director of Disaster Emergency Services).**

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**EMERGENCY OPERATIONS PLAN**

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- Exhibit 4 - Resolution Requesting Governor to Proclaim a State of Emergency.**
- Exhibit 5 - Resolution Proclaiming Existence of a Local Emergency and Requesting Governor to (1) Proclaim a State of Emergency; and (2) Request a Presidential Declaration.**
- Exhibit 6 - Local Resolution Requesting Secretary of California Office of Emergency Services Concurrence in Local Emergencies.**
- Exhibit 7 - Resolution Proclaiming Termination of a Local Emergency.**

**Sample**

**Exhibit 1**

**Sample**

**RESOLUTION PROCLAIMING EXISTENCE OF A LOCAL EMERGENCY  
(by City Council)**

WHEREAS, Chapter 3.09 of the City of Culver City's Municipal Code empowers the City Council to proclaim the existence or threatened existence of a local emergency when said city is affected or likely to be affected by a public calamity; and

WHEREAS, said City Council does hereby find:

That conditions of extreme peril to the safety of persons and property have arisen within said city, caused by \_\_\_\_\_;  
*(fire, flood, storm, epidemic, riot, earthquake, drought, energy shortage, or other causes)*  
commencing on or about (Time) the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_); and

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

NOW, THEREFORE, IT IS HEREBY PROCLAIMED that a local emergency now exists throughout the City of Culver City and

IT IS HEREBY FURTHER PROCLAIMED AND ORDERED that during the existence of said local emergency the powers, functions, and duties of the Director of Emergency Services and the emergency organization of this city shall be those prescribed by state law, by ordinances, and resolutions of this city and approved by the City Council on \_\_\_\_\_, 20\_\_.

IT IS FURTHER PROCLAIMED AND ORDERED that said local emergency shall be deemed to continue to exist until its termination is proclaimed by the City Council of the City of Culver City, State of California.\*

Dated: \_\_\_\_\_

CITY COUNCIL

ATTEST: \_\_\_\_\_

City of Culver City

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\* Section 8630 of the Government Code provides: "...The governing body shall review, at least every 21 days until such local emergency is terminated, the need for continuing the local emergency and shall proclaim the termination of such local emergency at the earliest possible date that conditions warrant."

**Sample****Exhibit 2****Sample**

**RESOLUTION PROCLAIMING EXISTENCE OF A LOCAL EMERGENCY\***  
**(by Director of Emergency Services)**

WHEREAS, Chapter 3.09 of the City of Culver City's Municipal Code empowers the Director of Emergency Services to proclaim the existence or threatened existence of a local emergency when said city is affected or likely to be affected by a public calamity and the City Council is not in session; and

WHEREAS, the Director of Emergency Services of the City of Culver City does hereby find;

That conditions of extreme peril to the safety of persons and property have arisen within said city, caused by \_\_\_\_\_; and \_\_\_\_\_;  
*(fire, flood, storm, epidemic, riot, earthquake, drought, energy shortage, or other causes)*

That the City Council of the City of Culver City is not in session (and cannot immediately be called into session);

NOW, THEREFORE, IT IS HEREBY PROCLAIMED that a local emergency now exists throughout the City of Culver City; and

IT IS FURTHER PROCLAIMED AND ORDERED that during the existence of said local emergency the powers, functions, and duties of the emergency organization of this city shall be those prescribed by state law, by ordinances, and resolutions of this city, and by the City of Culver City Emergency Operations Plan, as approved by the City Council on \_\_\_\_\_, 20\_\_.

Dated: \_\_\_\_\_

By: \_\_\_\_\_

Director of Emergency Services

City of Culver City

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\* Section 8630 of the Government Code provides: "...Whenever a local emergency is proclaimed by an official designated by ordinance, the local emergency shall not remain in effect for a period in excess of seven days unless it has been ratified by the governing body ..."

Sample

Exhibit 3

Sample

**RESOLUTION CONFIRMING EXISTENCE OF A LOCAL EMERGENCY\***

WHEREAS, Chapter 3.09 of the City of Culver City's Municipal Code empowers the Director of Emergency Services to proclaim the existence or threatened existence of a local emergency when said city is affected or likely to be affected by a public calamity and the City Council is not in session, subject to ratification by the City Council within seven days; and

WHEREAS, conditions of extreme peril to the safety of persons and property have arisen within this city, caused by \_\_\_\_\_  
*(fire, flood, storm, epidemic, riot, earthquake, drought, energy shortage, or other causes)*  
commencing on or about \_\_\_\_\_.m. on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at which time the City Council of the City of Culver City was not in session; and

WHEREAS, said City Council does hereby find that the aforesaid conditions of extreme peril did warrant and necessitate the proclamation of the existence of a local emergency; and

WHEREAS, the Director of Emergency Services of the City of Culver City did proclaim the existence of a local emergency within said city on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_;

NOW, THEREFORE, IT IS HEREBY PROCLAIMED AND ORDERED that said local emergency shall be deemed to continue to exist until its termination is proclaimed by the City Council of the City of Culver City, State of California.\*\*

Dated: \_\_\_\_\_

CITY COUNCIL  
City of Culver City

ATTEST: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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\* This form may be used by the City Council to ratify the proclamation of existence of a local emergency, issued by the Director of Emergency Services.

\*\* Section 8630 of the Government Code provides: "...The governing body shall review, at least every 21 days until such local emergency is terminated, the need for continuing the local emergency and shall proclaim the termination of such local emergency at the earliest possible date that conditions warrant."

**Sample**

**Exhibit 4**

**Sample**

**RESOLUTION REQUESTING GOVERNOR TO  
PROCLAIM A STATE OF EMERGENCY**

WHEREAS, on \_\_\_\_\_, 20\_\_\_\_, the City Council of the City of Culver City found that due to \_\_\_\_\_;  
*(fire, flood, storm, epidemic, riot, earthquake, drought, energy shortage, or other causes)*  
a condition of extreme peril to life and property did exist within said city; and

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

WHEREAS, it has now been found that local resources are unable to cope with the effects of said emergency;

NOW, THEREFORE, IT IS HEREBY PROCLAIMED AND ORDERED that a copy of this resolution be forwarded to the Governor of California with the request that he proclaim the City of Culver City to be in a state of emergency; and

IT IS FURTHER ORDERED that a copy of this resolution be forwarded to the Secretary of the California Office of Emergency Services; and

IT IS FURTHER RESOLVED that \_\_\_\_\_, (Title)\_\_\_\_\_,  
is thereby designated as the authorized representative for public assistance and \_\_\_\_\_, (Title)\_\_\_\_\_, is hereby designated as the authorized representative for individual assistance for Culver City for the purpose of receipt, processing, and coordination of all inquiries and requirements necessary to obtain available state and federal assistance.

Dated : \_\_\_\_\_

CITY COUNCIL

ATTEST: \_\_\_\_\_

City of Culver City

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Sample**

**Exhibit 5**

**Sample**

**RESOLUTION PROCLAIMING EXISTENCE OF A LOCAL EMERGENCY  
AND REQUESTING GOVERNOR TO (1) PROCLAIM A STATE OF  
EMERGENCY; AND (2) REQUEST A PRESIDENTIAL DECLARATION**

WHEREAS, Chapter 3.09 of the City of Culver City's Municipal Code empowers the Director of Emergency Services to proclaim the existence or threatened existence of a local emergency when said city is affected or likely to be affected by a public calamity; and

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

WHEREAS, said City Council does hereby find:

That conditions of extreme peril to the safety of persons and property have arisen within said city, caused by \_\_\_\_\_; and  
*(fire, flood, storm, epidemic, riot, earthquake, drought, energy shortage, or other causes)*

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

NOW, THEREFORE, IT IS HEREBY PROCLAIMED that a local emergency now exists throughout said city; and

IT IS FURTHER PROCLAIMED AND ORDERED that during the existence of said local emergency the powers, functions, and duties of the Director of Emergency Services\* and the emergency organization of the city shall be those prescribed by state law, by ordinances, and resolutions of this city approved by the City Council on \_\_\_\_\_.

WHEREAS, it has now been found that local resources are unable to cope with the effects of said emergency;

NOW, THEREFORE, IT IS HEREBY PROCLAIMED AND ORDERED that a copy of this resolution be forwarded to the Governor of California with the request that he proclaim the City of Culver City to be in a state of emergency; and further that the Governor request a Presidential Declaration.

IT IS FURTHER ORDERED that a copy of this resolution be forwarded to the Secretary of the California Office of Emergency Services.

IT IS FURTHER RESOLVED that \_\_\_\_\_, (Title)\_\_\_\_\_

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**EMERGENCY OPERATIONS PLAN**

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is designated as the local Hazard Mitigation Coordinator of the City of Culver City for the purpose of assessing damage within said city and consulting with Federal/State survey teams about hazard mitigation actions; and

IT IS FURTHER RESOLVED that \_\_\_\_\_, (Title) \_\_\_\_\_, is hereby designated as the authorized representative for public assistance and \_\_\_\_\_, (Title) \_\_\_\_\_ is hereby designated as the authorized representative for individual assistance of the City of Culver City for the purpose of receipt, processing, and coordination of all inquiries and requirements necessary to obtain available state and federal assistance.

Dated: \_\_\_\_\_

CITY COUNCIL

ATTEST: \_\_\_\_\_

City of Culver City

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Sample**

**Exhibit 6**

**Sample**

**LOCAL RESOLUTION REQUESTING STATE DIRECTOR, OFFICE OF  
EMERGENCY SERVICES' CONCURRENCE IN LOCAL EMERGENCIES**

WHEREAS, on \_\_\_\_\_, 20\_\_\_\_, the City Council of the City of Culver City found that due to \_\_\_\_\_;  
*(fire, flood, storm, epidemic, riot, earthquake, drought, energy shortage, or other causes)* a condition of extreme peril to life and property did exist within said city; and

WHEREAS, in accordance with state law the City Council now proclaims an emergency does exist throughout said City;

NOW, THEREFORE, IT IS HEREBY PROCLAIMED AND ORDERED that a copy of this resolution be forwarded to the Secretary of the California Office of Emergency Services with a request that he find it acceptable in accordance with provisions of the California Disaster Assistance Act; and

IT IS FURTHER RESOLVED that \_\_\_\_\_, (Title) \_\_\_\_\_, is hereby designated as the authorized representative of the City of Culver City for the purpose of receipt, processing, and coordination of all inquiries and requirements necessary to obtain available state assistance.

Dated: \_\_\_\_\_

CITY COUNCIL

ATTEST: \_\_\_\_\_

City of Culver City

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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\* Proclamation of local emergency must be made within 10 days of the disaster occurrence in order to qualify for assistance under the California Disaster Assistance Act.

**Note:** Attach list of damaged Public Facilities showing location and estimated cost of repairs.

**Sample**

**Exhibit 7**

**Sample**

**RESOLUTION PROCLAIMING TERMINATION OF LOCAL EMERGENCY**

WHEREAS, a local emergency existed in the City of Culver City in accordance with the resolution thereof by the City Council on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, or

Director of Emergency Services on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, and its ratification by the City Council on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, as a result of conditions of extreme peril to the safety of persons and property caused by

\_\_\_\_\_; and  
*(fire, flood, storm, epidemic, riot, earthquake, drought, energy shortage, or other causes)*

WHEREAS, the situation resulting from said conditions of extreme peril is now deemed to be within the control of the normal protective services, personnel, equipment, and facilities of and within said City of \_\_\_\_\_;

NOW, THEREFORE, the City Council of the City of Culver City, State of California, does hereby proclaim the termination of said local emergency.

Dated: \_\_\_\_\_

CITY COUNCIL  
City of Culver City

ATTEST: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Extracted from the California Emergency Plan

**CALIFORNIA DISASTER AND CIVIL DEFENSE  
MASTER MUTUAL AID AGREEMENT**

This agreement was adopted by the City of Culver City.

This agreement made and 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;

WITNESSETH:

WHEREAS, It is necessary that all of the resources and facilities of the State, its various departments and agencies, and all its political subdivisions, municipal corporations, and other public agencies be made available to prevent and combat the effect of disasters which may result from such calamities as flood, fire, earthquake, pestilence, war, sabotage, and riot; and

WHEREAS, It is desirable that each of the parties hereto should voluntarily aid and assist each other in the event that a disaster should occur, by the interchange of services and facilities, including, but not limited to, fire, law enforcement, medical and health, communication, and transportation services and facilities, to cope with the problems of rescue, relief, evacuation, rehabilitation, and reconstruction which would arise in the event of a disaster; and

WHEREAS, It is necessary and desirable that a cooperative agreement be executed for the interchange of such mutual aid on a local, county-wide, regional, state-wide, and interstate basis;

NOW, THEREFORE, IT IS HEREBY AGREED by and between each and all of the parties hereto as follows:

- (1) Each party shall develop a plan providing for the effective mobilization of all its resources and facilities, both public and private, to cope with any type of disaster.
- (2) Each party agrees to furnish resources and facilities and to render services to each and every other party to this agreement to prevent and combat any type of disaster in accordance with duly adopted mutual aid operational plans, whether heretofore or hereafter adopted, detailing the method and manner by which such resources, facilities, and services are to be made available and furnished, which operational plans may include provisions for training and testing to make such mutual aid effective; provided, however, that no party shall be required to deplete unreasonably its own resources, facilities, and services in furnishing such mutual aid.
- (3) It is expressly understood that this agreement and the operational plans adopted pursuant thereto shall not supplant existing agreements between some of the parties hereto providing for the exchange or furnishing of certain types of facilities and services on a reimbursable, exchange, or other basis, but that the mutual aid extended under this agreement and the operational plans adopted pursuant thereto, shall be without reimbursement unless otherwise expressly provided for by the parties to this agreement or as provided in Sections 1541, 1586, and 1587, Military and Veterans Code; and that such mutual aid is intended to be available in the event of a disaster of such magnitude that it is, or is likely to be, beyond the control of a single party and requires the combined forces of several or all of the parties to this agreement to combat.
- (4) It is expressly understood that the mutual aid extended under this agreement and the operational plans adopted pursuant thereto shall be available and furnished in all cases of local peril or emergency and in all cases in which a STATE OF EXTREME EMERGENCY has been proclaimed.

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## EMERGENCY OPERATIONS PLAN

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- (5) It is expressly understood that any mutual aid extended under this agreement and the operational plans adopted pursuant thereto, is furnished in accordance with the "California Disaster Act" and other applicable provisions of law, and except as otherwise provided by law that: "The responsible local official in whose jurisdiction an incident requiring mutual aid has occurred shall remain in charge at such incident including the direction of such personnel and equipment provided him through the operation of such mutual aid plans." (Sec. 1564, Military and Veterans Code.)
- (6) It is expressly understood that when and as the State of California enters into mutual aid agreements with other states and the Federal Government that the parties to this agreement shall abide by such mutual aid agreements in accordance with law.
- (7) Upon approval or execution of this agreement by the parties hereto all mutual aid operational plans heretofore approved by the State Disaster Council, or its predecessors, and in effect as to some of the parties hereto, shall remain in full force and effect as to them until the same may be amended, revised, or modified. Additional mutual aid operational plans and amendments, revisions, or modifications of existing or hereafter adopted mutual aid operational plans, shall be adopted as follows:
- (a) County-wide and local mutual aid operational plans shall be developed by the parties thereto and are operative as between the parties in accordance with the provisions of such operational plans. Such operational plans shall be submitted to the State Disaster Council for approval. The State Disaster Council shall notify each party to such operational plans of its approval, and shall also send copies of such operational plans to other parties to this agreement who did not participate in such operational plans and who are in the same area and affected by such operational plans. Such operational plans shall be operative as to such other parties 20 days after receipt thereof unless within that time the party by resolution or notice given to the State Disaster Council, in the same manner as notice of termination of participation in this agreement, declines to participate in the particular operational plan.
  - (b) State-wide and regional mutual aid operational plans shall be approved by the State Disaster Council and copies thereof shall forthwith be sent to each and every party affected by such operational plans. Such operational plans shall be operative as to the parties affected thereby 20 days after receipt thereof unless within that time the party by resolution or notice given to the State Disaster Council, in the same manner as notice of termination of participation in this agreement, declines to participate in the particular operational plan.
  - (c) The declination of one or more of the parties to participate in a particular operational plan or any amendment, revision, or modification thereof, shall not affect the operation of this agreement and the other operational plans adopted pursuant thereto.
  - (d) Any party may at any time by resolution or notice given to the State Disaster Council, in the same manner as notice of termination of participation in this agreement, decline to participate in any particular operational plan, which declination shall become effective 20 days after filing with the State Disaster Council.
  - (e) The State Disaster Council shall send copies of all operational plans to those state departments and agencies designated by the Governor. The Governor may, upon behalf of any department or agency, give notice that such department or agency declines to participate in a particular operational plan.
  - (f) The State Disaster Council, in sending copies of operational plans and other notices and information to the parties to this agreement, shall send copies to the Governor and any department or agency head designated by him; the chairman of the board of supervisors,

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**EMERGENCY OPERATIONS PLAN**

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the clerk of the board of supervisors, and County Disaster Council, and any other officer designated by a county; the mayor, the clerk of the city council, the City Disaster Council, and any other officer designated by a city; the executive head, the clerk of the governing body, or other officer of other political subdivisions and public agencies as designated by such parties.

- (8) This agreement shall become effective as to each party when approved or executed by the party, and shall remain operative and effective as between each and every party that has heretofore or hereafter approved or executed this agreement, until participation in this agreement is terminated by the party. The termination by one or more of the parties of its participation in this agreement shall not affect the operation of this agreement as between the other parties thereto. Upon approval or execution of this agreement the State Disaster Council shall send copies of all approved and existing mutual aid operational plans affecting such party which shall become operative as to such party 20 days after receipt thereof unless within that time the party by resolution or notice given to the State Disaster Council, in the same manner as notice of termination of participation in this agreement, declines to participate in any particular operational plan. The State Disaster Council shall keep every party currently advised of who the other parties to this agreement are and whether any of them has declined to participate in any particular operational plan.
- (9) Approval or execution of this agreement shall be as follows:
- (a) The Governor shall execute a copy of this agreement on behalf of the State of California and the various departments and agencies thereof. Upon execution by the Governor a signed copy shall forthwith be filed with the State Disaster Council.
  - (b) Counties, cities, and other political subdivisions and public agencies having a legislative or governing body shall by resolution approve and agree to abide by this agreement, which may be designated as "CALIFORNIA DISASTER AND CIVIL DEFENSE MASTER MUTUAL AID AGREEMENT." Upon adoption of such a resolution, a certified copy thereof shall forthwith be filed with the State Disaster Council.
  - (c) The executive head of those political subdivisions and public agencies having no legislative or governing body shall execute a copy of this agreement and forthwith file a signed copy with the State Disaster Council.
- (10) Termination of participation in this agreement may be affected by any party as follows:
- (a) The Governor, upon behalf of the State and its various departments and agencies, and the executive head of those political subdivisions and public agencies having no legislative or governing body, shall file a written notice of termination of participation in this agreement with the State Disaster Council and this agreement is terminated as to such party 20 days after the filing of such notice.
  - (b) Counties, cities, and other political subdivisions and public agencies having a legislative or governing body shall by resolution give notice of termination of participation in this agreement and file a certified copy of such resolution with the State Disaster Council, and this agreement is terminated as to such party 20 days after the filing of such resolution.

IN WITNESS WHEREOF this agreement has been executed and approved and is effective and operative as to each of the parties as herein provided.

/signed/ EARL WARREN  
GOVERNOR  
On behalf of the State of

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**EMERGENCY OPERATIONS PLAN**

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California and all its  
Departments and Agencies

ATTEST:

/signed/ FRANK M. JORDAN  
Secretary of State

November 15, 1950  
(GREAT SEAL)

**Note:**

There are references in the foregoing agreement to the California Disaster Act, State Disaster Council, and various sections of the Military and Veterans Code. Effective November 23, 1970, by enactment of Chapter 1454, Statutes 1970, the California Disaster Act (Sections 1500 ff., Military and Veterans Code) was superseded by the California Emergency Services Act (Sections 8550 ff., Government Code), and the State Disaster Council was superseded by the California Emergency Council.

Section 8668 of the California Emergency Services Act provides:

- (a) Any disaster council previously accredited, the State Civil Defense and Disaster Plan, the State Emergency Resources Management Plan, the State Fire Disaster Plan, the State Law Enforcement Mutual Aid Plan, all previously approved civil defense and disaster plans, all mutual aid agreements, and all documents and agreements existing as of the effective date of this chapter, shall remain in full force and effect until revised, amended, or revoked in accordance with the provisions of this chapter.

In addition, Section 8561 of the new act specifically provides:

"Master Mutual Aid Agreement" means the California Disaster and Civil Defense Master Mutual Aid Agreement, made and entered into by and between the State of California, its various departments and agencies, and the various political subdivisions of the state, to facilitate implementation of the purposes of this chapter.

Substantially the same provisions as previously contained in Section 1541, 1564, 1586 and 1587 of the Military and Veterans Code, referred to in the foregoing agreement, are now contained in Sections 8633, 8618, 8652 and 8643, respectively, of the Government Code.

**EMERGENCY MANAGEMENT ASSISTANCE COMPACT (EMAC)****ARTICLE I - PURPOSE AND AUTHORITIES**

This compact is made and entered into by and between the participating member states which enact this compact, hereinafter called party states. For the purposes of this agreement, the term "states" is taken to mean the several states, the Commonwealth of Puerto Rico, the District of Columbia, and all U.S. territorial possessions.

The purpose of this compact is to provide for mutual assistance between the states entering into this compact in managing any emergency or disaster that is duly declared by the governor of the affected state(s), whether arising from natural disaster, technological hazard, man-made disaster, civil emergency aspects of resources shortages, community disorders, insurgency, or enemy attack.

This compact shall also provide for mutual cooperation in emergency-related exercises, testing, or other training activities using equipment and personnel simulating performance of any aspect of the giving and receiving of aid by party states or subdivisions of party states during emergencies, such actions occurring outside actual declared emergency periods. Mutual assistance in this compact may include the use of the states' National Guard forces, either in accordance with the National Guard Mutual Assistance Compact or by mutual agreement between states.

**ARTICLE II - GENERAL IMPLEMENTATION**

Each party state entering into this compact recognizes many emergencies transcend political jurisdictional boundaries and that intergovernmental coordination is essential in managing these and other emergencies under this compact. Each state further recognizes that there will be emergencies which require immediate access and present procedures to apply outside resources to make a prompt and effective response to such an emergency. This is because few, if any, individual states have all the resources they may need in all types of emergencies or the capability of delivering resources to areas where emergencies exist. The prompt, full, and effective utilization of resources of the participating states, including any resources on hand or available from the Federal Government or any other source, that are essential to the safety, care, and welfare of the people in the event of any emergency or disaster declared by a party state, shall be the underlying principle on which all articles of this compact shall be understood.

On behalf of the governor of each state participating in the compact, the legally designated state official who is assigned responsibility for emergency management will be responsible for formulation of the appropriate interstate mutual aid plans and procedures necessary to implement this compact.

**ARTICLE III - PARTY STATE RESPONSIBILITIES**

A. It shall be the responsibility of each party state to formulate procedural plans and programs for interstate cooperation in the performance of the responsibilities listed in this article. In formulating such plans, and in carrying them out, the party states, insofar as practical, shall:

i. Review individual state hazards analyses and, to the extent reasonably possible, determine all those potential emergencies the party states might jointly suffer, whether due to natural disaster, technological hazard, man-made disaster, emergency aspects of resource shortages, civil disorders, insurgency, or enemy attack.

ii. Review party states' individual emergency plans and develop a plan which will determine the mechanism for the interstate management and provision of assistance concerning any potential emergency.

iii. Develop interstate procedures to fill any identified gaps and to resolve any identified inconsistencies or overlaps in existing or developed plans.

iv. Assist in warning communities adjacent to or crossing the state boundaries.

v. Protect and assure uninterrupted delivery of services, medicines, water, food, energy and fuel, search and rescue, and critical lifeline equipment, services, and resources, both human and material.

vi. Inventory and set procedures for the interstate loan and delivery of human and material resources, together with procedures for reimbursement or forgiveness.

vii. Provide, to the extent authorized by law, for temporary suspension of any statutes or ordinances that restrict the implementation of the above responsibilities.

B. The authorized representative of a party state may request assistance of another party state by contacting the authorized representative of that state. The provisions of this agreement shall only apply to requests for assistance made by and to authorized representatives. Requests may be verbal or in writing. If verbal, the request shall be confirmed in writing within 30 days of the verbal request. Requests shall provide the following information:

i. A description of the emergency service function for which assistance is needed, such as but not limited to fire services, law enforcement, emergency medical, transportation, communications, public works and engineering, building inspection, planning and information assistance, mass care, resource support, health and medical services, and search and rescue.

ii. The amount and type of personnel, equipment, materials and supplies needed, and a reasonable estimate of the length of time they will be needed.

iii. The specific place and time for staging of the assisting party's response and a point of contact at that location.

C. There shall be frequent consultation between state officials who have assigned emergency management responsibilities and other appropriate representatives of the party states with affected jurisdictions and the United States Government, with free exchange of information, plans, and resource records relating to emergency capabilities.

#### **ARTICLE IV – LIMITATIONS**

Any party state requested to render mutual aid or conduct exercises and training for mutual aid shall take such action as is necessary to provide and make available the resources covered by this compact in accordance with the terms hereof; provided that it is understood that the state rendering aid may withhold resources to the extent necessary to provide reasonable protection for such state.

Each party state shall afford to the emergency forces of any party state, while operating within its state limits under the terms and conditions of this compact, the same powers (except that of arrest unless specifically authorized by the receiving state), duties, rights, and privileges as are afforded forces of the state in which they are performing emergency services. Emergency forces will continue under the command and control of their regular leaders, but the organizational units will come under the operational control of the emergency services authorities of the state receiving assistance. These conditions may be activated, as needed, only subsequent to a declaration of a state of emergency or disaster by the governor of the party state that is to receive assistance or commencement of exercises or training for mutual aid and shall continue so long as the exercises or training for mutual aid are in progress, the state of emergency or disaster remains in effect or loaned resources remain in the receiving state(s), whichever is longer.

#### **ARTICLE V - LICENSES AND PERMITS**

Whenever any person holds a license, certificate, or other permit issued by any state party to the compact evidencing the meeting of qualifications for professional, mechanical, or other skills, and when such assistance is requested by the receiving party state, such person shall be deemed licensed, certified, or permitted by the state requesting assistance to render aid involving such skill to meet a declared emergency or disaster, subject to such limitations and conditions as the governor of the requesting state may prescribe by executive order or otherwise.

### **ARTICLE VI – LIABILITY**

Officers or employees of a party state rendering aid in another state pursuant to this compact shall be considered agents of the requesting state for tort liability and immunity purposes; and no party state or its officers or employees rendering aid in another state pursuant to this compact shall be liable on account of any act or omission in good faith on the part of such forces while so engaged or on account of the maintenance or use of any equipment or supplies in connection therewith. Good faith in this article shall not include willful misconduct, gross negligence, or recklessness.

### **ARTICLE VII - SUPPLEMENTARY AGREEMENTS**

Inasmuch as it is probable that the pattern and detail of the machinery for mutual aid among two or more states may differ from that among the states that are party hereto, this instrument contains elements of a broad base common to all states, and nothing herein contained shall preclude any state from entering into supplementary agreements with another state or affect any other agreements already in force between states. Supplementary agreements may comprehend, but shall not be limited to, provisions for evacuation and reception of injured and other persons and the exchange of medical, fire, police, public utility, reconnaissance, welfare, transportation and communications personnel, and equipment and supplies.

### **ARTICLE VIII – COMPENSATION**

Each party state shall provide for the payment of compensation and death benefits to injured members of the emergency forces of that state and representatives of deceased members of such forces in case such members sustain injuries or are killed while rendering aid pursuant to this compact, in the same manner and on the same terms as if the injury or death were sustained within their own state.

### **ARTICLE IX – REIMBURSEMENT**

Any party state rendering aid in another state pursuant to this compact shall be reimbursed by the party state receiving such aid for any loss or damage to or expense incurred in the operation of any equipment and the provision of any service in answering a request for aid and for the costs incurred in connection with such requests; provided, that any aiding party state may assume in whole or in part such loss, damage, expense, or other cost, or may loan such equipment or donate such services to the receiving party state without charge or cost; and provided further, that any two or more party states may enter into supplementary agreements establishing a different allocation of costs among those states. Article VIII expenses shall not be reimbursable under this provision.

### **ARTICLE X – EVACUATION**

Plans for the orderly evacuation and interstate reception of portions of the civilian population as the result of any emergency or disaster of sufficient proportions to so warrant, shall be worked out and maintained between the party states and the emergency management/services directors of the various jurisdictions where any type of incident requiring evacuations might occur. Such plans shall be put into effect by request of the state from which evacuees come and shall include the manner of transporting such evacuees, the number of evacuees to be received in different areas, the manner in which food, clothing, housing, and medical care will be provided, the registration of the evacuees, the providing of facilities for the notification of relatives or friends, and the forwarding of such evacuees to other areas or the bringing in of additional materials, supplies, and all other relevant factors. Such plans shall provide that the party state receiving evacuees and the party state from which the evacuees come shall mutually agree as to reimbursement of out-of-pocket expenses incurred in receiving and caring for such evacuees, for expenditures for transportation, food, clothing, medicines and medical care, and like items. Such expenditures shall be reimbursed as agreed by the party state from which the evacuees come. After the termination of the emergency or disaster, the party state from which the evacuees come shall assume the responsibility for the ultimate support of repatriation of such evacuees.

### **ARTICLE XI – IMPLEMENTATION**

A. This compact shall become operative immediately upon its enactment into law by any two (2) states; thereafter, this compact shall become effective as to any other state upon its enactment by such state.

B. Any party state may withdraw from this Compact by enacting a statute repealing the same, but no such withdrawal shall take effect until 30 days after the governor of the withdrawing state has given notice in writing of such withdrawal to the governors of all other party states. Such action shall not relieve the withdrawing state from obligations assumed hereunder prior to the effective date of withdrawal.

C. Duly authenticated copies of this compact and of such supplementary agreements as may be entered into shall, at the time of their approval, be deposited with each of the party states and with the Federal Emergency Management Agency and other appropriate agencies of the United States Government.

### **ARTICLE XII – VALIDITY**

This Act shall be construed to effectuate the purposes stated in Article I hereof. If any provision of this compact is declared unconstitutional, or the applicability thereof to any person or circumstances is held invalid, the constitutionality of the remainder of this Act and the applicability thereof to other persons and circumstances shall not be affected thereby.

### **ARTICLE XIII - ADDITIONAL PROVISIONS**

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**EMERGENCY OPERATIONS PLAN**

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Nothing in this compact shall authorize or permit the use of military force by the National Guard of a state at any place outside that state in any emergency for which the President is authorized by law to call into federal service the militia, or for any purpose for which the use of the Army or the Air Force would in the absence of express statutory authorization be prohibited under Section 1385 of title 18, United States Code.

*Ratified during the 2nd session of the 104th Congress and became Public Law 104-321, October 1996*

**CULVER CITY'S ORDINANCE RELATING TO DISASTERS AND EMERGENCIES**  
**Chapter 3.09 – Culver City Municipal Code**  
**DISASTER COUNCIL AND EMERGENCY SERVICES ORGANIZATION**

**§ 3.09.005 PURPOSES.**

The declared purposes of this Chapter are to provide for the preparation and carrying out of plans for the protection of persons, property and the environment within this City in the event of an emergency; the direction of the emergency organization; and the coordination of the emergency functions of this city with all other public agencies, corporations, organizations, and affected private persons.

('65 Code, § 12-1) (Ord. No. CS-696 § 1 (part); Ord. No. 2010-004 § 2 (part))

**§ 3.09.010 DEFINITIONS.**

As used in this Chapter, unless the context otherwise indicates:

**EMERGENCY.** The actual or threatened existence of conditions of disaster or of extreme peril to the safety of persons, property or the environment within this City caused by such conditions as air pollution, fire, flood, storm, epidemic, civil unrest, drought, sudden and severe energy shortage, or earthquake, or other conditions, including conditions resulting from terrorist acts or threats, war or imminent threat of war, but other than conditions resulting from a labor controversy, which conditions are or are likely to be beyond the control of the services, personnel, equipment, and facilities of this City, requiring the combined forces of other political subdivisions to combat.

**LOCAL EMERGENCY.** The meaning given it in Section 8558 of the California Government Code, or its successor provision.

**STATE OF EMERGENCY.** The meaning given it in Section 8558 of the California Government Code, or its successor provision.

**STATE OF WAR EMERGENCY.** The meaning given it in Section 8558 of the California Government Code, or its successor provision.

**SUCCESSOR PROVISION.** The specified section of state law as amended from time to time and any replacement for that section if that section is recodified or renumbered.

('65 Code, § 12-2) (Ord. No. CS-696 § 1 (part); Ord. No. 2010-004 § 2 (part))

**§ 3.09.015 DISASTER COUNCIL MEMBERSHIP; POWERS AND DUTIES.**

- A. *Disaster Council membership.* The Culver City Disaster Council shall consist of the members of the City Council. The Mayor shall serve as Chairperson, and the Vice Mayor shall serve as Vice Chairperson.
- B. *Powers and duties.* It shall be the duty of the Disaster Council, and it is hereby empowered:
  - 1. To develop and recommend for adoption by the City Council, emergency and mutual aid plans and agreements, and such ordinances and resolutions and rules and regulations as are necessary to implement such plans and agreements.
  - 2. To forward a copy of any emergency plan developed and adopted by the City to the State of California Office of Emergency Services, including without limitation, the City of Culver City Emergency Plan provided for in § 3.09.030.

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## EMERGENCY OPERATIONS PLAN

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3. To register disaster service workers; provided, however, that the Disaster Council may delegate the act of registering disaster service workers to others through the City of Culver City Emergency Plan.
4. To designate the individual responsible for keeping the registration of disaster service workers current, and for the accuracy and safekeeping of the official registration records, provided however, that the documented proof that the disaster service worker has taken the oath of office shall be filed in the office of the City Clerk.
5. To direct the activities of disaster service workers within the City through its role in the adoption of the City of Culver City Emergency Plan. The Emergency Plan shall delegate to City staff the authority to direct the activities of disaster service workers during a Local Emergency, State of Emergency, or State of War Emergency.

('65 Code, §§ 12-3 - 12-4) (Ord. No. CS-696 § 1 (part); Ord. No. 2010-004 § 2 (part))

### **§ 3.09.020 DIRECTOR AND ASSISTANT DIRECTOR OF EMERGENCY SERVICES; POWERS AND DUTIES.**

#### A. Director and Assistant Director of Emergency Services.

1. There is hereby created the office of Director of Emergency Services. The City Manager shall be the Director of Emergency Services.
2. There is hereby created the office of Assistant Director of Emergency Services. The Assistant City Manager shall be the Assistant Director of Emergency Services.

#### B. Powers and duties.

1. The Director of Emergency Services is hereby empowered to:
  - a. Monitor and evaluate potentially dangerous emergency situations, and when appropriate, request the City Council to proclaim the existence or threatened existence of a Local Emergency if the City Council is in session, or to issue such proclamation if the City Council is not in session. Whenever a Local Emergency is proclaimed by the Director of Emergency Services, the City Council shall take action to ratify the proclamation within seven (7) days thereafter or the proclamation shall have no further force or effect. If the City Council does not ratify the Local Emergency, such inaction shall not affect the validity of the Local Emergency during the period of time it was in effect.
  - b. Request the Governor to proclaim a State of Emergency when, in the opinion of the Director of Emergency Services, the locally available resources are inadequate to cope with the emergency and the City Council is not in session.
  - c. Control and direct the effort of the emergency organization of this City for the accomplishment of the purposes of this Chapter.
  - d. Direct cooperation between and coordination of services and staff of the emergency organization of this City; and resolve questions of authority and responsibility that may arise between them.
  - e. Represent the City in all dealings with public or private agencies on matters pertaining to Emergencies as defined herein.
  - f. Coordinate and carry out the policies and direction of the City Council and the Disaster Council, and perform such other duties and responsibilities as delegated by the Disaster Council or by the City Council.
  - g. Adopt rules and regulations consistent with the provisions of this Chapter for operation of the Office of Emergency Services.
  - h. In the event of the proclamation of a Local Emergency as herein provided, the proclamation of a State of Emergency by the Governor or the Director of the State Office of Emergency Services, or the existence of a State of War Emergency, the Director of Emergency Services is hereby empowered:

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**EMERGENCY OPERATIONS PLAN**

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- (1) To implement and carry out the City of Culver City Emergency Plan adopted pursuant to § 3.09.030;
- (2) To make and issue rules and regulations on matters reasonably related to the protection of persons, property and the environment as affected by such emergency, including but not limited to orders and regulations imposing a curfew within designated boundaries where necessary to preserve the public order and safety; provided, however, such rules and regulations must be confirmed at the earliest practicable time by the City Council;
- (3) To obtain vital supplies, equipment, and such other properties found lacking and needed for the protection of persons, property, and the environment, and to bind the City for the fair value thereof, and, if required immediately, to commandeer the same for public use;
- (4) To authorize the use of any gifts of services, equipment, temporary loan of equipment, supplies, goods or other in-kind donations, as necessary to provide for the protection of persons, property, and the environment, regardless of whether the donation comes from public or private sources. The order authorizing the use of any gifts shall be in writing. Any such donations used by the City shall be deemed duly accepted by the City Council in accordance with Section 37354 of the California Government Code, or its successor provision. A report of all such gifts used shall be made to the City Council at its next regular meeting for review;
- (5) To require emergency services of any City officer or employee, to command the aid of as many citizens of this community as he or she deems necessary in the execution of his or her duties, and to grant to public officers, employees, and registered volunteers the authority to command the aid of citizens of the community as they deem necessary in the execution of their duties; such persons shall be entitled to all privileges, benefits, and immunities as are provided by state law for registered disaster service workers;
- (6) To requisition necessary personnel or material of any City department or agency;
- (7) To request state aid, including without limitation, financial aid, equipment, personnel, supplies or anything else that the state or federal government may provide to assist the City in coping with, responding to, or recovering from the emergency situation;
- (8) To perform such other functions as necessary or appropriate to cope with the emergency situation; and
- (9) To execute all of his or her ordinary powers as City Manager, all of the special powers conferred upon him or her by this Chapter or by resolution or emergency plan pursuant hereto and adopted by the City Council, and all powers conferred upon him or her by any statute, by any agreement approved by the City Council, and by any other lawful authority,
  - i. In the event of a situation in which a significant number of persons are without the ability to obtain shelter, resulting in a threat to their health and safety, the Director of Emergency Services may issue a declaration of a shelter crisis pursuant to Section 8698.2 of the California Government Code, or its successor provision.
2. The Director of Emergency Services, or his or her designee, shall, with the assistance of the Fire Chief, and the Police Chief, manage the emergency operations of the City.
3. The Assistant Director of Emergency Services shall, under the supervision of the Director of Emergency Services, have such powers and duties as may be assigned by the Director of Emergency Services.

('65 Code, §§ 12-5 - 12-6) (Ord. No. CS-696 § 1 (part); Ord. No. 2006-009 § 22 (part); Ord. No. 2010-004 § 2 (part))

**§ 3.09.025 SUCCESSION.****A. Director of Emergency Services.**

1. The City Manager, as Director of Emergency Services, shall designate the order of succession to that office, in a letter signed by the City Manager and delivered to the City Clerk, and such person(s) designated shall automatically serve as Acting Director of Emergency Services, in the order specified in the letter, until the City Manager is present and able to serve. Such letter may delineate the circumstances and provide the parameters for determining when the City Manager or other successors are absent or unable to perform the duties of the Director of Emergency Services.
2. Such persons who serve as Acting Director of Emergency Services shall be employees or officers of the City. An individual serving as Acting Director of Emergency Services shall have the authority and powers of the Director of Emergency Services.
3. The City's Emergency Plan may provide additional guidelines to assist City personnel in determining when the City Manager, or his or her successor, is absent or unable to perform the duties of the Director of Emergency Services.

**B. City Council.** In the event of a State of War Emergency, or declaration of a State of Emergency, or Local Emergency, City Council vacancies may be filled and the City Council may be reconstituted using the methods provided in Article 15 of Division 1 of Title 2 of the California Government Code (§§ 8635 et seq.) as amended from time to time and any replacement for that Article if that Article is recodified or renumbered.

(Ord. Ord. No. 2010-004 § 2 (part))

**§ 3.09.030 EMERGENCY ORGANIZATION.**

All officers and employees of this City, together with those volunteer forces enrolled to aid them during an emergency, and all groups, organizations, and persons who may by agreement or operation of law, including persons impressed into service under the provisions of this Chapter, charged with duties incident to the protection of persons, property and the environment in the City during such emergency, shall constitute the emergency organization of the City of Culver City.

('65 Code, § 12-7) (Ord. No. CS-696 § 1 (part); Ord. No. 2010-004 § 2 (part))

**§ 3.09.035 EMERGENCY PLAN.**

The Culver City Disaster Council shall be responsible for the development of the City of Culver City Emergency Plan; such plan shall provide for the effective mobilization of all of the resources of the City, both public and private, to meet any condition constituting a Local Emergency, State of Emergency, or State of War Emergency; and shall provide for the organization, powers and duties, services, and staff of the emergency organization. Such plan shall take effect upon adoption by resolution of the City Council.

('65 Code, § 12-8) (Ord. No. CS-696 § 1 (part); Ord. No. 2010-004 § 2 (part))

**§ 3.09.040 EXPENDITURES.**

Any expenditures made in connection with emergency activities, including mutual aid activities, shall be deemed conclusively to be for the direct protection and benefit of the inhabitants and property of the City of Culver City.

('65 Code, § 12-9) (Ord. No. CS-696 § 1 (part); Ord. No. 2010-004 § 2 (part))

**§ 3.09.045 TEMPORARY ANTENNA INSTALLATIONS.**

The City Manager, as the Director of Emergency Services, is authorized in the event of a Local Emergency, State of Emergency or State of War Emergency to accommodate all providers of wireless services whose antenna facilities can be deployed immediately within the City for the purpose of implementing the City of Culver City Emergency Plan, coordinating the emergency and disaster functions of the City, and protecting persons, property and the environment. The temporary deployment of such wireless antenna facilities may be authorized at such locations, and for such period of time, as will afford maximum protection for the public health, welfare, and safety.

(Ord. No. 2010-004 § 2 (part))

**§ 3.09.050 PUNISHMENT OF VIOLATIONS.**

The City Manager, as the Director of Emergency Services, is authorized in the event of a Local Emergency, State of Emergency or State of War Emergency to accommodate all providers of wireless services whose antenna facilities can be deployed immediately within the City for the purpose of implementing the City of Culver City Emergency Plan, coordinating the emergency and disaster functions of the City, and protecting persons, property and the environment. The temporary deployment of such wireless antenna facilities may be authorized at such locations, and for such period of time, as will afford maximum protection for the public health, welfare, and safety.

('65 Code, § 12-10) (Ord. No. CS-696 § 1 (part)); Ord. No. 2010-004 § 2 (part))

**ANTI-PRICE GOUGING****§ 3.09.200 FINDINGS AND INTENT.**

The City Council hereby finds that during emergencies and major disasters elsewhere, including, but not limited to, earthquakes, fires, floods, or civil disturbances, some merchants have taken unfair advantage of consumers by greatly increasing prices for essential consumer goods and services. While the pricing of consumer goods and services is generally best left to the marketplace under ordinary conditions, when a declared state of emergency results in abnormal disruptions of the market, the public interest requires that excessive and unjustified increases in the prices of essential consumer goods and services be prohibited. It is the intent of the City Council in enacting this subchapter to protect citizens from excessive and unjustified increases in the prices charged during or shortly after an emergency for goods and services that are vital and necessary for the health, safety, and welfare of consumers. Further it is the intent of the City Council that this Article be liberally construed so that its beneficial purposes may be served.

(Ord. No. 2010-005 § 1 (part))

**§ 3.09.205 DEFINITIONS.**

For the purposes of this Subchapter, the following terms shall have the following meanings:

**BUILDING MATERIALS.** Lumber, construction tools, windows, and anything else used in the building or rebuilding of property.

**CONSUMER FOOD ITEM.** Any article that is used or intended for use for food, drink, confection, or condiment by a person or animal.

**DECLARED EMERGENCY.** A Local Emergency or State of Emergency as defined in § 3.09.010 of this Code.

**EMERGENCY SUPPLIES.** Includes, but is not limited to, water, flashlights, radios, batteries, candles, blankets, soaps, diapers, temporary shelters, tape, toiletries, plywood, nails, and hammers.

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## EMERGENCY OPERATIONS PLAN

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**GASOLINE.** Any fuel used to power any motor vehicle or power tool.

**GOODS.** Has the same meaning as defined in subdivision (c) of Section 1689.5 of the California Civil Code.

**HOUSING.** Any rental housing leased on a month-to-month term.

**MEDICAL SUPPLIES.** Includes, but is not limited to, prescription and nonprescription medications, bandages, gauze, isopropyl alcohol, and antibacterial products.

**REPAIR OR RECONSTRUCTION SERVICES.** Services performed by any person who is required to be licensed under the California Contractors' State License Law (Chapter 9 (commencing with Section 7000) of Division 3 of the California Business and Professions Code), for repairs to residential or commercial property of any type that is damaged as a result of an event that led to a Declared Emergency or State of War Emergency.

**TRANSPORTATION, FREIGHT, AND STORAGE SERVICES.** Any service that is performed by any company that contracts to move, store, or transport personal or business property or rents equipment for those purposes.

(Ord. No. 2010-005 § 1 (part))

### **§ 3.09.210 PROHIBITION AGAINST EXCESSIVE AND UNJUSTIFIED INCREASES IN CONSUMER PRICES DURING A DECLARED EMERGENCY.**

#### *A. Consumer goods and services.*

1. Upon the proclamation of a Declared Emergency or an event triggering a State of War Emergency, and for a period of 30 days following the proclamation of a Declared Emergency or the event that triggered a State of War Emergency, it is unlawful for a person, contractor, business, or other entity to sell or offer to sell any consumer food items or goods, goods or services used for emergency cleanup, emergency supplies, medical supplies, home heating oil, building materials, housing, transportation, freight, and storage services, or gasoline or other motor fuels for a price of more than 10 percent above the price charged by that person for those goods or services immediately prior to the proclamation of a Declared Emergency or the event that triggered a State of War Emergency.
2. Subject to subsection A.3 below, a person may only increase prices in excess of the amount permitted in subsection A.1 as follows:
  - (i) The seller or vendor can demonstrate that the increase in price is directly attributable to additional costs imposed on that person by the supplier of the goods; or
  - (ii) The seller or vendor can demonstrate that the increase in price is directly attributable to additional costs for labor or materials used to provide the services.
3. In those situations where the increase in price is attributable to additional costs imposed by the seller's supplier or additional costs of providing the good or service during the Declared Emergency or State of War Emergency, the price charge shall represent no more than 10 percent above the total of the cost to the seller, plus the markup customarily applied by the seller for that good or service in the usual course of business immediately prior to the proclamation of a Declared Emergency or the event that triggered a State of War Emergency.
4. A business offering an item for sale at a reduced price immediately prior to the proclamation of a Declared Emergency or the event triggering a State of War Emergency may use the price at which it usually sells the item to calculate the price increase permitted pursuant to this Section.

*B. Construction, Repair, and Clean-up Services.*

1. Upon the proclamation of a Declared Emergency or an event triggering a State of War Emergency, and for a period of 180 days following the proclamation of a Declared Emergency or the event that triggered a State of War Emergency, it is unlawful for a contractor to sell or offer to sell any repair or reconstruction services, or any services used in emergency cleanup, for a price of more than 10 percent above the price charged by that person for those services immediately prior to the proclamation of a Declared Emergency or the event that triggered a State of War Emergency.
2. Subject to subsection B.3 below, a person may increase prices in excess of the amount permitted in subsection B.1. as follows:
  - (i) The seller or vendor can demonstrate that the increase in price is directly attributable to additional costs imposed on that person by the supplier of the goods; or
  - (ii) The seller or vendor can demonstrate that the increase in price is directly attributable to additional costs for labor or materials used to provide the services.
3. In those situations where the increase in price is attributable to the additional costs imposed by the contractor's supplier or additional costs of providing the service during the Declared Emergency or State of War Emergency, the price represents no more than ten (10) percent above the total of the cost to the contractor, plus the markup customarily applied by the contractor for that good or service in the usual course of business immediately prior to the proclamation of a Declared Emergency or the event that triggered a State of War Emergency.
4. A contractor offering services at a reduced price immediately prior to the proclamation of a Declared Emergency or the event triggering a State of War Emergency may use the price usually charged for the services to calculate the price increase permitted pursuant to this subchapter.

*C. Hotel and motel rates.*

1. Upon the proclamation of a Declared Emergency or an event triggering a State of War Emergency, and for a period of thirty (30) days following the proclamation of a Declared Emergency or the event that triggered a State of War Emergency, it is unlawful for an owner or operator of a hotel or motel to increase the hotel or motel's regular rates, as advertised immediately prior to the proclamation of a Declared Emergency or the event that triggered a State of War Emergency, by more than ten (10) percent.
2. A hotel owner or operator may increase prices in excess of the amount permitted by subsection C.1. if the owner or operator can prove that the increase in price is directly attributable to additional costs imposed on it for goods or labor used in its business, to seasonal adjustments in rates that are regularly scheduled, or to previously contracted rates.

(Ord. No. 2010-005 § 1 (part))

**§ 3.09.215 EXTENSION OF TIME PERIOD DURING WHICH PROHIBITION IS IN EFFECT.**

The provisions of this Article may be extended for additional thirty (30)-day periods by the Director of Emergency Services or the City Council, if deemed appropriate to protect public health, safety, or welfare.

(Ord. No. 2010-005 § 1 (part))

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**AUTHORITIES AND RESPONSIBILITIES OF  
LOCAL HEALTH OFFICERS IN DISASTERS**

These references have been prepared strictly as a guide, and should not be construed as providing legal advice. To ensure compliance with applicable laws and regulations, city or county legal counsel should be consulted prior to invoking the authorities discussed in this document

HSC = Health and Safety Code

GC = Government Code

CCR = California Code of Regulations

PC = Penal Code

**GENERAL DUTIES AND RESPONSIBILITIES OF COUNTY HEALTH OFFICER**

**The local health officer is delegated the responsibility for enforcement of public health laws and regulations.**

**HSC § 101000 County Health Officer Appointment**

“Each board of supervisors shall appoint a health officer who is a county officer.”

**HSC § 101460 City Health Officer; Appointment.**

“Every governing body of a city shall appoint a health officer, except when the city has made other arrangements as specified in this code, for the county to exercise the same powers and duties within the city, as are conferred upon city health officers by law.”

**HSC § 101400 Contracts For County Performance Of City Health Functions.**

“The board of supervisors may contract with a city in the county, and the governing body of a city may contract with the county for the performance by health officers or other county employees of any or all enforcement functions within the city related to ordinances of public health and sanitation, and all inspections and other related functions.”

**HSC § 101025 Duties Of Governing Body Of County**

“The board of supervisors of each county shall take measures as may be necessary to preserve and protect the public health in the unincorporated territory of the county, including, if indicated, the adoption of ordinances, regulations and orders not in conflict with general laws, and provide for the payment of all expenses incurred in enforcing them.”

**HSC § 101030 Enforcement Duties.**

“The county health officer shall enforce and observe all of the following in the unincorporated area of the county:

- (a) Orders and ordinances of the board of supervisors pertaining to public health and sanitary matters;
- (b) Orders including quarantine and other regulations prescribed by the department; and
- (c) Statutes related to public health.”

**HSC § 101375 Consent Of City; Enforcement Duties Of County Health Officer.**

“When the governing body of a city in the county consents by resolution or ordinance, the county health officer shall enforce and observe in the city all of the following:

- (a) Orders and quarantine regulations prescribed by the department and other regulations issued under this code.
- (b) Statutes relating to the public health.”

**HSC § 101405 Powers Of County Health Officers In City.**

“Whenever a contract has been duly entered into, the county health officer and his or her deputies shall exercise the same powers and duties in the city as are conferred upon city health officers by law.”

**EMERGENCIES, EMERGENCY PROCLAMATIONS, AND HEALTH OFFICER AUTHORITY DURING A PROCLAIMED EMERGENCY****GC § 8558 Degrees Of Emergency.**

“Three conditions or degrees of emergency are established by this chapter:

(a) **"State of war emergency"** means the condition which exists immediately, with or without a proclamation thereof by the Governor, whenever this state or nation is attacked by an enemy of the United States, or upon receipt by the state of a warning from the federal government indicating that such an enemy attack is probable or imminent.

(b) **"State of emergency"** means the duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, drought, sudden and severe energy shortage, plant or animal infestation or disease, the Governor's warning of an earthquake or volcanic prediction, or an earthquake, or other conditions, other than conditions resulting from a labor controversy or conditions causing a "state of war emergency," which conditions, by reason of their magnitude, are or are likely to be beyond the control of the services, personnel, equipment, and facilities of any single county, city and county, or city and require the combined forces of a mutual aid region or regions to combat, or with respect to regulated energy utilities, a sudden and severe energy shortage requires extraordinary measures beyond the authority vested in the California Public Utilities Commission.

(c) **"Local emergency"** means the duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the territorial limits of a county, city and county, or city, caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, drought, sudden and severe energy shortage, plant or animal infestation or disease, the Governor's warning of an earthquake or volcanic prediction, or an earthquake, or other conditions, other than conditions resulting from a labor controversy, which conditions are or are likely to be beyond the control of the services,

personnel, equipment, and facilities of that political subdivision and require the combined forces of other political subdivisions to combat, or with respect to regulated energy utilities, a sudden severe energy shortage requires extraordinary measures beyond the authority vested in the California Public Utilities Commission.”

**GC § 8630 Proclamation by local governing body.**

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

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

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

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

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

**County Declaration of Local Emergency Applies to the Cities within the County**

**GC § 8630 Proclamation By Local Governing Body. Notes Of Decisions:**

**62 Ops.Atty.Gen. 710, 11-16-79**

1. In general. “When the county has declared the local emergency based upon conditions which include both incorporated and unincorporated territory of the county, it is not necessary for the cities to also declare the existence of a local emergency independently.”

**Health Officer's Authority During a Proclaimed Emergency**

**HSC § 101040 Authority To Take Preventive Measures During Emergency.**

“The county health officer may take any preventive measure that may be necessary to protect and preserve the public health from any public health hazard during any "state of war emergency," "state of emergency," or "local emergency," as defined by Section 8558 of the Government Code, within his or her jurisdiction. "Preventive measure" means abatement, correction, removal or any other protective step that may be taken against any public health hazard that is caused by a disaster and affects the public health. Funds for these measures may be allowed pursuant to Sections 29127 to 29131, inclusive, and 53021 to 53023, inclusive, of the

Government Code and from any other money appropriated by a county board of supervisors or a city governing body to carry out the purposes of this section. The county health officer, upon consent of the county board of supervisors or a city governing body, may certify any public health hazard resulting from any disaster condition if certification is required for any federal or state disaster relief program.”

### **Health Emergency**

**HSC § 101080 Declaration Of Health Emergency; Conditions; Duration; Review.** “Whenever a release, spill, escape, or entry of waste occurs as described in paragraph (2) of subdivision (b) of Section 101075 and the director or the local health officer reasonably determines that the waste is a hazardous waste or medical waste, or that it may become a hazardous waste or medical waste because of a combination or reaction with other substances or materials, and the director or local health officer reasonably determines that the release or escape is an immediate threat to the public health, the director may declare a health emergency and the local health officer may declare a county health emergency in the county or any area thereof affected by the threat to the public health. Whenever a local health emergency is declared by a local health officer pursuant to this section, the local health emergency shall not remain in effect for a period in excess of seven days unless it has been ratified by the board of supervisors. The board of supervisors shall review, at least every 14 days until the local health emergency is terminated, the need for continuing the local health emergency and shall proclaim the termination of the local health emergency at the earliest possible date that conditions warrant the termination.”

### **Health Officer's Authority During a Declared Health Emergency**

#### **HSC §101085 Health Emergencies; Powers Of Health Officials.**

“(a) After the declaration of a health emergency or a county health emergency pursuant to Section 101080, the director or local health officer may do any or all of the following:

- (1) Require any person or organization that the director or local health officer shall specify to furnish any information known relating to the properties, reactions, and identity of the material that has been released, spilled, or escaped. The director or local health officer may require information to be furnished, under penalty of perjury, by the person, company, corporation, or other organization that had custody of the material, and, if the material is being transferred or transported, by any person, company, corporation, or organization that caused the material to be transferred or transported. This information shall be furnished to the director or local health officer upon request in sufficient detail, as determined by the director or local health officer, as required to take any action necessary to abate the health emergency or county health emergency or protect the health of persons in the county, or any area thereof, who are, or may be affected. However, the burden, including costs, of furnishing the information shall bear a reasonable

relationship to the need for the information and the benefits to be obtained there from.

(2) Provide the information, or any necessary portions thereof, or any other necessary information available to the director or local health officer to state or local agencies responding to the health emergency or county health emergency or to medical and other professional personnel treating victims of the local health emergency.

(3) Sample, analyze, or otherwise determine the identifying and other technical information relating to the health emergency or county health emergency as necessary to respond to or abate the county health emergency and protect the public health.

(b) This section does not limit or abridge any of the powers or duties granted to the State Water Resources Control Board and to each regional water quality control board by Division 7 (commencing with Section 13000) of the Water Code. This section also does not limit or abridge the powers or duties granted to the State Air Resources Board or to any air pollution control district by Division 26 (commencing with Section 39000). This section does not limit or abridge any of the powers or duties granted to the Director of Food and Agriculture or to any county agricultural commissioner by Division 6 commencing with Section 11401) or by Division 7 (commencing with Section 12501) of the Food and Agricultural Code.”

### **Personnel Resources Available to the Health Officer During a Health or Local Emergency**

#### **HSC § 101310 Health Emergencies.**

“In the event a health emergency is declared by the board of supervisors in a county, or in the event a county health emergency is declared by the county health officer pursuant to Section 101080, the local health officer shall have supervision and control over all environmental health and sanitation programs and personnel employed by the county during the state of emergency”.

*Note: A "health emergency" that is declared by the board of supervisors under HSC §101310 is a "local emergency" which has been proclaimed for a health-related reasons as defined under GC § 8558 (c) pursuant to GC § 8630. Historically, this has been interpreted to include emergencies with public health consequences such as an earthquake, flood, or other disaster*

## **The Authority To Order An Evacuation**

### **PC § 409.5**

“(a) Whenever a menace to the public health or safety is created by a calamity including a flood, storm, fire, earthquake, explosion, accident, or other disaster, officers of the Department of the California Highway Patrol, police departments, marshal's office or sheriff's office, any officer or employee of the Department of Forestry and Fire Protection designated a peace officer by subdivision (g) of Section 830.2, any officer or employee of the Department of Parks and Recreation designated a peace officer by subdivision (f) of Section 830.2, any officer or employee of the Department of Fish and Game designated a peace officer under subdivision (e) of Section 830.2, and any publicly employed full-time lifeguard or publicly employed full-time marine safety officer while acting in a supervisory position in the performance of his or her official duties, may close the area where the menace exists for the duration thereof by means of ropes, markers, or guards to any and all persons not authorized by the lifeguard or officer to enter or remain within the enclosed area. **If the calamity creates an immediate menace to the public health, the local health officer may close the area where the menace exists pursuant to the conditions set forth in this section.** (emphasis added)

(b) Officers of the Department of the California Highway Patrol, police departments, marshal's office or sheriff's office, officers of the Department of Fish and Game designated as peace officers by subdivision (e) of Section 830.2, or officers of the Department of Forestry and Fire Protection designated as peace officers by subdivision (g) of Section 830.2 may close the immediate area surrounding any emergency field command post or any other command post activated for the purpose of abating any calamity enumerated in this section or any riot or other civil disturbance to any and all unauthorized persons pursuant to the conditions set forth in this section whether or not the field command post or other command post is located near to the actual calamity or riot or other civil disturbance.

(c) Any unauthorized person who willfully and knowingly enters an area closed pursuant to subdivision (a) or (b) and who willfully remains within the area after receiving notice to evacuate or leave shall be guilty of a misdemeanor.

(d) Nothing in this section shall prevent a duly authorized representative of any news service, newspaper, or radio or television station or network from entering the areas closed pursuant to this section.”

## **COMMUNICABLE DISEASE PREVENTION AND CONTROL**

### **HSC §120100. Definition of Health Officer**

"Health Officer," as used in the Communicable Disease Prevention and Control Act (§27) includes county, city, and district health officers, and city and district health boards, but does not include advisory health boards.

**HSC §120130 Isolation and Quarantine**

...A health officer may require isolation (strict or modified) or quarantine for any case of contagious, infectious, or communicable disease when this action is necessary for the protection of the public health.

**HSC §120175 Measures to Prevent Spread of Disease**

Each health officer knowing or having reason to believe that any case of the disease made reportable by regulation of the department, or any other contagious, infectious or communicable disease may exist, or has recently existed, within the territory under his or her jurisdiction, shall take measures as may be necessary to prevent the spread of the disease or occurrence or additional cases.

**HSC §120275 Violation of Isolation or Quarantine Order**

Any person who, after notice, violates, or who, upon the demand of any health officer, refuses or neglects to conform to, any rule, order, or regulation prescribed by the department respecting a quarantine or disinfection of persons, animals, things, or places, is guilty of a misdemeanor.

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**EMERGENCY MASS NOTIFICATION SYSTEM**

The City has access to Nixle, an emergency mass notification system. The notification system enables the City, with one call or a few clicks of a computer mouse, to communicate with thousands of residents, businesses and neighbors anywhere, anytime, via home phone, cell phone, business phone, or email address.

Nixle activation procedures are in a confidential/security document that can be found in a separate secure binder in the EOC.

**EMERGENCY ALERT SYSTEM (EAS)  
ACTIVATION PROCEDURES**

This information is a confidential/security document that can be found in a separate secure binder in the EOC.

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**EMERGENCY OPERATIONS PLAN**

**MEDIA PHONE LIST - RADIO/TV/PRINT**

<i>Media Outlet</i>	<i>Contact Name</i>	<i>Address</i>	<i>City, State, Zip</i>	<i>Phone #</i>	<i>Fax #</i>	<i>Email-Address</i>	<i>Website</i>	<i>Preferred Method of Contact</i>
Media Page	Tom Kravitz	PO Box 1307	Culver City, CA 90232	(310) 838-1436		<a href="mailto:Newsdesk@mediapage.com">Newsdesk@mediapage.com</a> <a href="mailto:breakingnews@mediapage.com">breakingnews@mediapage.com</a> <a href="mailto:tom@mediapage.com">tom@mediapage.com</a>	<a href="http://www.mediapage.com">www.mediapage.com</a>	Email-breaking news
Culver City News	Lori Fusaro	4351 Sepulveda Bl.	Culver City, CA 91302	310-437-4401	310-391-9068	<a href="mailto:editor@culvercitynews.org">editor@culvercitynews.org</a>	<a href="http://www.culvercitynews.com">www.culvercitynews.com</a>	Email
City News Service	EDITOR/Wire Service	1900 Avenue of the Stars, Ste. 1870	Los Angeles, CA 90067	(310) 481-0404	(310) 481-0416	<a href="mailto:citynews@pacbell.net">citynews@pacbell.net</a>	<a href="http://www.socalnews.com">www.socalnews.com</a>	Email
Culver City Observer	Mitch Chortkoff or Steve Hadland	4346 Sepulveda Bl.	Culver City, CA 90230	(310) 503-4145		<a href="mailto:CCObserver@aol.com">CCObserver@aol.com</a> or <a href="mailto:publisher@culvercityobserver.com">publisher@culvercityobserver.com</a>	<a href="http://www.Culvercityobserver.com">www.Culvercityobserver.com</a>	Email
The Wave & LA Independent	John Moreno	4201 Wilshire Blvd Ste 600	Los Angeles, CA 90015	(323) 556-5720	(323) 556-5704	<a href="mailto:jmoreno@wavepublication.com">jmoreno@wavepublication.com</a>		Email
The Front Page	Ari Noonan	4260 Overland Ave.	Culver City, CA 90230	(310) 951-3054		<a href="mailto:anoonan@thefrontpageonline.com">anoonan@thefrontpageonline.com</a>	<a href="http://www.Thefrontpageonline.com">www.Thefrontpageonline.com</a>	Email
Fox Hills Digest	(Article in publication monthly) Prather Jackson	Jackson Publishing Company 4221 Wilshire Blvd. Ste. 290-14	Los Angeles, CA 90010	(323) 315-9498	<b>(323) 965-0777</b>	<a href="mailto:prathjacks@aol.com">prathjacks@aol.com</a>	<a href="http://www.FoxHillsDigest.com">www.FoxHillsDigest.com</a>	Fax
Los Angeles Times -Metro (Westside)	Matt Stevens	202 W. 1 <sup>st</sup> St.	Los Angeles CA 90012	<b>213-237-5127</b> <b>(cell) 213-271-5706</b>	(310) 314-1238	<a href="mailto:matthew.stevens@latimes.com">matthew.stevens@latimes.com</a>	<a href="http://www.latimes.com/community/">http://www.latimes.com/community/</a>	Phone
Los Angeles Times -Metro (Main)	Assignment Editor	202 W. 1 <sup>st</sup> Street	Los Angeles CA 90012	(213) 237-7001	(213) 237-4712	<a href="mailto:metrodesk@latimes.com">metrodesk@latimes.com</a> <a href="mailto:newstips@latimes.com">newstips@latimes.com</a>	<a href="http://www.Latimes.com/mediacenter">www.Latimes.com/mediacenter</a>	Email
Los Angeles Business Journal	Charles Crumpley	5700 Wilshire Blvd., Ste. 170	Los Angeles, CA 90036	(323) 549-5225	(323) 549-5255	<a href="mailto:ccrumpley@labusinessjournal.com">ccrumpley@labusinessjournal.com</a> Preferred to be	<a href="http://www.labusinessjournal.com">www.labusinessjournal.com</a>	Email

## EMERGENCY OPERATIONS PLAN

						contacted via <a href="mailto:newsdesk@labusinessjournal.com">newsdesk@labusinessjournal.com</a>		
Culver City Chamber of Commerce	Steven Rose	6000 Sepulveda Blvd. Ste 1260	Culver City, CA 90230	(310) 287-3850	(310) 390-0395	<a href="mailto:Ssssteve@culvercitychamber.com">Ssssteve@culvercitychamber.com</a>	www.Culvercitychamber.com	Email
Culver City Historian	Julie Lugo Cerra	4022 Lincoln Ave.	Culver City, CA 90232	<b>(310) 253-6059</b>	(310) 559-7310	<a href="mailto:jlugocerra@aol.com">jlugocerra@aol.com</a>		Phone
KCBS Action News Ch. 2	Steve Crawford News Director: Roger Bell	6121 Sunset Blvd.	Hollywood, CA 90028	530-343-1212	(323) 460-3733 Attn: Assignment desk	<a href="mailto:kcbstvnews@cbs.com">kcbstvnews@cbs.com</a>	www.khsltv.com	Email
KNBC News Ch. 4	News Director: Nancy Gonzales	3000 W. Alameda	Burbank, CA 91523	(818) 244-6397 or (818) 840-3425 assignment desk	(818) 840-3535	<a href="mailto:story@nbc4.tv">story@nbc4.tv</a> <a href="mailto:tips@nbcla.com">tips@nbcla.com</a>	www.nbclosangeles.com	Email
KTLA News Ch. 5	Vance Scott News Director: Jeff Wald	5800 Sunset Blvd.	Los Angeles, CA 90028	(323) 460-5500,	Morning news use (310) 460-5407, Evening news use (323) 460-5333	<b>Fax press releases to the Assignment Desk</b>	www.ktla.com	Fax
KABC Eyewitness News - Ch. 7	Jay Eckstein, Assignment Editor	500 Circle Seven Drive	Glendale, CA 91201	(818) 863-7777	<b>(818) 863-7080</b>	<b>Unavailable (Prefers fax, Attn: Assignment Desk)</b> <a href="mailto:eyewitnessnews@myabc7.com">eyewitnessnews@myabc7.com</a>	www.abc7.com	Fax

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**EMERGENCY OPERATIONS PLAN**


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KCAL News Ch. 9	Assignment Desk	6121 Sunset Blvd.	Hollywood, CA 90028	530-343-1212	(323) 460-3733 Attn: Assignment desk	<a href="mailto:kcbstvnews@cbs.com">kcbstvnews@cbs.com</a>	<a href="http://losangeles.cbslocal.com/tag/kcal-9/">http://losangeles.cbslocal.com/tag/kcal-9/</a>	Email
KTTV Fox News Ch. 11	Carol Breshears News Director: Kingsley Smith	1999 S. Bundy Dr.	Los Angeles, CA 90025	<b>(310) 584-2000</b>	(310) 584-2023	<a href="mailto:news@fox11.com">news@fox11.com</a>	<a href="http://www.myfoxla.com">www.myfoxla.com</a>	Phone
KCOP Local News UPN-Ch. 13	Assignment Desk	1999 S. Bundy Dr.	Los Angeles, CA 90025	<b>(310) 584-2000</b>	(323)584-2023	<a href="mailto:upndesk@upn13.com">upndesk@upn13.com</a>	<a href="http://www.myfoxla.com">www.myfoxla.com</a>	Phone
L.A. Watts Times, Inc.	Madaline Vinson	3540 Wilshire Blvd. Penthouse 3	Los Angeles, CA 90010	323-299-3800, ext. 257	(213) 251-5720	<a href="mailto:Sam.lawt@lasentinel.net">Sam.lawt@lasentinel.net</a>	<a href="http://www.lawattstimes.com">www.lawattstimes.com</a>	Email
SOCAL.COM Internet Newspaper	Ed McGuire			(310) 204-0535		<a href="mailto:submissions@lightpublisher.com">submissions@lightpublisher.com</a> cc: <a href="mailto:events@socal.com">events@socal.com</a>		Email
Univision	Assignment desk: Annette Garcia or Nancy Aguilar or Edith Granero	5999 Center Drive	Los Angeles, CA 90045	(310) 348-3495	(310) 348-3493	<a href="mailto:angarcia@univision.net">angarcia@univision.net</a> , <a href="mailto:naguilar@univision.net">naguilar@univision.net</a> , <a href="mailto:egranero@univision.net">egranero@univision.net</a>	<a href="http://www.univision.com">www.univision.com</a>	Email

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**MEDIA RELATIONS  
Dos and Don'ts**

<b>DO</b>	<b>DON'T</b>
Prepare	Lie
Assume you're being recorded	Fake it
Respect their deadlines	Go "off the record"
Know the law regarding media	Say "no comment"
Speak officially-no opinions	Use industry slang or terminology
Give the whole story	Speculate
Treat them all equally	Make flippant remarks
Highlight your priorities	Tell one news agency what another is doing
Say "I don't know"	Wear sunglasses on camera
Be there for them-return calls	Fill the "pregnant pause"
Prepare a fact sheet of frequently asked questions	Put down your detractors
Suggest interesting story ideas	Argue with the press
Offer tours or support information	Try to say everything at once
Think "soundbite" or quote	Answer hypotheticals
Listen to the question	Say "Ah"
Practice	Respond to emotional appeals with emotion
Anticipate questions	Send a news release unless it's newsworthy
Correct their mistakes	Break the connection
Remember you are the expert	

**Speak only for your agency or level of government.**

- ) Arrange for meetings between the media and incident (field) personnel.
- ) Make sure telephones, coffee, etc., are available for media representatives if possible.
- ) Try to stay with your prepared statement.
- ) Stay cool; don't let questions unnerve you.
- ) Be direct and **only** comment on what you know - **DO NOT SPECULATE!**
- ) Have information release policy pre-set with EOC Director.
- ) Try to make the media your friend-they can either help or hinder your operation.

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### **THE PUBLIC INFORMATION OFFICER (PIO)**

The City has a responsibility for providing the public with accurate, timely, and consistent information in an emergency. Informing the public is a special priority during emergency incidents, and the public expects timely information about the emergency.

The objectives of Emergency Public Information are to:

- ) Rapidly provide the general public with information about the emergency and instructions about what they should do.
- ) Provide the media with accurate, timely information about the extent of the emergency and City response efforts.

To meet these objectives, public information officers (PIOs) at all levels must work together and with media representatives to disseminate information and instructions to the public when emergencies occur. The PIO team should:

- ) Provide a PIO planning/work area in or near the EOC.
- ) Coordinate with the Incident Command Post staff to establish a Media Photo Site for visual access near the scene of the incident.
- ) Establish a Media Information Center or a Joint Information Center for briefing the news media.
- ) Establish a rumor control function to respond to public and media inquiries.
- ) Coordinate with the Management Liaison Officer to handle VIP tours.

The **primary role** of the PIO is to disseminate emergency instructions and critical information through the media to the public.

A **secondary function** is to provide the public (through the media) with accurate and complete information regarding incident cause, size, status, resources committed and potential short or long-term impacts, if known. For large incidents or incidents involving numerous response agencies, PIOs from all responding agencies should combine to form a public information team under the direction of the designated PIO in the EOC.

### **EMERGENCY NOTIFICATION**

Emergency notification instructions and advisories are primarily the City's responsibility. During the initial emergency phase, the PIO will assist in alerting the public to hazards and for providing emergency instructions regarding protective actions to be taken to avoid injury and protecting property. These public notifications should be made as soon as possible through the broadcast media to provide adequate time for response.

Notifications should include local and national wire services. To notify news media of a breaking story, give the following information:

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## EMERGENCY OPERATIONS PLAN

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- ) Your name
- ) Title
- ) Type of incident
- ) Safety information
- ) Location of incident (include Thomas Brothers map coordinates).
- ) Any additional information for the news media (command post location, equipment on scene, best access route, etc.).

The PIOs will release emergency public information locally and provide status information to PIOs at higher levels of government. This information should be coordinated with all agencies involved in the incident.

### EMERGENCY PHASE

During this phase the public information system is mobilized to provide public information of a pending hazard or to respond to media and public inquiries.

The PIO is an essential part of the field level and EOC Command Staff. The PIO function should be established as soon as possible to ensure prompt access to all current emergency response and health or safety information available. On-scene PIOs will coordinate with the PIO in the EOC.

Rapid dissemination of information is especially critical in a breaking event. The information should advise the public of the potential hazards and the nature of the hazard, area involved, evacuations and traffic control.

### Rumor Control

Government is responsible for providing information and instructions to the public along with establishing an effective rumor control system. It is important to establish Rumor Control to respond to direct public and media inquiry.

### MEDIA INFORMATION

#### Joint Information Center or Media Center

Media accommodation begins with access to the scene through a Joint Information Center or Media Center. It is important to remember that the media is an important element of emergency response as they can provide critical information to the Incident Commander/EOC Director and staff as well as the public.

On smaller incidents a Media Information Center should be established to provide warning or precautionary information and to release information:

- ) On general safety instructions to the public via the media.
- ) Relating to the response activities on scene, medical, shelter, road/street closures and damage assessment.
- ) On the status of the incident, deaths (**when confirmed by the Coroner**), injuries, displaced persons, damages, hospital status, school status and major problems.

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## EMERGENCY OPERATIONS PLAN

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The Media Information Center should be clearly marked if located within law enforcement lines. It should be staffed by qualified PIOs and open to all authorized news media representatives. The Media Information Center should be closed to the general public. Appropriate government officials and incident specialists may be brought into the Media Information Center area for interviews.

When working with the media it is important to provide:

- ) Location of media center(s)
- ) Best access routes to media center
- ) Location of media access photo sites
- ) Times of news briefings
- ) Airspace restrictions
- ) Street closures/detours
- ) Shelter and hospital addresses
- ) Hazardous materials dangers
- ) Language assistance for non-English speaking journalists
- ) Scheduled media tours of incident area (coordinate with the Liaison Officer)
- ) Weather information

A Joint Information Center should be established when multiple jurisdictions, agencies and level of government are involved in the response. The PIOs at the Joint Information Center will employ the Joint Information System to share and coordinate public information, whether formally or informally, to ensure delivery of accurate and timely information the public needs and wants.

### **Media Identification**

Provisions for press passes should be determined before an incident occurs. Generally, the law enforcement agency issues press passes to representatives from legitimate news gathering agencies. Provisions for a system of temporary press passes should be addressed to cover the occasion when legitimate journalists arrive on the scene of a major incident.

As a general guideline, any person employed by a news gathering agency, be it newspaper, wire service, television or radio station, or as a freelance journalist or photojournalist, is authorized access to disaster areas under Penal Code section 409.5 (d) or PC 409.6(d). As a general rule, media representatives should not be admitted to National Defense Areas such as the crash site of a military aircraft (66 Ops. Cal. Atty. Gen. 497 (1983)).

Other means of identification are Media Vehicle Placards and Press Photographer license plates (California Vehicle Code Section 5008). The Department of Motor Vehicles, Special Plate Section states in part:

"Any person who is regularly employed or engaged as a bona fide newspaper, newsreel, or television photographer or cameraman may apply for press photographer's plates. No more

than one set of the special plates will be issued to a press photographer. Photojournalists must derive more than 50% of their personal income as a press photographer from a bona-fide news organization."

These plates can be identified by the letters PP inside a triangle shaped shield, followed by a number. These vehicle identification plates serve only to identify the vehicle as the property of a media representative and all persons inside the vehicle should be properly identified.

### **News Conferences and Briefings**

The Media Information Center and Joint Information Center should be able to accommodate all media representatives during news conference briefings. State policy allows all media representatives equal access to information developed for release. Physical access to the media center and site could be controlled or restricted. If access is controlled or restricted, public safety personnel at perimeter/barriers must be instructed in these procedures. For access within police and fire lines, media representatives must have valid "authorized" media identification issued by public safety agency or authorization on company letterhead (67 Ops.Cal.Atty.Gen.535 (1984)).

Media briefings and press conferences should be conducted on a regular or "as needed" basis. In preparing for briefings and press conferences, PIOs shall:

- ) Arrange for an official spokesperson.
- ) Announce briefings times to all media.
- ) Arrange media tours, if such action will not hinder response efforts (coordinate with the liaison officer).
- ) Conduct tours for media pool representatives as needed.

PIOs should ensure that all information available for release is clear, concise, confirmed and approved by appropriate authority before release to the media or public. PIOs should not release unconfirmed information or speculate. Information, which is not confidential, would not hamper an investigation or jeopardize the rights and safety of an individual can and should be released.

### **Media Pools**

The media should be allowed reasonable access. If restrictions or limitations are unavoidable, a "pool" system may be used to avoid congestion. Journalists on the scene should be permitted to select representatives from each medium (radio, television, newspaper, wire service, magazine, video and still photographers). They should also consider selecting representatives from each level of coverage (local, regional, national and international). These are then escorted into the area. These representatives will then share all information, photographs and video/audio tape with other accredited journalists. Only journalists present when the pool is activated should be allowed access to pool material. A sign-up sheet may be used to record participants.

When access by the media must be denied or severely restricted, a valid explanation must be provided. The media pool is seen as a restriction placed on the media and coverage of the news.

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## EMERGENCY OPERATIONS PLAN

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Media pools should be considered only as a last resort. Media representatives must be reasonably accommodated at disaster scenes.

Journalists selected as pool members must be willing and able to meet deadlines and share video, audio or still coverage, in a timely manner to all entitled to material generated by the media pool. Journalists not assigned to the media pool must obey lawful orders of public safety officers. Once the media pool is formed, only authorized pool members may have access to the immediate scene while access is limited.

### **Media Access Photo Sites (MAPS)**

Media Access Photo Sites (MAPS) should be established for photojournalists to provide visual access. MAPS are specific locations designated for use by still and video media to provide visual access to emergency, crime, and hazardous materials scenes. The MAPS should be identified and established as a priority by the PIO or knowledgeable representative of the Incident Commander.

Criteria considered in identifying locations for Media Access Photo Sites:

- )] The site should be as close as possible to the incident yet not interfere with the operation of public safety officers or compromise the safety of media representatives.
- )] The location should be chosen to give the best visual access to all areas of interest associated with the incident.
- )] The need to locate video trucks and support equipment as close as possible for technical reasons should be considered.

Journalists will have access to the media photo site; however all media briefings and interviews should be conducted at the Media Information Center near the Command Post or EOC.

In the event that the incident falls under the jurisdiction of the National Transportation Safety Board (NTSB), the media photo site should be activated immediately by the PIO Function. The law enforcement agency will act as the investigator's agent when restricting access. They will decide on access. Officers are urged to treat the area as a crime scene, even though the incident may not have been the result of an obvious criminal act. Media photo sites should be placed outside the immediate crime scene area(s).

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## EMERGENCY OPERATIONS PLAN

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### POST-EMERGENCY PHASE

#### Recovery

Information will continue to be released after termination of the emergency. This will include information on clean-up, possible health effects, traffic reports, restoration of essential services, extent of damage and available assistance programs available.

It is the responsibility of the PIO to:

- ) Advise the public of recovery efforts.
- ) Provide for public meetings to address public concerns.
- ) Continue monitoring public attitudes and revise public information strategies accordingly.
- ) Reduce tension by issuing news releases on a regular basis.
- ) Record and evaluate actions taken during incident for after action report.
- ) Consider contacting the media for their input into the after action report.
- ) Ensure that the PIO has business cards with phone numbers to give to media.

**The following information should be released to the public when providing EMERGENCY public information.**

#### LIFESAVING/HEALTH PRESERVATION INSTRUCTIONS

- \_\_\_ What to do (and why) and what **not** to do (and why)
- \_\_\_ Information (for parents) on status and actions of schools (if in session)
- \_\_\_ Hazardous/contaminated/congested areas to avoid
- \_\_\_ Curfews
- \_\_\_ Road, bridge, freeway overpass, dam conditions, and alternate routes to take
- \_\_\_ Evacuation:
  - ) Routes.
  - ) Instructions (including what to do if vehicle breaks down).
  - ) Arrangements for persons without transportation.
  - ) Location of mass care/medical
  - ) Coroner facilities, food, safe water. Status of hospitals.
- \_\_\_ First aid information
- \_\_\_ Firefighting instructions
- \_\_\_ Emergency telephone number (otherwise request people not to use telephone). Stress to out-of-area media that people should **NOT** telephone into the area. Lines must be kept open for emergency calls
- \_\_\_ Instructions/precautions about utility use, sanitation, how to turn off utilities
- \_\_\_ Essential services available: hospitals, grocery stores, banks, pharmacies, etc.
- \_\_\_ Weather hazards/health risks (if appropriate)

#### EMERGENCY STATUS INFORMATION

- \_\_\_ Before release, clear all information with the EOC Director
- \_\_\_ Verify all information before release
- \_\_\_ Provide all hotline numbers
- \_\_\_ Description of the emergency situation, including:
  - ) Number of deaths and injuries
  - ) Property damage to city and businesses and dollar value
  - ) Persons displaced

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**EMERGENCY OPERATIONS PLAN**

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- ) Magnitude of earthquake, number of fires, etc.
- \_\_\_ Description of government and private response efforts (mass care, medical, search and rescue, emergency repair, debris clearance, fire/flood fighting, etc.)
- \_\_\_ Any of the priority 1 information in summary form on a "nice to know" rather than "vital to know and act upon" basis
- \_\_\_ Status of Local Proclamation, Governor's Proclamation and Presidential Declaration
- \_\_\_ Where people should report/call to volunteer
- \_\_\_ How people in other areas can obtain information about relatives/friends in the disaster area (coordinate with Red Cross on release of this information). How disaster victims can locate family members

**OTHER USEFUL INFORMATION**

Usually this type of information will be released in the Recovery Period because of lack of time and other priorities during other phases.

- ) State/Federal assistance available
- ) Local Assistance Centers opening dates/times
- ) Historical events of this nature
- ) Charts/photographs/statistics from past events
- ) Human interest stories and acts of heroism
- ) Historical value of property damaged/destroyed
- ) Prominence of those killed/injured

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**MEDIA ACCREDITATION PROCEDURES**

*During a local emergency the \_\_\_\_\_ will be used as the Joint Information Center. All media personnel requesting information should report there.*

*Media personnel should be prepared to present photo I.D. in the form of a valid signed and dated photo identification card issued to the bearer from the Los Angeles County Sheriff's Department. Additional verification may be required.*

*No provisions will be made to feed or house media personnel.*

*Members of the media **may not** be allowed to enter the Emergency Operations Center (EOC) without authorization, as their presence may disrupt emergency operations.*

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**MEDIA ACCESS REGULATIONS**

The following are extracts from Government Codes and Regulations relating to the granting of access to the media to closed or restricted areas during incidents and disasters:

**California Penal Code****Section 409.5 Power of peace officers to close areas during emergencies; Entering or remaining within area as misdemeanor; Exception as to newspaper representatives, etc.**

- (a) Whenever a menace to the public health or safety is created by a calamity such as flood, storm, fire, earthquake, explosion, accident or other disaster, officers of the California Highway Patrol, California State Police, police departments or sheriff's office, any officer or employee of the Department of Forestry designated a peace officer by subdivision (f) of Section 830.3, and any officer or employee of the Department of Parks and Recreation designated a peace officer by subdivision (l) of Section 830.3, may close the area where the menace exists for the duration thereof by means of ropes, markers or guards to any and all persons not authorized by such officer to enter or remain within the closed area. If such a calamity creates an immediate menace to the public health, the local health officer may close the area where the menace exists pursuant to the conditions which are set forth above in this section.
- (b) Officers of the California Highway Patrol, California State Police, police departments, or sheriff's office or officers of the Department of Forestry designated as peace officers by subdivision (f) of Section 830.3 may close the immediate area surrounding any emergency field command post or any other command post activated for the purpose of abating any calamity enumerated in this section or any riot or other civil disturbance to any and all unauthorized persons pursuant to the conditions which are set forth in this section whether or not such field command post or other command post is located near to the actual calamity or riot or other civil disturbance.
- (c) Any unauthorized person who willfully and knowingly enters an area closed pursuant to subdivision (a) or (b) and who willfully remains within such area after receiving notice to evacuate or leave shall be guilty of a misdemeanor.
- (d) Nothing in this section shall prevent a duly authorized representative of any news service, newspaper, or radio or television station or network from entering the areas closed pursuant to this section.**

**Federal Aviation Regulations****Subpart B - Flight Rules****Section 91.91 Temporary Flight Restrictions**

- (a) Whenever the Administrator determines it to be necessary in order to prevent an unsafe congestion of sight-seeing aircraft above an incident or event which may generate a high degree of public interest, or to provide a safe environment for the operation of disaster relief aircraft, a Notice to Airmen will be issued designating an area within which temporary flight restrictions apply.
  
- (b) When a Notice to Airmen has been issued under this section, no person may operate an aircraft within the designated area unless:
  - (1) That aircraft is participating in disaster relief activities and is being operated under the direction of the agency responsible for relief activities;
  - (2) That aircraft is being operated to or from an airport within the area and is operated so as not to hamper or endanger relief activities;
  - (3) That operation is specifically authorized under an IFR ATC clearance;
  - (4) VFR flight around or above the area is impracticable due to weather, terrain, or other considerations, prior notice is given to the Air Traffic Service facility specified in the Notice to Airmen, and enroute operation through the area is conducted so as not to hamper or endanger relief activities; or,
  - (5) That aircraft is carrying properly accredited news representatives, or persons on official business concerning the incident or event which generated the issuance of the Notice to Airmen; the operation is conducted in accordance with 91.79 of this chapter; the operation is conducted above the altitudes being used by relief aircraft unless otherwise authorized by the agency responsible for relief activities; and further, in connection with this type of operation, prior to entering the area the operator has filed with the Air Traffic Service facility specified in the Notice to Airmen a flight plan that includes the following information:
    - (i) Aircraft identification, type and color.
    - (ii) Radio communications frequencies to be used.
    - (iii) Proposed types of entry and exit of the designated areas.
    - (iv) Name of news media or purpose of flight.
    - (v) Any other information deemed necessary by ATC.

**EOC VISITOR CONTROL PROCEDURES**

Visitors wishing to enter the Emergency Operations Center during an actual emergency or disaster must fill out a Visitation Request Form (**See Forms Section**).

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All Visitation Request Forms will be reviewed by the EOC Coordinator/Liaison Officer. Only those visitors whom the EOC Coordinator/Liaison Officer determines will benefit the emergency operations effort will be allowed into the Emergency Operations Center. This might include, but is not limited to officials, representatives from other cities, etc.

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**CITY OF CULVER CITY  
EOC VISITATION REQUEST FORM  
(Return to EOC Coordinator)**

DATE \_\_\_\_\_

NAME \_\_\_\_\_  
(Please print)

ADDRESS \_\_\_\_\_

TELEPHONE (Work) \_\_\_\_\_ (Home) \_\_\_\_\_

ORGANIZATION REPRESENTED \_\_\_\_\_

REASON FOR REQUEST \_\_\_\_\_

I understand that completion of this form does not constitute an agreement, expressed or implied, to permit me to enter the Emergency Operations Center (EOC).

If granted permission to enter the EOC, I agree to remain in the Visitor Control Area while in the EOC unless I am directed elsewhere by EOC staff. Further, I understand that visitation privileges may be terminated at any time and I agree to leave promptly upon notification of the termination of visitation privileges.

\_\_\_\_\_  
Signature

Signature of Authorizing Employee \_\_\_\_\_

Time In \_\_\_\_ Time Out \_\_\_\_ Areas Visited \_\_\_\_\_

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**EMERGENCY OPERATIONS PLAN**

<b>EOC Change of Shift Briefing Worksheet</b>		
<b>Section: Operations</b>		<b>Position: Section Coordinator</b>
Operational period	Date:	<input type="checkbox"/> Initial <input type="checkbox"/> Update <input type="checkbox"/> Final
For shift from	AM to PM	or from PM to AM
Off-going employee:		Relief Employee:
Disaster name:		
EOC Director:		
Section Coordinator:		
Description of problem:		
Cause:		
Area involved:		
Injuries (unofficial)		
Deaths (unofficial):		
Est. \$ public damage:		
Est. \$ private damage:		
Current threat:		
Status of incident(s):		
Other jurisdiction(s) involved:		
Staging location:		
Weather situation:		
Your assigned task:		
Your EOC phone #:		
Equipment assigned to you:		
Equipment available at:		
Meals available at:		
Medical care available at:		
Lodging available at:		
Supplies available at:		
Fuel available at:		
Autos available from:		
Other information:		

Each off-going person should use this worksheet to brief their EOC replacement.

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**PART TWO - EMERGENCY ORGANIZATION FUNCTIONS  
OPERATIONS SECTION**

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**EMERGENCY OPERATIONS PLAN**

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## **OPERATIONS SECTION**

### **Purpose**

To enhance the capability of the City of Culver City to respond to emergencies by carrying out coordinated tactical operations based upon the EOC Action Plan. It is the policy of this Section that the priorities of responses are to be:

- ) Protect life, property and the environment.
- ) Carry out objectives of the EOC Action Plan.
- ) Ensure coordinated incident response.
- ) Cooperate with other sections of the City's emergency response team.

### **Overview**

The Operations Section's primary responsibility is to coordinate the response operations of various elements involved in the disaster/emergency and to request resources as needed. These elements may include:

- ) Law Enforcement/Coroner
- ) Fire/Rescue/Hazardous Materials/Medical
- ) Care and Shelter/Health
- ) Public Works
- ) Building & Safety

### **Objectives**

The Operations Section is responsible for coordination of all response elements applied to the disaster/emergency. The Operations Section carries out the objectives of the EOC Action Plan and requests additional resources as needed.

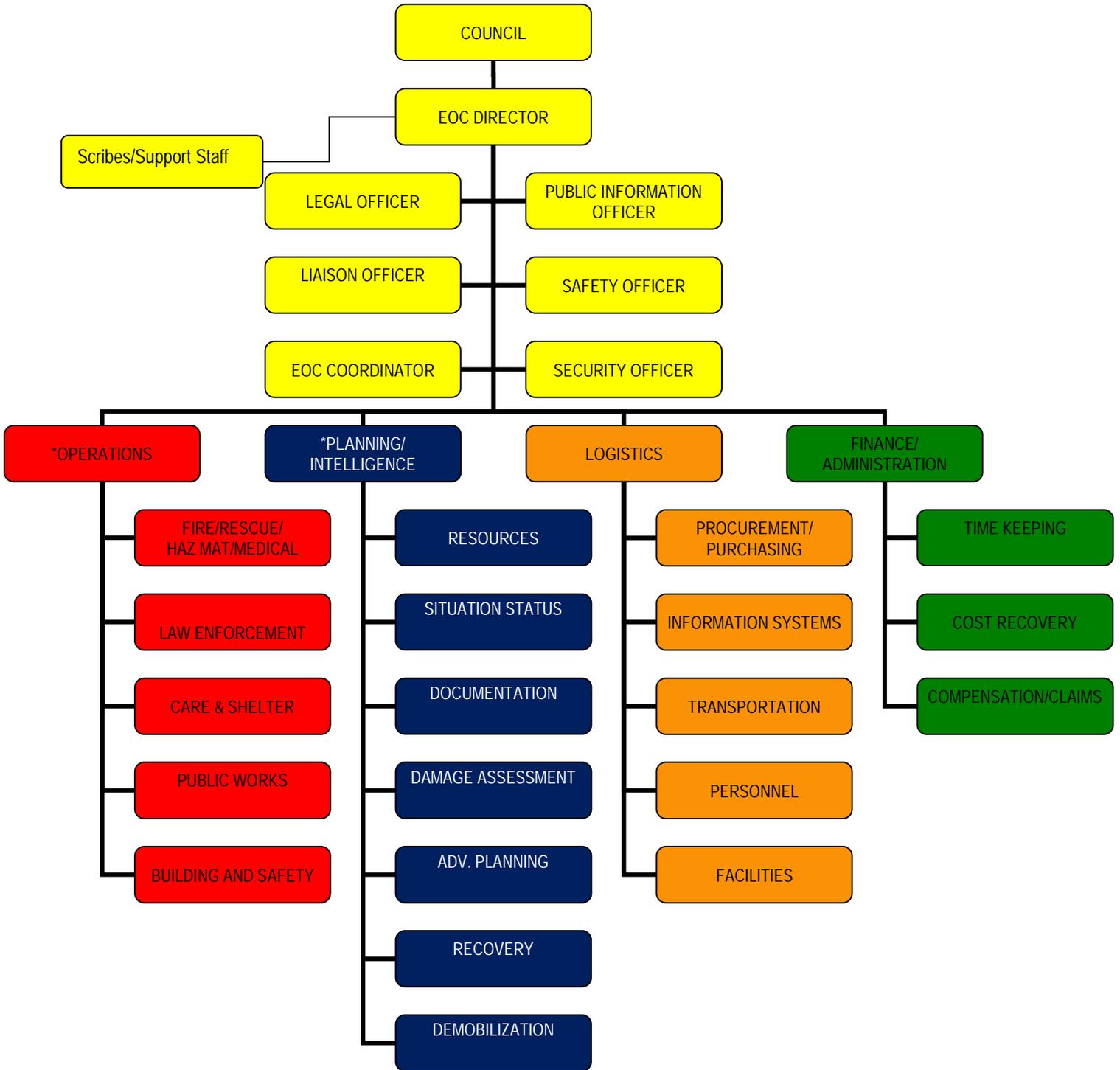
### **Concept of Operation**

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

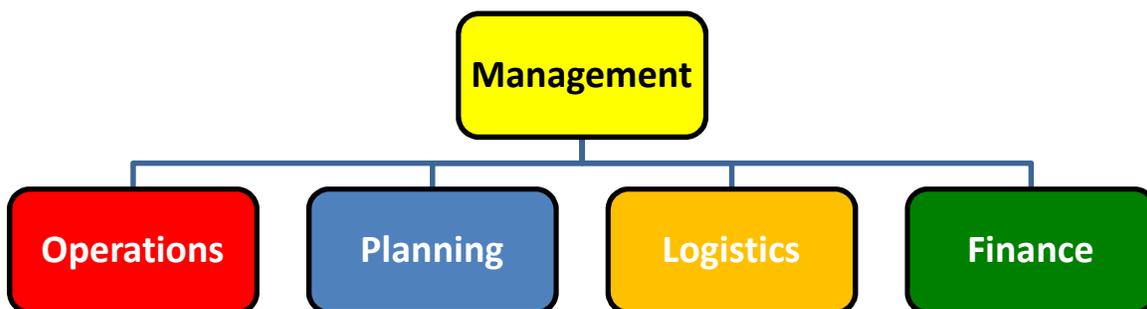
- ) The Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS) will be followed.
- ) All existing City and departmental operating procedures will be adhered to unless modified by the City Council.
- ) All on-duty personnel are expected to remain on duty until properly relieved of duty. Off-duty personnel will be expected to return to work in accordance with adopted policies.
- ) While in a disaster mode, operational periods will be 12 hours for the duration of the event. Operational periods will normally change at 8 a.m. and 8 p.m. Operational periods should be event driven.

**EMERGENCY OPERATIONS PLAN**

**ORGANIZATION CHART**



\* If all elements are activated, a deputy may be appointed to provide a manageable span of control. The Incident Command System will be used in the field. Field units will coordinate and communicate with each of the Branches under the Operations Section.

**RESPONSIBILITIES CHART****Responsibilities:****Management (Management Section)**

Responsible for overall emergency management policy and coordination through the joint efforts of governmental agencies and private organizations. Management will either activate appropriate sections or perform their functions as needed.

**Operations Section**

**The Operations Section is responsible for coordinating all city operations in support of the emergency response through implementation of the City's EOC Action Plan.**

**Planning/Intelligence Section**

The Planning/Intelligence Section is responsible for collecting, evaluating, disseminating information and tracking resources; developing the City's EOC Action Plan in coordination with other sections; initiating and preparation of the City's After Action/ Corrective Action Report and maintaining documentation.

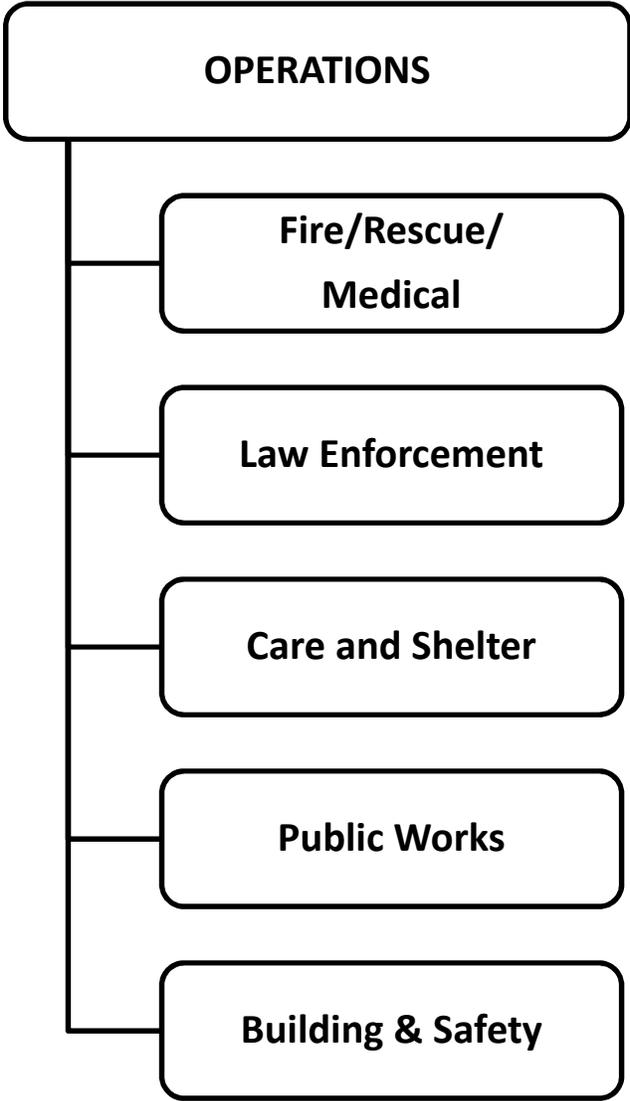
**Logistics Section**

The Logistics Section is responsible for providing communications, facilities, services, personnel, equipment, supplies, and materials.

**Finance/Administration Section**

The Finance/Administration Section is responsible for financial activities and other administrative aspects.

**OPERATIONS SECTION ORGANIZATION CHART**



### **OPERATIONS SECTION STAFF**

The Operations Section Coordinator will determine, based on present and projected requirements, the need for establishing specific and/or specialized branches. The following branches may be established as the need arises:

- ) Law Enforcement Branch
- ) Fire/Rescue/Medical Branch
- ) Care & Shelter Branch
- ) Public Works Branch
- ) Building and Safety Branch

The Operations Section Coordinator may activate additional units as necessary to fulfill an expanded role.

#### **Operations Section Coordinator**

The Operations Section Coordinator, a member of the EOC Director's General Staff, is responsible for coordinating all jurisdictional operations in support of the emergency response through implementation of the City's EOC Action Plan and for coordinating all requests for mutual aid and other operational resources. The Coordinator is responsible for:

- ) Understanding the current situation
- ) Predicting probable resource needs
- ) Preparing alternative strategies for procurement and resources management

#### **Law Enforcement Branch**

This Branch is responsible for alerting and warning the public, coordinating evacuations, enforcing laws and emergency orders, establishing safe traffic routes, ensuring that security is provided at incident facilities, ensuring access control to damaged areas, ordering and coordinating appropriate mutual aid resources, assuming responsibility for the Coroner function in the absence of the Los Angeles County Coroner, and activating crisis counseling for emergency responders. Standard Operating Procedures are maintained and followed by the Culver City Police Department.

#### **Fire/Rescue/Medical Branch**

The Fire/Rescue Branch is responsible for coordinating personnel, equipment, and resources committed to the fire, field medical, search and rescue, hazardous materials elements of the incident. Standard Operating Procedures are maintained and followed by the Culver City Fire Department.

Medical activities will be coordinated with the Los Angeles County Operational Area for appropriate emergency medical response. The Operational Area is responsible for managing personnel, equipment and resources to provide the best patient care possible.

**Care & Shelter Branch**

The Care and Shelter Branch is responsible for providing care and shelter for disaster victims and will coordinate efforts with the American Red Cross and other volunteer agencies.

**Public Works Branch**

The Public Works Branch is responsible for coordinating all Transportation & Public Works operations; maintaining public facilities, surviving utilities and services, as well as restoring those that are damaged or destroyed; assisting other functions with traffic issues, search and rescue, transportation, etc. as needed.

**Building and Safety Branch**

The Building and Safety Branch is responsible for the evaluation and inspection of all City-owned and private structures damaged in an incident.

**COMMON EOC RESPONSIBILITIES**

(The following is a checklist applicable to all EOC positions).

**ACTIVATION:**

- Report to your EOC organizational supervisor.
- Put on appropriate vest and print your name on the EOC Organizational Chart next to your assignment.
- Obtain a briefing on the situation from available sources (Section Coordinator, EOC Coordinator, etc.)
- Determine your personal operating location and set up as necessary.
- Review your position responsibilities.
- Clarify any issues regarding your authority and assignment and what others in the organization do.
- Ensure all functions within your Section are appropriately staffed. Make required personnel assignments as staff arrives.
- Determine future Section needs based on information as known or by forecasting.

**GENERAL OPERATIONAL DUTIES:**

- Establish operating procedure with the Information Systems Branch of the Logistics Section for use of telephone, radio and data systems. Voice any priorities or special requests with the Information Systems Branch.
- Anticipate potential situation changes, such as severe aftershocks, in all planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- Determine and **anticipate** support requirements and forward to your EOC organizational supervisor.
- Monitor your position activities and adjust staffing and organization to meet current needs.
- Use face-to-face communication in the EOC whenever possible and document decisions and policy.

**DOCUMENTATION AND REPORTS**

- Open and maintain a position activity log. (**Activity Log can be found in the Operations Support Documentation**). Make sure you note your check-in time. Maintain all required records and documentation to support the After-Action/Corrective Action Report and the history of the emergency/disaster. Document:
  - ) Messages received
  - ) Action taken
  - ) Decision justification and documentation
  - ) Requests filled
  - ) EOC personnel, time on duty and assignments

*Precise information is essential to meet requirements for possible reimbursement by Cal EMA and FEMA.*

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## EMERGENCY OPERATIONS PLAN

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- Review situation reports as they are received. Verify information where questions exist.
- Ensure that your personnel and equipment time records and a record of expendable materials used are provided to your EOC organizational supervisor at the end of each operational period.
- Do **NOT** throw any paperwork (notes, memos, messages, etc.) away. This documentation can be used for FEMA reimbursement.
- Keep your EOC organizational supervisor advised of your status and activity and on any problem areas that now need or will require solutions.
- Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known. Use the EOC Change of Shift Briefing Worksheet. **(See Operations Support Documentation for the EOC Change of Shift Briefing Worksheet).**

### RESOURCES

- Determine 24-hour staffing and resource needs and request resources as required through the Logistics Section.
- Keep up to date on the situation and resources associated with your position.
- Request additional resources through the appropriate Logistics Section Unit.

### SHIFT CHANGE:

- Brief incoming personnel and identify in-progress activities which need follow-up.
- Provide incoming personnel the next EOC Action Plan.
- Submit completed logs, time cards, etc. to your EOC Organizational supervisor before you leave.
- Determine when you should return for your next work shift.
- Leave contact information where you can be reached.

### DEACTIVATION

- Ensure that all required forms or reports are completed and submitted to your EOC Organizational Supervisor prior to your release and departure.
- Be prepared to provide input to the EOC After-Action/Corrective Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate your position and close out logs when authorized by your EOC organizational supervisor.
- Leave forwarding phone number where you can be reached.
- Sign out with your Supervisor and on large EOC organization/sign-in sheet.

**OPERATIONS SECTION COORDINATOR****SUPERVISOR:** EOC Director**PRIMARY RESPONSIBILITIES:**

- ) Ensure that the Operations Section function is carried out, including the coordination of response for Law Enforcement, Fire/Rescue/Medical, Care and Shelter, Public Works and Building and Safety.
- ) Ensure operational objectives and assignments identified in the EOC Action Plan are carried out effectively.
- ) Establish the appropriate level of organization within the Section, and continuously monitor the effectiveness and modify accordingly.
- ) Exercise overall responsibility for the coordination of activities within the Section.
- ) Report to the EOC Director on all matters pertaining to Section activities.

 See**READ ENTIRE CHECKLIST AT START-UP AND  
AT BEGINNING OF EACH SHIFT**

Common EOC Responsibilities on page O-9.

**ACTIVATION:**

- Determine the operational status and appropriate level of activation based on situation as known.
- As appropriate, respond to the EOC.
- Mobilize appropriate personnel for initial activation of the EOC
- Activate an alternate EOC as required. When there is damage to the primary EOC sufficient to render it unusable, report to the alternate EOC.

**START-UP:**

- Direct the implementation of the City's Emergency Operations Plan.
- Obtain a copy of the current EOC Action Plan (not available at initial EOC activation).

**ASSIGNMENTS/STAFFING:**

- Clarify any issues regarding your authority and assignment.
- Determine what Section positions should be activated and staffed.
- Confirm that all key Operations Section personnel or alternates are in the EOC or have been notified. Recall the required staff members necessary for the emergency.
- Request additional personnel for the Section to maintain a 24-hour operation as required.
- Carry out responsibilities of your Section not currently staffed.

**NOTIFICATIONS:**

- Notify EOC Director when your Section is fully operational.
- Establish field communications with affected areas (through DOCs if activated).

**MEETINGS/BRIEFINGS:**

- Brief new or relief personnel in your Unit/Position. Briefings should include:
  - ) Current situation assessment.
  - ) Identification of specific job responsibilities.
  - ) Identification of co-workers within the job function and/or geographical assignment.
  - ) Availability of communications.
  - ) Location of work area.
  - ) Identification of eating and sleeping arrangements as appropriate.
  - ) Procedural instructions for obtaining additional supplies, services, and personnel.
  - ) Identification of operational period work shifts.
- Meet with other activated Section Coordinators.
- Attend periodic briefing sessions conducted by the EOC Director.
- Brief the EOC Director on major problem areas that need or will require solutions.
- Conduct periodic Operations Section briefings and work to reach consensus for forthcoming operational needs.

**ACTION PLANNING:**

- Prepare work objectives for Section staff for the EOC Action Plan and work closely with the Planning/Intelligence Section Coordinator in the development of the EOC Action Plan. **(See Part Two, Planning/Intelligence Support Documentation – Action Planning.)**
- Participate in all Action Planning Meetings.
- Work closely with each Branch leader to ensure Operations Section objectives as defined in the current EOC Action Plan are being addressed.
- Work closely with Logistics Section-Information Systems Branch in the development of a Communications Plan.
- Make a list of key issues currently facing your Section to be accomplished within the next operational period.

**DOCUMENTATION:**

- See Documentation and Reports in Common EOC Responsibilities on page O-9.
- Open and maintain an Activity Log **(See Operations Support Documentation, Activity Log).**
- Maintain file copies of all information releases.
- Provide personnel and equipment time records for the entire Section to the Time Keeping Unit in the Finance Section at the end of each work shift.
- Provide copies of the any reports to the Documentation Unit of the Planning/Intelligence Section at end of each operational period.

**ONGOING ACTIVITIES:**

- Receive, evaluate and disseminate information relative to the Operations of the disaster/emergency.
- Evaluate the field conditions associated with the disaster/emergency and coordinate with the Situation Status Unit of the Planning/Intelligence Section.
- From the Situation Status Unit of the Planning/Intelligence Section, obtain and review major incident reports and additional field operational information that may pertain to or affect your Section operations. Provide information to appropriate branches.
- Evaluate the need for Critical Incident Stress Debriefing for all affected personnel, victims, and bystanders. Arrange debriefings through the Personnel Unit of the Logistics Section.
- Provide situation and resources information to the Situation Status Unit of the Planning/Intelligence Section on a periodic basis or as the situation requires.
- Determine status of transportation system into and within the affected area in coordination with the Transportation Unit of the Logistics Section. Find out present priorities and estimated times for restoration of the disaster route system. Provide information to appropriate branches.
- Support field responders with any evacuation activities, In-Place Sheltering and public notifications, as needed. **(See Part Two, Operations Support Documentation – Shelter-in-Place.)**
- Coordinate with Planning/Intelligence Section to display the primary and alternate evacuation routes which have been determined for the incident.
- Identify, establish, and maintain mobilization centers for Operations-related equipment and personnel, as needed. Authorize release of equipment and personnel to incident commanders in the field.
- Coordinate any display or mapping needs with the Planning/Intelligence Section.
- Provide all relevant emergency information to the Public Information Officer.

**RESOURCES:**

- See Resources in Common EOC Responsibilities on page O-10.
- Provide resources to field operations, as needed.
- Determine resources committed and resource needs.

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**FIRE/RESCUE/MEDICAL BRANCH DIRECTOR****SUPERVISOR: Operations Section Coordinator****PRIMARY RESPONSIBILITIES:**

- ) Coordinate the prevention, control and suppression of fires and hazardous materials incidents.
- ) Coordinate the provision of emergency medical care.
- ) Coordinate all search and rescue operations.
- ) Implement that portion of the EOC Action Plan appropriate to the Fire Branch.

*The Los Angeles County Emergency Medical Services Agency (EMSA) has Medical/Health responsibilities in Culver City. However, in a wide- scale disaster within Los Angeles County, this agency may not be able to respond to Culver City's EOC. In this situation, EMSA will be serving as the Medical/Health Branch Director in the County's Emergency Operations Center. If this is the case, Culver City will need to provide someone to coordinate and communicate the City's medical/health issues to the Medical/Health Branch in the Los Angeles County Operational Area EOC. The Fire Department is a natural tie-in to Los Angeles County EMSA and may serve as a liaison to the Medical/Health Branch in the County Operational Area EOC.*

**READ ENTIRE CHECKLIST AT START-UP AND  
AT BEGINNING OF EACH SHIFT**

- See Common EOC Responsibilities on page O-9.

**ASSIGNMENTS/STAFFING:**

- Clarify any issues regarding your authority and assignment.
- Ensure that all off-duty Fire personnel have been notified of call-back status (when they should report), in accordance with current department emergency procedures.

**NOTIFICATIONS:**

- Ascertain if all key Fire Department personnel have been notified.
- Ensure that all on-duty Fire personnel have been alerted and notified of the current situation.
- Report to Area "A" Fire Mutual Aid Coordinator on major problems, actions taken and resources available or needed.
- Alert all emergency responders to the dangers associated with hazardous materials and fire.

**MEETINGS/BRIEFINGS:**

- Attend periodic briefing sessions conducted by the Section Coordinator.

**ACTION PLANNING:**

- Assist in the preparation of the EOC Action Plan.
- Attend planning meetings at the request of the Operations Section Coordinator.
- Set Fire Department priorities based on the nature and severity of the disaster.
- Estimate need for fire mutual aid.

**DOCUMENTATION:**

- See Documentation and Reports in Common EOC Responsibilities on page O-9.
- Open and maintain an Activity Log (**See Operations Support Documentation, Activity Log**).
- Provide personnel and equipment time records to the Section Coordinator at the end of each work shift.

**ONGOING ACTIVITIES:**

- Ensure that all Fire Personnel have completed status check on equipment, facilities and operational capabilities.
- Ensure that all your incoming Branch/Unit personnel are fully briefed.
- Assess the impact of the disaster on the Fire Department operational capabilities.
- Report to the EOC Operations Section Coordinator when:
  - ) EOC Action Plan needs modification.
  - ) Additional resources are needed or surplus resources are available.
  - ) Significant events occur.
- Based on the situation as known or forecast, determine likely future Branch/Unit needs.
- Develop a plan for your Branch/Unit operations and support of field operations as requested. Assign specific responsibilities.
- Assist in the dissemination of warning to the public, as needed.
- Provide fire protection and safety assessment of shelters.
- Provide support for radiation monitoring and decontamination operations.
- Determine if current and forecasted weather conditions will complicate large and intense fires, hazardous materials releases, major medical incidents and/or other potential problems.
- Review and approve accident and medical reports originating within the Fire Branch.
- Provide information on the following activities to the Los Angeles County Operational EOC Medical/Health Branch if a County EMSA representative is not available in the City's EOC.
  - ) Any medical support/care, disease prevention and control activities
  - ) Distribution of medications and other medical supplies to shelters or treatment areas
  - ) Estimates of number and location of casualties that require hospitalization
  - ) Provide information on the disaster routes established within the city
  - ) Temporary morgue facilities that have may been established in the city

**RESOURCES:**

- See Resources in Common EOC Responsibilities on page O-10.
- Request mutual aid resources through proper channels and notify the EOC Operations Section Coordinator.
  - ) Order all fire resources through the Area "A" Fire Mutual Aid Coordinator.
  - ) Order all other resources through Logistics Section.
- Request additional resources through the EOC Logistics Section or established ordering procedures, as needed.
- Coordinate with the Procurement and Facilities Units of the EOC Logistics Section for feeding and shelter of fire personnel.
- Resolve logistical problems reported by the field units.

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**LAW ENFORCEMENT BRANCH DIRECTOR****SUPERVISOR: Operations Section Coordinator****PRIMARY RESPONSIBILITIES:**

- ) Coordinate movement and evacuation operations during the disaster.
- ) Alert and notify the public of the pending or existing emergency.
- ) Activate any public warning systems.
- ) Coordinate all law enforcement and traffic control operations during the disaster.
- ) Ensure the provision of security at incident facilities.
- ) Coordinate incoming law enforcement mutual aid resources during the emergency.
- ) Coordinate and communicate with Departmental Operations Center if Activated.
- ) Coordinate field staff windshield surveys of damage, especially at designated critical facilities.
- ) Coordinate and assume responsibility as necessary for Coroner Operations. **(See Operations Support Documentation – Coroner Procedures).**

*Note: Coroner activities are the responsibility of the Los Angeles County Coroner, however, in a wide-scale disaster within Los Angeles County, this agency may not be able to respond to Culver City's EOC. In this situation, the Police Department will support the Coroner with Coroner operations, as needed.*

**READ ENTIRE CHECKLIST AT START-UP AND  
AT BEGINNING OF EACH SHIFT**

- See Common EOC Responsibilities on page O-9.

**ASSIGNMENTS/STAFFING:**

- Clarify any issues regarding your authority and assignment.
- Determine 24-hour staffing requirement and request additional support as required.
- Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.

**NOTIFICATIONS:**

- Confirm that all key Police personnel or alternates are in the EOC or have been notified.  
Recall the required staff members necessary for the emergency.
- Ensure that all on-duty police personnel have been alerted and notified of the current situation.
- Ensure that all off-duty police personnel have been notified of call-back status, (when they should report) in accordance with current department emergency procedures.
- Notify West Hollywood Sheriff's Station EOC and Watch Commander of status.

**Alert and Warn the Public:**

- ) Designate area to be warned and/or evacuated.
- ) Develop the warning/evacuation message to be delivered. At minimum the message should include:
  - Z Nature of the emergency and exact threat to public
  - Z Threat areas
  - Z Time available for evacuation
  - Z Evacuation routes
  - Z Location of evacuee assistance center
  - Z Radio stations carrying instructions and details
- ) Check vacated areas to ensure that all people have received warnings.
- ) Coordinate all emergency warning and messages with the EOC Director and the PIO. The EOC Director will consider the following dissemination methods:
  - Z Notifying police units to use loudspeakers and sirens to announce warning messages
  - Z Determining if helicopters are available and/or appropriate for announcing warnings
  - Z Using AM Radio 1690, cable override system, Blackboard Connect, cable TV, and local radio stations to deliver warning or emergency messages upon approval of the EOC Director
  - Z Using the Emergency Alert System (EAS) for local radio and television delivery and warnings. **(See Part Two, Operations Support Documentation: Alert and Warning)**
  - Z Using volunteers and other city personnel a necessary to help with warnings (Request through the Logistics Section)
  - Z Ensure that Dispatch notifies special facilities requiring warning and/or notification (i.e. city facilities, schools, hotels, etc.)
  - Z Warn all non-English speaking, hearing, visually or mobility impaired persons; and special needs populations of the emergency situation/hazard by:
    - ) Using bilingual employees whenever possible
    - ) Translating all warnings, written and spoken, into appropriate languages
    - ) Contacting media outlets (radio/television) that serve population groups
    - ) Utilizing video phones, TDD machines and 9-1-1 translation services to contact the deaf and hard of hearing
    - ) Using pre-identified lists and non-governmental organizations with outreach to Access and Functional Needs groups
    - ) Using registries to determine if there are additional populations that have access and functional needs to be considered.

**MEETINGS/BRIEFINGS:**

- Brief new or relief personnel in your Unit/Position. Briefings should include:
  - ) Current situation assessment.

- ) Identification of specific job responsibilities.
  - ) Identification of co-workers within the job function and/or geographical assignment.
  - ) Availability of communications.
  - ) Location of work area.
  - ) Identification of eating and sleeping arrangements as appropriate.
  - ) Procedural instructions for obtaining additional supplies, services, and personnel.
  - ) Identification of operational period work shifts.
- Attend periodic briefing sessions conducted by Section Coordinator.
  - Obtain regular briefings from field command post(s) or DOC.
  - Conduct periodic briefings for your Branch/Unit. Ensure they are aware of priorities.

**ACTION PLANNING:**

- Assist in the preparation of the EOC Action Plan.
- Attend planning meetings at the request of the Operations Section Coordinator.
- Set Police Department priorities based on the nature and severity of the disaster.
- Estimate need for law enforcement mutual aid.
- Implement the evacuation portion of the EOC Action Plan.

**DOCUMENTATION:**

- See Documentation and Reports in Common EOC Responsibilities on page O-9.
- Open and maintain an Activity Log (**See Operations Support Documentation, Activity Log**).
- Provide personnel and equipment time records to the Section Coordinator at the end of each work shift.

**ONGOING ACTIVITIES:**

- Develop a plan for your Branch operations and support of field operations as requested. Assign specific responsibilities.
- Keep the Operations Section Coordinator advised of your Branch status and activity and on any problem areas that now need or will require solutions.
- Provide periodic situation or status reports to your Section Coordinator for updating information to the Planning/Intelligence Section.
- Ensure that all relevant communication systems are operational.
- Review situation reports as they are received. Verify information where questions exist.
- Refer all media contacts to Public Information Officer.
- Ensure that Law Enforcement personnel have completed status checks on equipment, facilities, and operational capabilities.
- Ensure that field units begin windshield survey of critical facilities and report status information to the Planning/Intelligence Section through EOC Operations Section.
- Alter normal patrol procedures to accommodate the emergency situation.

- Direct field units to report pertinent information (casualties, damage observations, evacuating status, radiation levels, chemical exposure, etc.) to the appropriate EOC Operations Branch.
- Establish emergency traffic routes in coordination with the Public Works Branch, utilizing the County Operational Area Disaster Route Priority Plan.
- Implement required animal control measures as necessary. **(See Animal Control Annex).**
- If requested, assist the Los Angeles County Coroner with removal and disposition of the dead.
- Activate the Critical Incident Stress Management teams if necessary.

**EVACUATION ACTIVITIES**

- Coordinate with the EOC Public Works Branch traffic engineering to determine capacity and safety of evacuation routes and time to complete evacuation.
- Ensure that evacuation routes do not pass through hazard zones.
- Identify alternate evacuation routes where necessary.
- Through field unit requests, identify persons/facilities that have special evacuation requirements; i.e. disabled, hospitalized, elderly, institutionalized, incarcerated etc. Check status. Evacuate if necessary. Coordinate with the Transportation Unit of the EOC Logistics Section. Encourage the use of private vehicles if possible.
- Consider use of City vehicles if threat is imminent. Coordinate use of City vehicles (buses, trucks, vans, etc.) with the Transportation Unit of the EOC Logistics Section. Encourage the use of private vehicles if possible.
- Establish evacuation assembly points.
- Coordinate the evacuation of hazardous areas with neighboring jurisdictions and other affected agencies.
- Coordinate with Care and Shelter Branch to open evacuation centers.
- Establish traffic control points and provide traffic control for evacuation and perimeter control for affected areas.
- Place towing services on stand-by to assist disabled vehicles on evacuation routes.
- Monitor status of warning and evacuation processes.
- Coordinate with the Public Works Branch to obtain necessary barricades and signs.

**SECURITY ACTIVITIES**

- Enforce curfew and other emergency orders, as identified in the EOC Action Plan.
- Request mutual aid assistance through established protocols.
- Coordinate security in the affected areas to protect public and private property by establishing access controls and screening traffic entering the City, as required.
- Coordinate security for critical facilities and resources. **(Critical Facilities Listing is in a confidential/security document that can be found in a separate binder in the EOC).**
- Assist fire units/ambulances/medical teams/emergency supply vehicles in entering and leaving incident areas.
- Coordinate with the Public Works Branch for street closures and boarding up of buildings.

- Coordinate law enforcement and crowd control services at mass care and evacuation centers.
- Provide information to the PIO on matters relative to public safety.
- Ensure that detained inmates are protected from potential hazards. Ensure adequate security, and relocate if necessary.
- Consider vehicle security and parking issues at incident facilities and coordinate security if necessary.
- Develop procedures for safe re-entry into evacuated areas.

**MAJOR AIR CRASH ACTIVITIES**

- Notify the Federal Aviation Agency or appropriate military command.
- Request temporary flight restrictions, as necessary.

**HAZARDOUS MATERIALS INCIDENTS**

- Ensure that all personnel remain upwind or upstream of the incident site. This may require repositioning of personnel and equipment as conditions change.
- Notify appropriate local, state, and federal hazard response agencies.
- Consider wind direction and other weather conditions. Contact the Situation Status Unit of the Planning/ Intelligence Section for updates.
- Assist with the needs from the Incident Command/Unified Command Post as requested.
- Assist in efforts to identify spilled substances, including locating shipping papers and placards, and contacting as required: County Health, Cal EMA, shipper, manufacturer, CHEMTREC, etc.

**FLOODING AND/OR DAM FAILURE**

- Notify all units in and near inundation areas of flood arrival time.
- Direct mobile units to warn public to move to higher ground immediately. Continue warning as long as needed.
- Coordinate with PIO to notify radio stations to broadcast warnings.

**RESOURCES:**

- See Resources in Common EOC Responsibilities on page O-10.
- Determine and anticipate your support needs and forward to your Section Coordinator.
- Coordinate with the appropriate units of the EOC Logistics Section for supplies, equipment, personnel, and transportation for field operations. Establish a multi-purpose staging area as required.
- Maintain contact with established DOCs and dispatch center to coordinate resources and response personnel.

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**CARE AND SHELTER BRANCH DIRECTOR****SUPERVISOR: Operations Section Coordinator**

The City of Culver is within the jurisdiction of the Los Angeles-West District Chapter of the American Red Cross (ARC).

Address : 11355 Ohio Avenue, Los Angeles 90025  
Business Hours Telephone : (310) 445-9900, fax (310) 445-9959  
Disaster/Emergency Telephone : (800) 675-5799 (also considered after-hours no.)

If the disaster is large enough, the affected ARC chapter(s) may consolidate operations into a disaster operations headquarters at a site to be determined.

The Care and Shelter Branch shall ensure that plans are in place to open and operate evacuation centers and mass care facilities until, and if, the ARC assumes responsibility. Thereafter, the Care and Shelter Branch will work closely with and support the ARC and other volunteer agencies providing assistance to disaster victims.

The Los Angeles County Department of Public Social Services has the Operational Area responsibility for Care and Shelter.

**SHELTER SITES**

Pre-identified sites with Site Surveys completed include:

1. Culver City Teen Center, 4153 Overland Avenue
2. Culver City Senior Center, 4095 Overland Avenue
3. Veterans Memorial, 4117 Overland Avenue

Potential shelter facilities should:

- ) Be pre-identified as potential sites with Site Surveys completed (**See Part Two, Operations Support Documentation - Care and Shelter**)
- ) In conjunction with the Los Angeles West Chapter, ARC, have permission and Memos of Understanding secured for shelter usage.
- ) In conjunction with the ARC, have procedures for the following inspections and access, both during regular and after hour use, before a shelter is established.
  - Structural safety inspection arranged with local Building Inspector.
  - OSHA safety inspection for safety of shelterees and workers.
  - Facility Walk-Through Survey prior to use (to protect owner and user against damage claims).

Additional Potential shelter sites:

- ) City-owned facilities such as community centers, recreational facilities or auditoriums.

- ) Churches and other privately owned facilities.
- ) School multi-purpose buildings and gymnasiums.
- ) Convention Centers.

**Care and Shelter Branch should coordinate with the ARC in identifying potential sites. Potential shelters should have the following and meet all Americans with Disabilities Act (ADA) requirements:**

- ) An open space suitable for cots, tables, etc.
- ) Sanitation and hygiene facilities, as available.

**More detailed information on the City of Culver City pre-identified shelter sites are contained in a confidential/security document that can be found in a separate secure binder in the EOC.**

Depending upon the scope of the emergency, additional shelter sites may need to be obtained and/or existing shelters upgraded. All suitable buildings, other than those used for other emergency functions, may be used for sheltering.

Community centers and other city-owned facilities have become the most preferred facilities for shelter operations as they are public facilities and can usually accommodate large numbers of people. Churches are also appropriate as they are often large and have kitchen facilities on the premises. Because it is important that a community return to normal activities as soon after a disaster as possible, schools should be used in shelter operations only when other resources are unavailable.

**PRIMARY RESPONSIBILITIES:**

- ) Identify the care and shelter needs of the community.
- ) Coordinate with the ARC and other emergency welfare agencies to identify, set-up, staff and maintain evacuation centers and mass care facilities for disaster victims.
- ) Via the media, encourage residents to go to the shelter nearest their residence.

- See

**READ ENTIRE CHECKLIST AT START-UP AND  
AT BEGINNING OF EACH SHIFT**

Common EOC Responsibilities on page O-9.

**ASSIGNMENTS/STAFFING:**

- Clarify issues regarding your authority and assignment.
- Ascertain if all key Care and Shelter personnel are in the EOC or have been notified.
- Assist in shift change issues.

**NOTIFICATIONS:**

- If need is established, contact the Los Angeles-West District Chapter of the ARC and request an ARC liaison for the City of Culver City's EOC. (The Los Angeles Chapter of the ARC will arrange for a liaison at the Operational Area EOC which may satisfy local government needs.)
- The Los Angeles-West District Chapter of the ARC should be contacted when considering opening a mass care facility.

**MEETINGS/BRIEFINGS:**

- Brief new or relief personnel in your Unit/Position. Briefings should include:
  - ) Current situation assessment.
  - ) Identification of specific job responsibilities.
  - ) Identification of co-workers within the job function and/or geographical assignment.
  - ) Availability of communications.
  - ) Location of work area.
  - ) Identification of eating and sleeping arrangements as appropriate.
  - ) Procedural instructions for obtaining additional supplies, services, and personnel.
  - ) Identification of operational period work shifts.

**ACTION PLANNING:**

- Attend planning meetings at the request of the Operations Section Coordinator.

**DOCUMENTATION:**

- See Documentation and Reports in Common EOC Responsibilities on page O-9.
- Open and maintain an Activity Log (**See Operations Support Documentation, Activity Log**).
- Provide personnel and equipment time records to the Section Coordinator at the end of each work shift.

**ONGOING ACTIVITIES:**

- Identify the care and shelter needs of the community, in coordination with the other Operations Branches.
- Determine the need for an evacuation center or mass care shelter.
- Identify and prioritize which designated mass care facilities will be needed and if they are functional.
- Ensure that a Building Inspector has inspected each shelter site prior to occupancy following an earthquake and after each significant aftershock.
- If evacuation is ordered, in conjunction with the ARC if available, open evacuation centers in low risk areas and inform public of locations.
- In coordination with the ARC, ensure that mass care facilities and staff can accommodate persons with access and functional needs, i.e., persons needing communication assistance, are not mobile, have special needs associated with maintaining their independence, may need to be supervised, and have transportation needs.

- In conjunction with the ARC, manage care and shelter activities (staffing, registration, shelter, feeding, pertinent evacuee information, etc.)
- Ensure shelter management teams are organized and facilities are ready for occupancy meeting all health, safety and ADA standards, in conjunction with the ARC.
- Coordinate with the Personnel Unit of the Logistics Section to contact volunteer agencies and recall City staff to assist with mass care functions including basic first aid, shelter and feeding of evacuees and sanitation needs.
- Coordinate with the Los Angeles County Operational Area Care and Shelter Unit for sheltering of residential care and populations with access and functional needs , i.e., persons needing communication assistance, are not mobile, have special needs associated with maintaining their independence, may need to be supervised, and have transportation needs.
- Coordinate with the Los Angeles-West District Chapter of the ARC and other volunteer agencies for emergency mass feeding operations.
- Coordinate with the Los Angeles County Operational Area Care and Shelter Unit, the ARC, other volunteer organizations and private sector if mass feeding or other support is required at spontaneous shelter sites, e.g. in parks, schools, etc.
- Coordinate with the Information Systems Branch of the EOC Logistic Sections to provide communications where needed to link mass care facilities, the EOC and other key facilities.
- Coordinate with the Procurement and Facilities Units of the EOC Logistics Section the care of shelterees' animals. **(See Animal Control Annex).**
- Coordinate with the Transportation Unit of the Logistics Section the transportation needs of shelterees.
- Ensure shelter managers make periodic activity reports to the EOC including requests for delivery of equipment and supplies, any City expenditures, damages, casualties and numbers and types of persons sheltered. The reporting period will be determined by the Operations Section.
- Coordinate with the Los Angeles County Operational Area Care and Shelter Unit, the ARC to establish Reception Centers as required to reunite rescued individuals with their families and to provide other necessary support services.
- Coordinate with the Los Angeles County Operational Area Care and Shelter Unit, the ARC in the opening, relocating and closing of shelter operations. Also coordinate the above with adjacent communities if needed.

**RESOURCES:**

- See Resources in Common EOC Responsibilities on page O-10.
- Assist the ARC to ensure adequate food supplies, equipment and other supplies to operate mass care facilities. Coordinate procurement and distribution through the Red Cross or the Procurement Unit of the Logistics Section if requested by Red Cross.

**PUBLIC WORKS BRANCH DIRECTOR****SUPERVISOR:** Operations Section Coordinator**PRIMARY RESPONSIBILITIES:**

- ) Receive and process all field resource requests for Public Works resources. Coordinate those requests internally and externally as necessary to make sure there are no duplicate orders.
- ) Coordinate with the EOC Logistics Section on the acquisition of all resources and support supplies, materials and equipment.
- ) Determine the need for and location of general staging areas for unassigned resources.
- ) Coordinate with the Facilities Unit of the EOC Logistics Section and participate in any action planning meetings pertaining to the establishment of additional locations.
- ) Prioritize the allocation of resources to individual incidents. Monitor resource assignments. Make adjustments to assignments based on requirements.
- ) As needed, provide for the procurement and distribution of potable water supplies and coordinate with the Fire/Rescue/Medical Branch on water purification notices. **(See Operations Support Documentation – Water Distribution).**

 See**READ ENTIRE CHECKLIST AT START-UP AND  
AT BEGINNING OF EACH SHIFT**

Common EOC Responsibilities on page O-9.

**ASSIGNMENTS/STAFFING:**

- Clarify issues regarding your authority and assignment.
- Determine 24-hour staffing requirement and request additional support as required.

**NOTIFICATIONS:**

- Ascertain if all key Transportation & Public Works Department personnel are in the EOC or have been notified.
- Ensure that all on-duty Public Works personnel have been alerted and notified of the current situation.
- Ensure that all off-duty Public Works personnel have been notified of call-back status (when they should report), in accordance with current department emergency procedures.

**MEETINGS/BRIEFINGS:**

- Obtain a briefing from the field command post(s), if activated, prior to assuming EOC assignment and brief the Operations Section Coordinator.
- Brief new or relief personnel in your Unit/Position.
- Attend Section meetings and briefings.
- Obtain regular briefings from field command post(s) or DOC.

**ACTION PLANNING:**

- Attend planning meetings at the request of the Operations Section Coordinator.
- Assist the Section in developing Section objectives for the EOC Action Plan.

**DOCUMENTATION:**

- See Documentation and Reports in Common EOC Responsibilities on page O-9.
- Open and maintain an Activity Log (**See Operations Support Documentation, Activity Log**).
- Provide personnel and equipment time records to the Section Coordinator at the end of each work shift.

**ONGOING ACTIVITIES:**

- Ensure that all Public Works personnel have completed status check on equipment, facilities and operational capabilities.
- Ensure that field units begin the safety assessment survey of public works and operations facilities and report status information to the EOC Planning/Intelligence Section.
- Assure that all emergency equipment has been moved from unsafe areas.
- Mobilize personnel, heavy equipment and vehicles to designated general staging areas.
- Develop a plan for your Branch/Unit operations and support of field operations as requested. Assign specific responsibilities.
- Maintain contact with established DOCs and work/control/dispatch centers to coordinate resource and response personnel.
- Direct field units to report pertinent information (casualties, damage observations, evacuation status, etc.) to the appropriate EOC Operations Branch.
- Maintain back-up power in the EOC.
- Determine priorities for identifying, inspecting and designating hazardous structures to be demolished.
- Ensure that sources of potable water and sanitary sewage systems are available and protected from potential hazards. (**See Operations Support Documentation - Water Distribution**)
- Develop priorities and coordinate with utility companies for restoration of utilities to critical and essential facilities.
- In coordination with the Los Angeles County Department of Transportation & Public Works, determine status of the Disaster Routes and other transportation routes into and within the affected area. Determine present priorities and estimated times for restoration. Clear and reopen Disaster Routes on a priority basis.
- Coordinate with the Law Enforcement Branch to ensure the safety of evacuation routes following a devastating event.
- Coordinate with the Procurement Unit of the Logistics Section for sanitation service during an emergency.
- Support clean-up and recovery operations during disaster events.
- Clear debris from waterways to prevent flooding. Drain flooded areas, as needed.

- Consider activating a City Debris Management Team to develop a debris removal plan to facilitate city clean-up operations, which addresses:
  - ) Disaster Event Analysis/Waste characterization analysis.
  - ) Debris removal, building deconstruction and demolition needs
  - ) Debris management program, i.e. curbside collection, drop-off sites, household hazardous waste programs
  - ) Temporary storage sites, if necessary
  - ) Facilities and processing operations to be used
  - ) Contract needs
  - ) Debris removal public information program
  - ) Length of program and monitoring and enforcement activities
  - ) Program documentation and reimbursement procedures
- In coordination with the Operations Coordinator, provide support to facilities used for disaster response and recovery operations, i.e., staging areas, shelters, Local Assistance Centers (LACs), etc.

**WATER SPECIFIC TASKS**

- Determine the need to staff a water task group and secure resources through the Logistics Section. (Operations Support Documentation, Water Distribution)
- Contact DHS District Office of Drinking Water, local health department, local water utilities, Public Works, Fire Department, Police Department and other sources to compile situation information including:
  - ) cause and extent of water system damage
  - ) estimated duration of system outage
  - ) geographical area affected
  - ) population affected
  - ) actions taken to restore system
  - ) resources needed to reactivate system
  - ) emergency potable water needs (quantity and prioritized areas)
- Notify the Los Angeles County Operational Area EOC (OAEOC) of the situation and need for mutual aid and participate in OAEOC Water Chief conference calls as requested.
- Evaluate and prioritize potable water needs (quantity/location/duration: minimum 2 gallons per person per day).
- In coordination with the Logistics Section, identify and obtain potable water resources. (If necessary, recommend EOC Director to request mutual aid to identify and/or obtain water resources. (A list of approved commercial vendors is maintained by the Food and Drug Branch of DHS and is available through the Regional EOC [REOC] Water Chief.).
- Identify and secure locations for water distribution points (e.g., parks, city halls, shelters, etc.).
- In coordination with the Logistics Section, identify and secure staff resources needed to operate water distribution points. (If necessary recommend that the EOC Director request mutual aid to obtain required staff resources.)

- Consult with DHS District Office, water utilities and PIO for appropriate public information announcements and media interface.
- Transmit to Finance/Administration Section data on costs incurred in EOC effort to purchase and distribute potable water.

**Please note: Going directly to the State agency (DHS District Office of Drinking Water) is not the normal channel of coordination. However, the local level must coordinate directly with and obtain approval of the State water quality agency for water system restoration.**

**RESOURCES:**

- See Resources in Common EOC Responsibilities on page O-10.
- Request additional resources through the Logistics Section or established ordering procedures, as needed.
- Receive and process all requests for Transportation & Public Works resources. Allocate personnel and equipment in accordance with established priorities.
- Obtain Transportation & Public Works resources through the Logistics Section, utilizing mutual aid process when appropriate.
- Allocate available resources based on requests and EOC priorities.

**BUILDING AND SAFETY****SUPERVISOR:**           **Operations Section Coordinator****PRIMARY RESPONSIBILITIES:**

- ) Begin the immediate inspection for re-occupancy of key City facilities.
- ) Provide inspections of each shelter site prior to occupancy.
- ) Provide the technical, engineering support as requested for other Operations Section Branches; i.e. Urban Search and Rescue teams.
- ) Coordinate investigation and safety assessment of damage to buildings, structures and property within the City for the purpose of:
  - Identifying life-threatening hazardous conditions for immediate abatement.
  - Inspecting and identifying buildings and property for re-occupancy and posting and declaring unsafe conditions.
  - Determining the cost and percentage of damage to all buildings, structures and properties.
- ) Provide safety assessment information and statistics to the Damage Assessment Unit of the Planning/Intelligence Section.
- ) Impose emergency building regulations as determined from performance of structures.
- ) Coordinate investigation of building code performance. Determine the extent of damage to buildings and structures and develop recommendations for building code changes.
- ) Coordinate incoming Building and Safety mutual aid resources.

**READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT**

- See Common EOC Responsibilities on page O-9.

**ASSIGNMENTS/STAFFING:**

- Clarify issues regarding your authority and assignment.
- Determine 24-hour staffing requirement and request additional support as required.

**NOTIFICATIONS:**

- Alert and stage safety assessment teams as needed.

**MEETINGS/BRIEFINGS:**

- Obtain a briefing from the field command post(s), if activated, prior to assuming EOC assignment and brief the Operations Section Coordinator.
- Brief new or relief personnel in your Unit/Position.
- Attend Section meetings and briefings.

- Obtain regular briefings from field command post(s) or DOC.

**ACTION PLANNING:**

- Attend planning meetings at the request of the Operations Section Coordinator.
- Assist the Section in developing Section objectives for the EOC Action Plan.

**DOCUMENTATION:**

- See Documentation and Reports in Common EOC Responsibilities on page O-9.
- Open and maintain an Activity Log (**See Operations Support Documentation, Activity Log**).
- Provide personnel and equipment time records to the Section Coordinator at the end of each work shift.

**ONGOING ACTIVITIES:**

- Coordinate with Los Angeles County Building and Safety regarding local jurisdictional needs.
- Activate the Operational Area Safety/Damage Assessment Plan. It should include inspection of the following critical facilities (priority) and other facilities:
  - ) EOC
  - ) Police Station
  - ) Fire stations
  - ) Congregate care facilities
  - ) Schools
  - ) Transportation & Public Works facilities
  - ) Potential HazMat facilities, including gas stations
  - ) Designated shelters
  - ) Unreinforced masonry buildings
  - ) Concrete tilt-up buildings
  - ) Multi-story structures - commercial, industrial and residential
  - ) Single-family dwellings
- Use a three-phase approach to inspection based upon existing disaster intelligence:
  - ) General Area Survey of structures
  - ) ATC-20 Rapid Inspection
  - ) ATC-20 Detailed Inspection
- After completion of the safety/damage survey, develop a preliminary estimate of the need for mutual aid assistance.
- Implement procedures for posting of building occupancy safety status using ATC-20 guidelines.
- Activate data tracking system to document and report safety assessment information and forward to the Damage Assessment Unit of the Planning/Intelligence Section.
- Assess the need to require potentially unsafe structures to be vacated.
- Provide structural evaluation of mass care and shelter facilities to the Shelter Branch.
- Provide public school inspection reports to the state Architect.
- Consider establishing an area field site to direct and coordinate safety assessment and

inspection teams.

- Coordinate with the Public Works Branch on immediate post-event issues (i.e., debris removal, demolition, fences, etc.)
- Coordinate with the PIO to establish public information and assistance hotlines.
- Consider using 24-hour inspection call-in lines to take damage reports and requests for safety inspections.
- Direct field personnel to advise property owners and tenants that multiple inspections of damage property will be required by various assisting agencies, including American Red Cross; FEMA; CalOES; local Building and Safety; insurance carriers and other local, state and federal agencies.
- If needed, request Police escort of safety assessment and inspection personnel.

**POLICIES:**

- Provide policy recommendations to appropriate City officials for:
  - ) Emergency Building and Safety ordinances.
  - ) Expediting plan checking and permit issuance on damaged buildings.

**RESOURCES:**

- See Resources in Common EOC Responsibilities on page O-10.
- Assess the need and establish contacts for requesting or providing mutual aid assistance.
- Arrange for necessary communications equipment from the Information Systems Branch of the Logistics Section and distribute to all field personnel (e.g., radios, cellular phones, etc.)

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**EMERGENCY OPERATIONS PLAN**

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**OPERATIONS SECTION  
SUPPORTING DOCUMENTATION**

**REFERENCE DOCUMENTS BY POSITION**

**CARE AND SHELTER BRANCH (Look in Forms Section also)**

PRE-IDENTIFIED SHELTER SITES ..... OS-3

RESIDENTIAL CARE AND SKILLED NURSING FACILITIES ..... OS-3

SHELTER-IN-PLACE ..... OS-5

DISABILITY AND AGING SPECIFIC CONSIDERATIONS ..... OS-7

**LAW ENFORCEMENT BRANCH (Look in Forms Section also)**

ALERTING AND WARNING ..... OS-9

Local Alerting and Warning Systems ..... OS-9

    Mobile Emergency Vehicle Sirens and Loud Speakers ..... OS-9

    Emergency Mass Notification System, Nixle ..... OS-9

    EAS ..... OS-9

    City Website ..... OS-9

Operational Alerting and Warning Systems ..... OS-10

    Public Notification System ..... OS-10

    Operational Area Satellite Information System (OASIS) ..... OS-10

    EAS ..... OS-10

State Alerting and Warning Systems ..... OS-11

    California Warning System (CALWAS) ..... OS-11

    California Emergency Services Fire Radio Systems (CESFRS) ..... OS-11

    California Emergency Services Radio System (CESRS) ..... OS-11

    California Law Enforcement Mutual Aid Radio System (CLEMARS) ..... OS-12

    California Law Enforcement Telecommunications System (CLETS) ..... OS-12

    EAS ..... OS-12

    Emergency Digital Information System (EDIS) ..... OS-13

    Operational Area Satellite Information System (OASIS) ..... OS-14

Federal Alerting and Warning Systems ..... OS-14

    EAS ..... OS-14

    National Warning System (NAWAS) ..... OS-15

    National Weather Service (NWS) ..... OS-15

EMERGENCY CONDITIONS AND WARNING ACTIONS ..... OS-17

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**EMERGENCY OPERATIONS PLAN**

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Earthquake ..... OS-17  
Fire ..... OS-19  
Flood ..... OS-19  
Hazardous Materials ..... OS-19  
Seismic Sea Wave (Tsunami)..... OS-19  
Severe Weather ..... OS-20  
Terrorism..... OS-20

NATIONAL WEATHER SERVICE ISSUANCES ..... OS-23

PROCEDURES TO BE FOLLOWED FOR HANDLING THE DEAD ..... OS-25

**FIRE/MEDICAL HEALTH/HAZ MAT BRANCH (Look in Forms Section also)**

RADIOLOGICAL PROTECTION PROCEDURES ..... OS-29

**PUBLIC WORKS BRANCH (Look in Forms Section also)**

DISASTER ROUTE PRIORITY PLAN ..... OS-31

EMERGENCY POTABLE WATER-PROCUREMENT AND DISTRIBUTION ..... OS-33

WATER – CONCEPT OF OPERATIONS..... OS-34

**FORMS**

DAILY SHELTER ACTIVITY REPORT ..... OS-37

EOC CHANGE OF SHIFT BRIEFING SHEET ..... OS-39

ACTIVITY LOG ..... OS-41

**CITY OF CULVER CITY  
PRE-IDENTIFIED SHELTER SITES**

Pre-identified sites with Site Surveys completed include:

1. Culver City Teen Center, 4153 Overland Avenue
2. Culver City Senior Center, 4095 Overland Avenue
3. Veterans Memorial, 4117 Overland Avenue

**CITY OF CULVER CITY  
RESIDENTIAL CARE AND SKILLED NURSING FACILITIES**

Due to the sensitive nature of this information it is contained in a confidential/security document that can be found in a separate binder in the EOC.

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### **SHELTER-IN-PLACE**

**These instructions are to give you guidelines if the EOC needs to shelter-in-place due to hazardous materials exposure from outside the EOC. These instructions could also be used by the Public Information Officer to disseminate information about how to shelter in place during a hazardous materials incident.**

**-Bring people inside and-**

1. Close all doors to the outside and close and lock all windows (windows sometimes seal better when locked).
2. Use tape and plastic food wrapping, wax paper, or aluminum wrap to cover and seal bathroom exhaust fan grilles, range vents, dryer vents, and other openings to the outside to the extent possible (including any obvious gaps around external windows and doors).
3. Where possible, ventilation systems should be turned off. Where this is not possible, building superintendents should set all ventilation systems to 100 percent recirculation so that no outside air is drawn into the structure.
4. Turn off all heating systems.
5. Turn off all air conditioners and switch inlets to the “closed” position. Seal any gaps around window-type air conditioners with tape and plastic sheeting, wax paper, or aluminum wrap.
6. Turn off all exhaust fans in kitchens, bathrooms and other areas.
7. Close as many internal doors as possible in your buildings.
8. If the gas or vapor is soluble or even partially soluble in water, hold a wet cloth or handkerchief over your nose and mouth if the gases start to bother you. Don’t worry about running out of air to breathe. That is highly unlikely in normal buildings.
9. In case of an earthquake, aftershocks will occur, close drapes, curtains and shades over windows. Stay away from external windows to prevent potential injury from flying glass.
10. Minimize the use of elevators in buildings. These tend to “pump” outdoor air in and out of a building as they travel up and down. Elevators can also fail.
11. Tune in to your local radio news station.

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**DISABILITY AND AGING SPECIFIC NEEDS CONSIDERATIONS**

(Based on the National Organization on Disability (NOD)  
*Report on Special Needs Assessment for Katrina Evacuees (SNAKE) Project*).

**TERMINOLOGY**

- ) **“Disability and aging specific”** should be used instead of “special needs”.
- ) **Shelters**
  - Z **General Populations Shelter or Shelter:** A facility selected to provide a safe haven equipped to house, feed, provide a first aid level of care, and minimal support services on a short-term basis (e.g. Astrodome).
  - Z **Access and Functional Needs Shelter or Medical Needs Shelter:** Similar to a general population shelter in service, however, can provide a higher than first aid level of care. There is currently no standard or consistency with these types of shelters.
  - Z **Refuge of Last Resort:** This is a facility not equipped with supplies or staff like a shelter. It is a place to go as a “last resort” when there is no alternative left in which one can get out of harm’s way. These are often spontaneous.
- ) **Disaster Recovery Center (DRC)** is a facility established in, or in close proximity to, the community affected by the disaster where persons can meet face-to-face with represented federal, state, local, and volunteer agencies to:
  - Z Discuss their disaster-related needs
  - Z Obtain information about disaster assistance programs
  - Z Tele-register for assistance
  - Z Update registration information
  - Z Learn about measures for rebuilding that can eliminate or reduce the risk of future loss
  - Z Learn how to complete the SBA loan application
  - Z Request the status of their application for Assistance to Individuals and Households

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**ALERT AND WARNING**  
**ALERT AND WARNING PROCEDURES**

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

Success in saving lives and property is dependent upon timely dissemination of warning and emergency information to persons in threatened areas. Local government is responsible for warning the populace of the jurisdiction. The City will utilize various modes of alerting and warning the community. The following information describes the various systems and provides an explanation of the "Emergency Conditions and Warning Actions" through which these systems may be accessed.

**LOCAL ALERTING AND WARNING SYSTEMS**

All warning systems will be coordinated through the City EOC Director. The following persons are authorized to activate the warning systems:

- Incident Commander
- EOC Director (when EOC is activated)

Activation procedures and geographical boundaries of the systems are detailed below:

- ) **Mobile Emergency Vehicle Sirens and Loudspeakers**  
The City may utilize mobile emergency vehicle sirens and loudspeakers to augment public warning systems used. Vehicles will be dispatched to specific locations and assignments made as directed by the Police Chief or Incident Commander. All areas of the jurisdiction are accessible by vehicle.
- ) **Emergency Mass Notification System, Nixle**  
The City has access to Nixle, an emergency mass notification system. The notification system enables the City, with one call or a few clicks of a computer mouse, to communicate with thousands of residents, businesses and neighbors anywhere, anytime, via home phone, cell phone, business phone, SMS text or email address.
- ) **Emergency Alert System (EAS)**  
Access to EAS for local emergency events of concern to a significant segment of the population of Los Angeles County is through the Los Angeles County Sheriff's Department.  
  
City officials requesting County-wide activation should first review the following criteria:
  - ) Pertinent data
  - ) Area involved
  - ) Actions desired from citizens
  - ) Urgency of broadcast (immediate or delayed)
  - ) Period of time broadcasting should continue
- ) **City Website** - Recent emergency information may also be accessed via [www.culvercity.org](http://www.culvercity.org)

Other warning systems utilized by the City include door-to-door notification by volunteers in Policing, and other volunteers.

**OPERATIONAL AREA ALERTING, NOTIFICATION AND WARNING SYSTEMS****Public Notification System**

The Los Angeles County Sheriff's Department uses a mass notification system (Alert LA County) to alert residents and businesses by phone, text, and e-mail of emergencies in their area.

**OASIS - Operational Area Satellite Information System**

The County of Los Angeles has State Office of Emergency Services OASIS equipment installed in the County EOC. OASIS is a system that consists of a communications satellite, multiple remote sites and a hub. Through this system the County has the capability of contacting any other County in California either through voice or data transmission. The system also allows the County to have direct access to the California Office of Emergency Services and other participating state agencies.

**EAS Emergency Alert System** – EAS Activation Procedures are in a confidential/security document that can be found in a separate binder in the EOC.

The Common Program Control Station (CPCS) is a primary station in an operational area which, preferably, has special communication links with appropriate authorities, (i.e., National Weather Service, Civil Defense, Government authorities, etc.) as specified in the State EAS Operational Plan. The primary CPCS station is responsible for coordinating the carriage of common emergency programs for its area. If it is unable to carry out this function, other Primary Stations in the operational area will be assigned the responsibility as indicated in the State EAS Operational Plan. Los Angeles County Operational Area CPCS stations are:

KFI (AM) 640 KHz	Los Angeles, CA
KNX (AM) 1070 KHz	Los Angeles, CA

Examples of emergencies identified by Los Angeles County Operational Area which may warrant either immediate or delayed response under EAS by the broadcast industry are earthquake, serious fires, heavy rains and flooding, widespread power failures, severe industrial accidents and hazardous material accidents.

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

- ) Sheriff of Los Angeles County - Director of Emergency Services or designee
- ) Chairman of the Los Angeles County Board of Supervisors or designee
- ) Mayor of the City of Los Angeles or designee
- ) Chief of Police of the City of Los Angeles or designee
- ) Authorized public official of the incorporated cities of Los Angeles County
- ) Authorized representative of the National Oceanic and Atmosphere Administration (NOAA)

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

## **STATE ALERTING AND WARNING SYSTEMS**

### **CALWAS California Warning System**

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

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

Backup systems for CALWAS includes:

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

### **CESFRS California Emergency Services Fire Radio System**

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

### **CESRS California Emergency Services Radio System**

CESRS serves as an emergency communications system for CalOES and county emergency services organizations. The system assists in the dissemination of warning information and to support disaster and emergency operations. The system may be used on a day-to-day basis for administrative emergency services business. Statewide communications are provided through a number of microwave interconnected mountain top relays. It operates under appropriate FCC rules and regulations and is administered by the California Office of Emergency Services.

**CLEMARS California Law Enforcement Mutual Aid Radio System**

CLEMARS was established to provide common police radio frequencies for use statewide by state and local law enforcement agencies during periods of man-made or natural disasters or other emergencies where inter-agency coordination is required. It operates under appropriate FCC rules and regulations and is administered by the California Office of Emergency Services.

Participation in CLEMARS is open to all California Law Enforcement agencies which are eligible to operate on radio frequencies authorized by the FCC for the Police Radio Service. In addition, the agency's political subdivision must be a signatory to the California Disaster and Civil Defense Master Mutual Aid Agreement and have developed a mutual aid response capability with trained personnel who will respond when requested by their operational area or regional mutual aid coordinator to provide required assistance.

The Regional Law Enforcement Coordinator is responsible for coordination of use of the system within the Mutual Aid Region. The City participates in CLEMARS through the Police Department and is licensed for mobile and base station communications.

**CLETS California Law Enforcement Telecommunications System**

CLETS is a high-speed message switching system which became operational in 1970. CLETS provides law enforcement and criminal justice agencies access to various data bases and the ability to transmit and receive point-to-point administrative messages to other agencies within California or via the National Law Enforcement Telecommunications System (NLETS) to other states and Canada. Broadcast messages can be transmitted intrastate to participating agencies in the Group Bulletin Network and to regions nationwide via NLETS. CLETS has direct interface with the FBI-NCIC, NLETS, DMV, Oregon and Nevada. The State provides the computer hardware, switching center personnel, administrative personnel, and the circuitry to one point in each county. The local agencies provide the circuitry and equipment which link them to their county termination point. The CLETS terminal in the City is housed at the Police Department.

**EAS Emergency Alert System**

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

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

See the Federal EAS description for Program Priorities. Message priorities are as follows:

- ) Priority One      Immediate and positive action without delay is required to save lives.
- ) Priority Two      Actions required for the protection of property and instructions to the public requiring expedient dissemination.
- ) Priority Three      Information to the public and all others.

### **EDIS    Emergency Digital Information System**

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

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

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

- ) FLASH              Alerts and warning of immediate life-safety value to members of the public.
- ) NEWS                Information of immediate benefit to the public. Releases in this category may include reports of unusual natural, social or technological events; notices of government activities requiring specific action by members of the public; road and traffic information and instructions for those affected by an emergency.
- ) INFO                Advisory messages for coordination between government and the news media. Topics might include: times and locations of news briefings, schedules for media tours of emergency scenes, "pool coverage" arrangements, airspace restrictions.
- ) TEST                Transmissions to verify operation of equipment and for training of originating personnel.

Senders of EDIS messages should bear in mind that almost anyone can obtain the equipment to receive EDIS messages. Confidential or sensitive information should never be transmitted over EDIS. **(Reference: Emergency Digital Information System Plan [EDIS], July 1991, written by the OES Telecommunications Division.)**

### **OASIS    Operational Area Satellite Information System**

The OASIS project, funded under the Earthquake Hazards Reduction Act of 1986, was established to create the most robust communications system possible using leased transponder space from

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## EMERGENCY OPERATIONS PLAN

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commercial satellite operators. The result is the establishment of a system which allows virtually uninterrupted communication between state, regional and operational area level EOCs.

OASIS is a system that consists of a communications satellite, multiple remote sites and a hub.

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

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

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

### FEDERAL ALERTING AND WARNING SYSTEMS

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

This system uses the facilities and personnel of the broadcast industry on a volunteer basis. EAS is operated by the broadcast industry according to established and approved EAS plans, standard operating procedures and within the rules and regulations of the Federal Communications Commission (FCC). FCC rules and regulations require all participating stations with an EAS operating area to broadcast a common program. Each broadcast station volunteers to participate in EAS and agrees to comply with established rules and regulations of the FCC.

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

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

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## EMERGENCY OPERATIONS PLAN

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

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

- ) Federal            The EAS Advisory Committee
- ) State              State Emergency Communications Committee
- ) Local              Operational Area Emergency Communications Committee

### **NAWAS National Warning System**

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

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

#### **Tests**

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

### **National Weather Service (NWS)**

The numbers for the NWS are in confidential/security document that can be found in a separate binder in the EOC.

#### **National Weather Service**

520 No. Elevar St.  
Oxnard, CA 93030  
<http://www.nwsla.noaa.gov/>

The National Weather Service transmits continuous weather information on 162.40, 162.475, and 162.55 MHz frequencies and on the Internet at [www.nwsla.noaa.gov](http://www.nwsla.noaa.gov).

The City should report any unusual (funnel cloud, etc.) or other potentially hazardous weather situation to the NWS as quickly as possible.



**EMERGENCY CONDITIONS AND WARNING ACTIONS**

Methods of warning state and local governments of specific emergency conditions are described below:

**Earthquake**

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

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

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

**Earthquake Advisories**

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

**Local Government**

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

**Notification Process**

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

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

**CALOES WILL FOLLOW A FOUR-STEP PROCESS IN ISSUING AND CANCELING ADVISORIES:**

1. Information regarding additional seismic activity will be disseminated in the form of an **Earthquake Advisory**. The Advisory will include information on the background

of the Advisory, the areas included in the Advisory and the period of time in which the Advisory is in effect. **The Earthquake Advisory will be issued to jurisdictions determined to be located within the area of enhanced risk.** Advisories are usually issued for a 3-5 day period. CalOES will keep local governments advised of any updates on the situation as they become available.

In most instances, the notification of the issuance of an Earthquake Advisory will be to the affected counties via CLETS, followed by an announcement over CALWAS. It is the responsibility of county offices that receive the Advisory to forward the information immediately to all cities within the county and county emergency services coordinators. City offices that receive the Advisory should, in turn, forward the information to the city emergency services coordinator.

2. Following the issuance of the Earthquake Advisory to jurisdictions within the area of enhanced risk, CalOES will issue a **Notice of Earthquake Advisory** to State departments, specified Federal agencies and all other counties in the State.

The Notice of Earthquake Advisory is issued for informational purposes. No specific actions are recommended to jurisdictions receiving this notice, except at the discretion of local officials. It will be disseminated via the same telecommunications systems as the Earthquake Advisory.

3. CalOES will inform the news media and public of an Earthquake Advisory by the issue of an **Earthquake Advisory News Release.**
4. At the end of the period specified in the initial Advisory, CalOES will issue an **End of Earthquake Advisory Period** message. This cancellation message will be issued over the same telecommunications systems as were used to initially issue the Advisory and Notice of Advisory to State agencies, local government, specified Federal agencies, the news media and the public. An Advisory may be extended if scientific assessments continue to indicate reasons for such a continuation.

### **Earthquake Prediction (Short-Term)**

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

Formal predictions include specific identification of expected magnitude, location, time and likelihood of occurrence (i.e., probability), that have been rigorously reviewed and confirmed by the California Earthquake Prediction Evaluation Council (CEPEC).

**Fire**

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

**Flood**

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

**Flood Stages and Bulletins**

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

**Hazardous Materials Situations**

Potential hazardous materials situations are identified during the planning phase by the Culver City Fire Department. Area Plans address in detail the specifics for hazardous materials planning for the local area. Initial notifications of an incident are made by the responsible party or the responding agency to the **California Warning Center in Sacramento at 800/852-7550** as soon as the incident occurs. The Warning Center then makes notifications to various state agencies and the regional duty officer.

**Seismic Sea Waves (Tsunamis)**

Tsunami "Watch" (a tsunami may have been generated) and "Warning" (a tsunami has been generated) messages are issued for our area by the *West Coast and Alaska Tsunami Warning Center* (WCATWC – <http://wcatwc.arh.noaa.gov/>), located in Palmer, Alaska. The WCATWC is an element of the Department of Commerce, National Oceanographic & Atmospheric Administration (NOAA). Since late 2005, the WCATWC has been staffed twenty four hours a day, and is backed up by (and backs up, as well) the *Pacific Tsunami Warning Center* (PTWC), located in Ewa Beach, Hawaii. Both centers also transmit "Information" messages when significant seismic events occur under the sea floor, but do not have the potential to generate a tsunami.

Watch and Warning messages are transmitted by the respective Warning Centers over the NOAA *Weather Wire* system directly to each other, Coastal National Weather Service Forecast Offices and their Area of Responsibility's State Warning Centers. The National Weather Service Office located in Oxnard serves the Counties of San Luis Obispo, Santa Barbara, Ventura and Los Angeles. The CalOES operates California's State Warning Center in Sacramento.

The Oxnard Weather Forecast Office after receiving the transcribed Tsunami Warning Messages over the NWS weather wire will record the message for transmission over the Emergency Alert System (EAS) and local National Weather Radio sites.

Tsunami Watch and Information messages are retransmitted by the State Warning Center over the *California Law Enforcement Telecommunications System* (CLETS) and the Electronic Digital Information System (EDIS) to coastal jurisdictions. The Warning Center then follows up by calling each coastal Operational Area over CalWAS (California Warning and Alerting System, the State network portion of NAWAS (National Alert and Warning System)).

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

### **Severe Weather Warning**

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

### **Terrorism-The National Terrorism Advisory System (NTAS)**

The Federal Government has implemented The National Terrorism Advisory System, or NTAS, which replaces the color-coded Homeland Security Advisory System (HSAS). This new system will more effectively communicate information about terrorist threats by providing timely, detailed information to the public, government agencies, first responders, airports and other transportation hubs, and the private sector.

### **NTAS Alerts**

NTAS Alerts will only be issued when credible information is available. These alerts will include a clear statement that there is an **imminent threat** or **elevated threat**. Using available information, the alerts will provide a concise summary of the potential threat, information about actions being taken to ensure public safety, and recommended steps that individuals, communities, businesses and governments can take to help prevent, mitigate or respond to the threat.

The NTAS Alerts will be based on the nature of the threat: in some cases, alerts will be sent directly to law enforcement or affected areas of the private sector, while in others, alerts will be issued more broadly to the American people through both official and media channels.

NTAS Alerts contain a **sunset** provision indicating a specific date when the alert expires - there will not be a constant NTAS Alert or blanket warning that there is an overarching threat. If threat information changes for an alert, the Secretary of Homeland Security may announce an updated NTAS Alert. All changes, including the announcement that cancels an NTAS Alert, will be distributed the same way as the original alert.

### **Alert Announcements**

NTAS Alerts will be issued through state, local and tribal partners, the news media and directly to the public via the following channels:

- ) Via the official DHS NTAS webpage – <http://www.dhs.gov/alerts>

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## EMERGENCY OPERATIONS PLAN

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- ) Via email signup at – <http://www.dhs.gov/alerts>
- ) Via social media o Facebook – <http://facebook.com/NTASAlerts>
- ) Twitter – <http://www.twitter.com/NTASAlerts>
- ) Via data feeds, web widgets and graphics at <http://www.dhs.gov/alerts>

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**NATIONAL WEATHER SERVICE ISSUANCES****TYPES OF ISSUANCES**

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

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

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

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

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

**SPECIFIC TYPES OF ISSUANCES****FLASH FLOODING:**

**Flash Flood Warning:** Flash Flooding is occurring or imminent.

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

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

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

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

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

**OTHER TYPES OF ISSUANCES**

**Dense Fog Advisory:** Issued when dense fog (visibility below 2 mile) is expected to last for three hours or longer)

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

**Refer to the Appendix section for contact numbers for the National Weather Service.**

### **PROCEDURES TO BE FOLLOWED FOR HANDLING THE DEAD**

**Overview:** The Department of Coroner is responsible for the collection, identification, and disposition of decedents during conditions of disaster or extreme peril. Responsibilities include the following:

1. Identify human remains and provide adequate and decent storage.
2. Determine the cause and manner of death.
3. Inventory and protect personal effects found on the decedent.
4. Locate and notify the next-of-kin.
5. Release of remains.
6. Files and records death certificates.

Additional responsibilities include:

1. Coordinate with all agencies both public and private for the collection, identification, notification and disposition of human remains and their personal property.
2. Recruit additional, qualified personnel to perform those various duties.
3. Establishes collection points and body staging areas for processing the dead.

**Assumptions:** It is likely that fatalities will occur during a major disaster. Communications and transportation may be disrupted. The Department of Coroner may not be able to provide assistance for 72 hours or longer. Therefore, the City must take action to ensure the safe handling and storage of decedents until the Coroner or Coroner-designated personnel can respond.

In the event of a major disaster within Los Angeles County, it may be several days before the dead can be collected and processed by the Department of the Chief Medical Examiner-Coroner.

Therefore, the following guidelines have been prepared to aid the City in handling the dead until the Coroner can relieve the City of that responsibility

#### **Handling the Dead**

When it becomes necessary to remove the dead from disaster sites because rescue work is in progress or the health and safety of the community is threatened, specific procedures **must** be followed:

##### **Procedures:**

- I. Handling of decedents who have been located.
  1. Determine if the decedent(s) can be safely moved.
    - a. Structural damage and debris may prevent the safe removal of one or more decedents. If this is the case, clearly mark area for later removal of decedent by the Coroner Team and support personnel. Use an indelible marker or spray paint. Write letters DOA and arrow pointing to the location of the decedent.

- b. If decedent or body parts can be removed, refer to body-wrapping procedures before removing to fatality collection area.
2. Set aside an area that can be used as a collection point for fatalities. This can be termed the building mortuary. Cement parking structures, covered areas, nearby parks, etc. are ideal for this purpose. Special care should be taken not to place bodies where following supplies are recommended to be kept on hand for the number of possible fatalities: body bags, heavy duty gloves, rubber gloves, plastic aprons, face masks, household Clorox, indelible markers.
3. When handling decedents, follow precautions for infection control. Wear rubber or heavy duty leather gloves, facemask, and protective clothing. Always wash hands with antiseptic solution after handling decedents.
  - a. If a body can be moved, perform the following:
    - (1) **Do not** remove any personal effects from the body at any time. Personal effects must remain with the body **at all times**.
    - (2) Secure body in plastic or vinyl body bag. If a body bag is not available, wrap and secure body with plastic sheet approximately .25mm in thickness. Place body in center of sheet cut 4 ft. X 10 ft. or use two heavy duty lawn debris trash bags. Secure in such a manner that fluids are contained using tie wrap or 3 ply cotton rope. Do not damage body when securing (For example, do not secure rope around the face. This may disfigure the body and hinder identification efforts.).
    - (3) Complete Body Identification Sheet (see attached).
      - a. Attach a tag or label to the body with the following information (see attached sample):
      - b. Record identity, if known, e.g., through personal recognition, and important details on the discovery of the body (i.e., address, location, position).
      - c. Date and time found.
      - d. Exact location where found, including floor/room number, etc.
      - e. Name/address of decedent, if known.
      - f. If identified, how, when and by whom.
      - g. Name/phone number of person filling out tag.
      - e. If body is contaminated, so state with type of contamination.
      - f. Other casualties (living and dead) found nearby.
    - (4) Place each body in a separate disaster pouch or in plastic sheeting and tie securely to prevent unwrapping. Securely attach a second tag with the same information stated in Item No. 2 to the outside of the sheeting or pouch.
    - (5) If personal effects are found and thought to belong to a body, place them in a separate container and labeled as in Item No. 2. **Do not** assume any loose effects belong to a body and do not attach loose effects to the body but, store separately.

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**EMERGENCY OPERATIONS PLAN**

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- (6) Move the properly tagged body with its personal effects to a convenient location, i.e., garage or other cool building, preferably one with refrigeration. In case of extreme heat or direct sunlight, move the body **as soon as possible**.
- (7) Move bagged body to fatality collection area. Establish security to prevent looting of bodies. Keep log sheet for number of bodies stored and a grid showing the location of each body.

II. The putrefaction process is strongly temperature-dependent and also dependent on exposure.

A. Temperature (the season of the year) makes a big difference in the speed of putrefaction of exposed human bodies in Los Angeles County. The following approximations are dependent on the temperatures prevailing at the time:

	Summer	Winter
<b>Facially identifiable</b>	day 1	day 5
<b>Bloating</b>	day 2	day 2 - 6
<b>Putrefaction/external maggots</b>	day 3	day 3 - 10
<b>Collapse of face and abdomen/internal maggots</b>	day 4 - 8	week 2 - 3
<b>Skeletonizing</b>	week 2	week 3+
<b>Dismemberment</b>	week 3+	week 6+

**FOR MORE INFORMATION, CONTACT THE LOS ANGELES COUNTY DEPARTMENT OF CORONER/DISASTER AND COMMUNITY SERVICES PROGRAM (See Appendix for contact numbers).**

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**RADIOLOGICAL PROTECTION PROCEDURES  
FOR CITIES IN THE VENTURA COUNTY OPERATIONAL AREA**

**RADIOLOGICAL PROTECTION REQUIREMENTS**

In conjunction with the Logistics Section, obtain and maintain radiation and hazardous materials detection devices.

- ) All City fire apparatus carry radiological equipment that will detect alpha, beta and gamma radiation.
- ) City of Culver City Fire Department does maintain RADEF equipment.
- ) (All Fire Department front line apparatus carry active gamma alarms. District Engines and Trucks carry monitors capable of detecting alpha, beta and gamma radiation as well as radiological contamination.)
- ) City of Culver City should contact Los Angeles City Fire HazMat to augment radiation protection capabilities.

Maintain radiation exposure records for response personnel and require dosimeter readings at appropriate frequencies, if necessary, during emergency operations.

- ) Safety Officer-at incident site
- ) Long-term maintenance (career exposure)
  - Z Individual personnel records. Radiation exposure records for Fire personnel will be maintained at the Culver City Fire Department
  - Z Health care providers

Follow Fire Department procedures for radiological decontamination of response personnel, equipment, supplies, instruments and facilities.

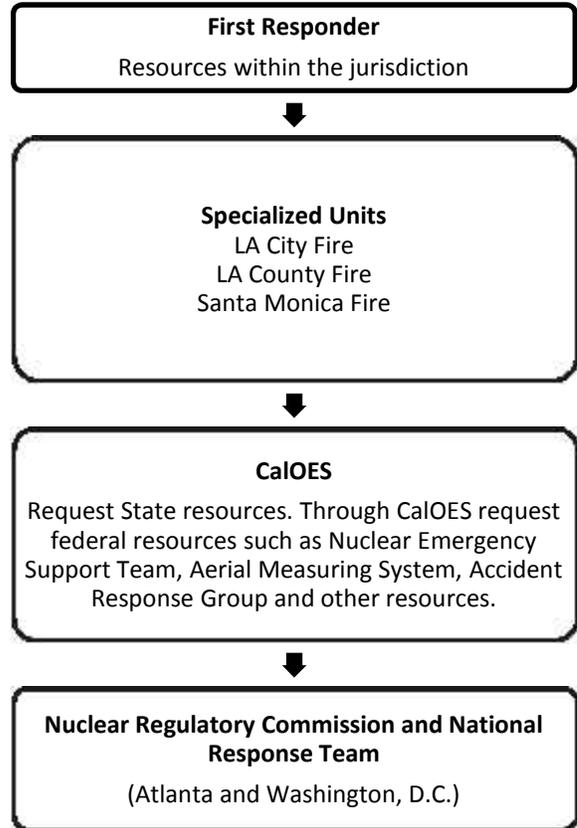
See City of Culver City Hazardous Materials SOPs for Radiological Protection Procedures.

Identify medical facilities with the capability to decontaminate radiological or chemically contaminated casualties.

In conjunction with the Health Branch, develop procedures for determining the levels of radiation exposure of affected individuals and providing treatment and care.

- ) Utilize the radiological equipment at scene to determine levels of radiation exposure.

**Radiological Incidents: Tiered Response**



- ) Apply regular department procedures for treatment.

Appoint personnel to perform radiological monitoring, reporting and decontamination duties during emergencies.

- ) Appointment of personnel is specific to the incident tiered response.
- ) Every Culver City firefighter has received minimum training competencies in radiological response.
- ) Every Culver City firefighter has radiological training

In conjunction with the Planning/Intelligence Section, prepare radiological reports for submission to the state or federal governments, as appropriate.

Utilizing federal guidance with input from the state and local health agencies, arrange for training of emergency services staff and shelter teams for radiological monitoring reporting and decontamination duties.

- ) Station in-service drills are held on radiological monitoring to update field personnel.

In conjunction with the Logistics Section, the FD Training Officer will identify instructors for training in radiological monitoring, reporting and decontamination for field and EOC operations.

In conjunction with the Logistics Section, maintain an inventory list of the source and quantity of available RADEF instruments.

- ) All Culver City Fire Department fire engines and LA County Health HazMat units carry appropriate equipment to detect high and low levels of radiation.
- ) City of Culver City Fire Department apparatus carry radiation detection equipment. All apparatus carry dosimetry equipment capable of measuring gamma radiation.

## **DISASTER ROUTE PRIORITY PLAN**

### **WHAT IS THE DISASTER ROUTE PRIORITY PLAN?**

The Disaster Route Priority Plan is a Countywide multijurisdictional plan to quickly assess the condition of the highway system, identify emergency access into heavily damaged areas, critical facilities, and prioritize the clearing, repair, and restoration of key regional highway routes following a major disaster, such as a large earthquake. The Disaster Routes would also serve as alternate interim transportation routes to the freeway system should portions of the freeway system be destroyed or damaged.

The Plan was developed by public works directors and city engineers from throughout the County of Los Angeles and its neighboring counties following the 1971 Sylmar earthquake. It has been approved by the County of Los Angeles Board of Supervisors, most of the cities in the County and the Los Angeles Emergency Preparedness Commission.

### **WHY DO WE NEED IT?**

The Disaster Route Plan is critically needed by first-line emergency responders such as fire, search and rescue, and emergency medical personnel in the early period immediately following the disaster to gain access to the impacted areas to save lives and protect property. It is also critically needed to provide access to these areas as the recovery and restoration efforts begin, so that the needed resources can be brought in as quickly as possible.

### **WHAT DOES THE PLAN CONSIST OF?**

The Disasters Route Priority Plan consists of a network of key major highways providing access to all areas of the County. A critical element of the Plan is that it calls upon the public work's/city engineer departments of the County and all the cities to work together in a **coordinated** effort to assess the condition of the selected Disaster Routes and clear and reopen them on a priority basis.

### **WHAT ARE THE COUNTY'S AND CITIES' ROLES IN CARRYING OUT THE PLAN?**

The State of California by-law requires that the Counties and cities throughout the State respond to disasters under the adopted Standardized Emergency Management Systems (SEMS) Operational Area concept in order to be eligible for State disaster reimbursement of personnel costs. Under this concept, the County is to act as the coordinator of emergency response and point of contact for State emergency assistance. The Disaster Route Priority Plan carries out this concept by designating the Director of the County of Los Angeles Department of Public Works (DPW) to work with the cities in a disaster to quickly determine the condition of the Disaster Routes (and other transportation routes), and to coordinate assistance to those cities who need it in clearing or repairing the Disaster Routes. This assistance would normally be provided under the terms of the Public Works Mutual Aid Agreement.

**SPECIFICALLY, HOW WILL THE PLAN WORK IN A DISASTER?**

In a major disaster, such as a large earthquake which creates widespread major damage, the County DPW road maintenance force will immediately survey and report the condition of the portions of the Disaster Routes in the unincorporated areas and contract cities. Cities providing their own street maintenance shall report road closures and damages as an Incident in the County's Operational Area Response and Recovery System (OARRS). If OARRS is not available, damage/closure to disaster routes will be reported to the Sheriff Watch Commander or Sheriff Station EOC (if activated) for the area or reported directly to County DPW's Dispatch center by calling (800) 456-HELP (4357). County DPW personnel will also gather information on the status of the freeway system from Caltrans and the California Highway Patrol. All information will all be reported to and analyzed at the County DPW Department Operations Center (DOC), where it will be disseminated immediately to the County EOC for further dissemination to all emergency response agencies, cities' EOCs, and the public.

**Note: A large copy of the disaster route map is located in the EOC and Alternate EOC.**

**EMERGENCY POTABLE WATER  
PROCUREMENT & DISTRIBUTION****INTRODUCTION**

The following procedures are designed to facilitate acquisition and distribution of alternative potable water. They set forth specific activities that should be considered to evaluate emergency situations and then to procure and distribute potable water to critical locations if needed.

Primary Response Agency Roles and Responsibilities:

<b>Agent:</b>	<b>Function:</b>
City of Culver City	Primary responsibility for purchase and distribution of alternate source of potable water for populations within the City. Operates Local Emergency Operations Center (LEOC): Coordinates resources and manages operations for distribution of alternative potable water to affected populations.
Los Angeles County (Operational Area)	Operates Operational Area Emergency Operations Center (OAEOC): Coordinates county resources and assists LEOC(s) in providing potable water to affected population(s).
California Emergency Management Agency	Coordinates federal, state, and regional resources to assist OAEOC(s) in providing alternative source of potable water to affected populations. Operates Regional Emergency Operations Center (REOC) and State Operations Center (SOC).
Federal Emergency Management Agency (FEMA)	Coordinates federal emergency response resources and provides alternate source of potable water to affected populations, as requested by State.

**WATER  
CONCEPT OF OPERATIONS**

During the initial hours following an emergency it is especially important to ascertain the scale of the emergency and the areas where the potable water supply and delivery system has been affected.

**PROCUREMENT AND DISTRIBUTION PROCESS**

Successful implementation of these procedures will require the support of public, private, and volunteer agencies. The following identifies the public, private, and volunteer agencies, which will play a part in the acquisition and distribution of emergency potable water and assigns to them specific roles and responsibilities.

**CITY OF CULVER CITY**

Provide alternate source of potable water to affected populations. Deploy Field Response personnel, activate Local Emergency Operations Center(s) (LEOC) and Operational Area Emergency Operations Center (OAEOC). Implement duties pursuant to Field Response Agent, LEOC and OAEOC roles and responsibilities.

**OPERATIONAL AREA**

The Los Angeles County Department of Health is the primary agency responsible for the purchase and distribution of emergency potable water to populations within its jurisdiction.

**GOVERNOR'S EMERGENCY MANAGEMENT AGENCY (CALOES)**

If the Operational Area cannot provide enough alternate source of potable water to affected populations, CalOES will activate Regional Emergency Operations Center(s) (REOC) and the State Operations Center (SOC). Implement duties pursuant to REOC and SOC roles and responsibilities.

**FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA)**

Provide alternate source of potable water to affected populations, as requested by State. Implement duties pursuant to FEMA roles and responsibilities.

**RESPONSIBILITY**

The Department of Public Works is the lead agency for establishing and operating emergency potable water distribution sites.

The Department of Public Works is responsible for evaluating situation assessments and prioritizing resource allocation. When necessary, the water coordinator will activate a water task group to help establish or assist in the establishment and operation of the alternative potable water procurement and distribution program. The size, makeup and specific assignment of the water task group will be dependent on the magnitude of the problem at hand.

The Water Coordinator and Water Task Group will be staffed by City Public Works. The unit will report to the Public Works Branch.

Duties of the water coordinator/water task group are as follows:

1. Serve as EOC primary contact for all potable water procurement and distribution matters.
2. Coordinate conference calls with other level EOC water coordinators to assess potable water needs.
3. Obtain consolidated situation information compiled by the Planning/Intelligence Section and other sources. This information would include:
  - ) cause and extent of water system damage
  - ) estimated duration of system outage
  - ) geographical area affected
  - ) population affected
  - ) actions taken to restore system
  - ) resources needed to reactivate system
  - ) emergency potable water needs (quantity and prioritized areas)
4. Prioritize distribution locations (include needs of critical facilities) and make recommendations to Public Works Branch Director who will discuss with the Operations Section Coordinator.
5. Identify and secure potable water resources with assistance from the Logistics Section, Procurement Unit.
6. Identify transportation and equipment needs and secure required resources through the Logistics Section, Procurement Unit.
7. Coordinate with DHS, water utilities, and EOC Public Information Officer for appropriate public information announcements and Media interface.
8. Document all information related to expenditures, resource commitments, contracts and other costs related to procurement and distribution of potable water and provide such information to the Finance and Administration Section.

### **EMERGENCY POTABLE WATER SUPPLY CONSIDERATIONS**

When there is a need for emergency potable water, everyone should work with the Operational Area and with the State Department of Health Services, Division of Drinking Water and Environmental Management. When there is a "Boil Water" advisory, the public should be advised to bring water to a rapid boil for 1-2 minutes. In the event of any other situation that may require supplying potable water, the Local Emergency Operations Center (LEOC) and Operational Area Emergency Operations Center (OAEOC) will utilize the following options in the order listed below. All City requests should go through the Operational Area EOC.

#### **Bottled Water**

Water in one-gallon plastic containers is by far the most convenient and effective way to initially provide emergency water to the public. A list of approved commercial vendors is maintained by the State Department of Health Services, Food and Drug Branch, is available through the REOC Operations Section Water Coordinator.

The Regional Emergency Operations Center (REOC) can arrange transportation, if necessary, with state assets. Water and beverage bottlers sometimes offer free bottled water and delivery.

**Bulk Potable Water Deliveries:** (If bottled water is not a viable option)

Bulk potable water deliveries are for limited use and should only be employed for immediate crisis situations when the first option is not available. Bulk potable water may also be needed for critical facilities such as hospitals, clinics and other health facilities.

Portions of the existing potable water system, or nearby systems, may continue to have potable water in their normal distribution systems. These sources are closest and easiest to access and should be used for bulk water deliveries.

National Guard water buffaloes (500 gallon trailers) are available in limited numbers and should only be used to support evacuation efforts and immediate crisis situations. The small volume necessitates that water tenders keep buffaloes filled.

**Water Purification Systems:** (If bulk potable water deliveries are not a viable option):

Commercial portable water purification systems are available where connection to an approved water source and some means of storing or distributing water is available. Approved and licensed commercial vendors can provide limited water storage (approximately 1,000 gallons). The State Department of Health Services Drinking Water Program or County Health Department must approve the water source to assure that the treatment is sufficient to deal with the level of contamination, and confirm the integrity of the system. The National Guard has limited purification capability, which should only be requested when all other options are exhausted.

**EMERGENCY OPERATIONS PLAN**

**City of Culver City  
Daily Shelter Activity Report  
Report due into City EOC by 8:00 A.M. each day**

Shelter Site: \_\_\_\_\_ Date: \_\_\_\_\_

To: City of Culver City

From: \_\_\_\_\_

Shelter Capacity	Number in Shelter Overnight	Breakfast	Lunch	Dinner

Report Period: \_\_\_\_\_

Shelter Phone: \_\_\_\_\_

	Day Shift	Evening Shift
Shelter Manager	_____	_____
Asst. Shelter Manager	_____	_____
Nurse	_____	_____
Workers	_____	_____

<b>Narrative (Day Shift)</b>
<b>Narrative (Evening Shift)</b>



**EMERGENCY OPERATIONS PLAN**

<b>EOC Change of Shift Briefing Worksheet</b>		
<b>Section: Operations</b>		<b>Position: Section Coordinator</b>
Operational period	Date:	<input type="checkbox"/> Initial <input type="checkbox"/> Update <input type="checkbox"/> Final
For shift from	AM to	PM
Off-going employee:		Relief Employee:
Disaster name:		
EOC Director:		
Section Coordinator:		
Description of problem:		
Cause:		
Area involved:		
Injuries (unofficial)		
Deaths (unofficial):		
Est. \$ public damage:		
Est. \$ private damage:		
Current threat:		
Status of incident(s):		
Other jurisdiction(s) involved:		
Staging location:		
Weather situation:		
Your assigned task:		
Your EOC phone #:		
Equipment assigned to you:		
Equipment available at:		
Meals available at:		
Medical care available at:		
Lodging available at:		
Supplies available at:		
Fuel available at:		
Autos available from:		
Other information:		

Each off-going person should use this worksheet to brief their EOC replacement.

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**PART TWO – EMERGENCY ORGANIZATION FUNCTIONS  
PLANNING/INTELLIGENCE SECTION**

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**EMERGENCY OPERATIONS PLAN**

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<b>FORMS</b>
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**PLANNING/INTELLIGENCE SECTION****PURPOSE**

To enhance the capability of the City of Culver City to respond to emergencies by planning application and coordination of available resources. It is the policy of this section that the priorities of responses are to be:

- ) Protect life, property and the environment.
- ) Provide planning and direction for emergency operations and optimize the management of resources.
- ) Provide support to the other sections of the City's emergency response team.
- ) At the earliest possible opportunity restore essential services and systems.

**OVERVIEW**

The Planning/Intelligence Section's primary responsibility is to collect, evaluate, display, and disseminate incident information and status of all assigned, available and "out-of-service" resources. This Section functions as the primary support for decision-making to the overall emergency organization. This Section also provides anticipatory appraisals and develops plans necessary to cope with changing field events. This Section primarily gathers and documents information to answer critical questions: Where are the incidents? How bad are the incidents? How much worse will the incidents become? How can we best manage the incidents? During a disaster/emergency, other department heads will advise the Planning/Intelligence Coordinator on various courses of action from their departmental level perspective.

**OBJECTIVES**

The Planning/Intelligence Section ensures that safety/damage assessment information is compiled, assembled and reported in an expeditious manner to the various EOC sections, City departments and the Los Angeles County Operational Area via the Operational Area Response and Recovery System (OARRS). This Section is responsible for the preparation and documentation of the EOC Action Plan (with input from Management Section Staff, Section Coordinators, and other appropriate agencies/jurisdictions). The Planning/Intelligence Section is also responsible for the detailed recording (Documentation Unit) of the entire response effort and the preservation of these records during and following the disaster. The Planning/Intelligence Section will accomplish the following specific objectives during a disaster/emergency:

- ) Collect initial situation and safety/damage assessment information.
- ) Display situation and operational information in the Emergency Operations Center (EOC) using maps and visual aids.
- ) Disseminate intelligence information to the EOC Director, Deputy EOC Director, Public Information Officer, General Staff and the Los Angeles County Operational Area via OARRS or the West Hollywood Sheriff's Station EOC or Watch Commander.
- ) Conduct mapping and recording operations.

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## EMERGENCY OPERATIONS PLAN

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- ) Prepare summary safety/damage assessment reports for dissemination to other sections, City departments, CalOES, FEMA and the Los Angeles County Operational Area via OARRS or the West Hollywood Sheriff's Station EOC or Watch Commander.
- ) Prepare required reports identifying the extent of damage and financial losses.
- ) Determine the City's post-event condition.
- ) Provide Planning/Intelligence support to other sections.
- ) Ensure accurate recording and documentation of the incident.
- ) Prepare the City's EOC Action Plan.
- ) Prepare the City's After-Action/Corrective Action Report.
- ) Prepare a post-disaster recovery plan.
- ) Maintain proper and accurate documentation of all actions taken to ensure that all required records are preserved for future use and CalOES and FEMA filing requirements.
- ) Acquire technical experts for special interest topics or special technical knowledge subjects.

### CONCEPT OF OPERATIONS

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

- ) The Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS) will be followed.
- ) All existing City and departmental operating procedures will be adhered to unless modified by the City Council or EOC Director.
- ) All on-duty personnel are expected to remain on duty until properly relieved of duty. Off-duty personnel will be expected to return to work in accordance with adopted policies.
- ) While in a disaster mode, operational periods will be 12 hours for the duration of the event. Operational periods will normally change at 8 a.m. and 8 p.m. Operational periods should be event driven.

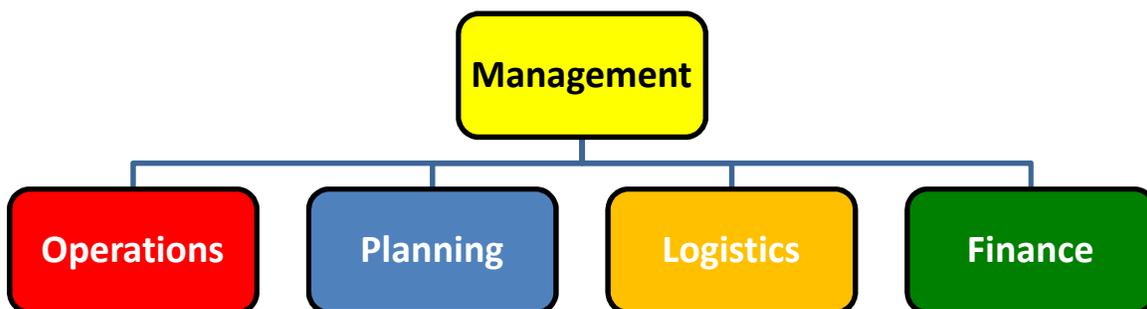
**EMERGENCY OPERATIONS PLAN**

**ORGANIZATION CHART**



\* If all elements are activated, a deputy may be appointed to provide a manageable span of control. The Incident Command System will be used in the field. Field units will coordinate and communicate with each of the Branches under the Operations Section.

RESPONSIBILITIES CHART



**Responsibilities:**

**Management (Management Section)**

Responsible for overall emergency management policy and coordination through the joint efforts of governmental agencies and private organizations. Management will either activate appropriate sections or perform their functions as needed.

**Operations Section**

The Operations Section is responsible for coordinating all city operations in support of the emergency response through implementation of the City’s EOC Action Plan.

**Planning/Intelligence Section**

The Planning/Intelligence Section is responsible for collecting, evaluating, disseminating information and tracking resources; developing the City’s EOC Action Plan in coordination with other sections; initiating and preparation of the City’s After Action/ Corrective Action Report and maintaining documentation.

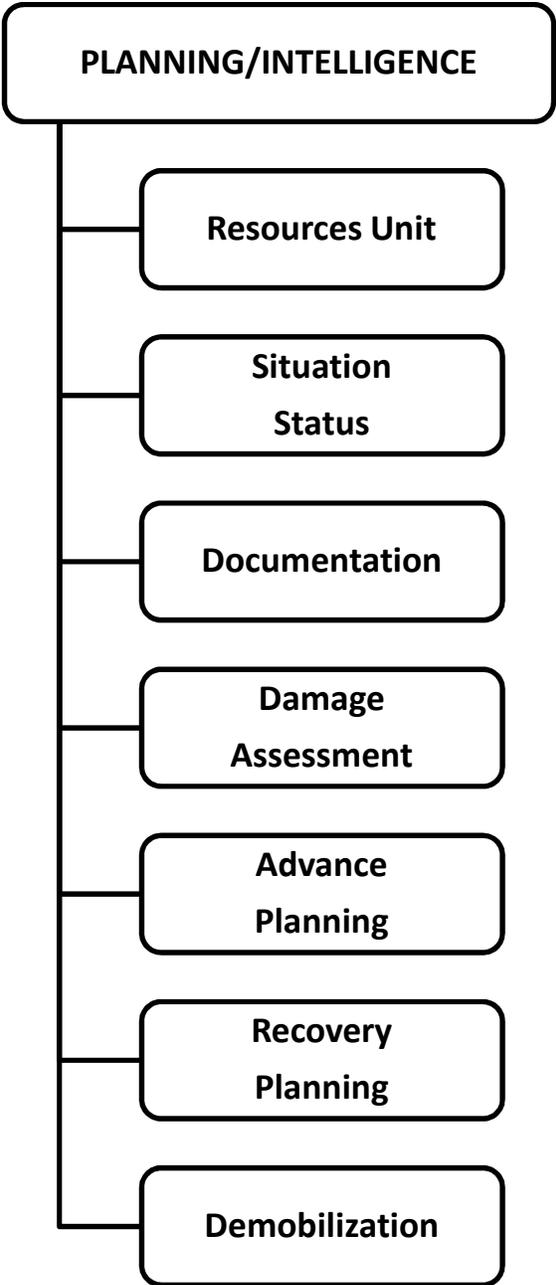
**Logistics Section**

The Logistics Section is responsible for providing communications, facilities, services, personnel, equipment, supplies, and materials.

**Finance/Administration Section**

The Finance/Administration Section is responsible for financial activities and other administrative aspects.

PLANNING/INTELLIGENCE ORGANIZATION CHART



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**PLANNING/INTELLIGENCE SECTION STAFF**

The Planning/Intelligence Section Coordinator will determine, based on present and projected requirements, the need for establishing specific and/or specialized branches/groups/units. The following may be established as the need arises:

- ) Resources Unit
- ) Situation Status Unit
- ) Documentation Unit
- ) Damage Assessment Unit
- ) Advance Planning Unit
- ) Recovery Planning Unit
- ) Demobilization Unit
- ) Technical Specialist

The Planning/Intelligence Section Coordinator may activate additional branches/groups/units as necessary to fulfill an expanded role.

The Planning/Intelligence Section Coordinator is responsible for overseeing all demobilization post-disaster. All Planning/Intelligence staff will account for all equipment, personnel, and supplies at the end of any operation.

**Planning/Intelligence Section Coordinator**

The Planning/Intelligence Section Coordinator, a member of the EOC Director's General Staff, is responsible for the collection, evaluation, forecasting, dissemination and use of information about the development of the incident. Information is needed to:

- ) Understand the current situation.
- ) Predict probable course of incident events.
- ) Prepare alternative strategies for the incident.

**Resources Unit**

The Resources Unit is responsible for maintaining detailed tracking records of resource allocation and use (resources available, resources assigned, resources requested but not yet on scene, "out-of-service" resources and estimates of future resource needs); for maintaining logs and invoices to support the documentation process and for resources information displays in the EOC. This Unit cooperates closely with the Operations Section (to identify resources currently in place and resources needed) and Logistics Section (to determine resources ordered and in route).

**Situation Status Unit**

The Situation Status Unit is responsible for the collection and organization of incident status and situation information. The Unit is also responsible for the evaluation, analysis and display of information for use by EOC staff.

**Documentation Unit**

The Documentation Unit is responsible for initiating and coordinating the preparation of the City's EOC Action Plans and After-Action/Corrective Action Reports; maintaining accurate and complete incident files; establishing and operating an EOC Message Center; providing copying services to EOC personnel and preserving incident files for legal, analytical and historical purposes.

**Damage Assessment Unit**

The Damage Assessment Unit is responsible for maintaining detailed records of safety/damage assessment information and supporting the documentation process.

**Advance Planning Unit**

The Advance Planning Unit is responsible for developing reports and recommendations for future time periods and for preparing reports and briefings for use in strategy and/or planning meetings.

**Recovery Planning Unit**

The Recovery Unit is responsible for all initial recovery operations and for preparing the EOC organization for transition to a recovery operations organization to restore the City to pre-disaster condition as quickly and effectively as possible.

**Demobilization Unit**

The Demobilization Unit is responsible for preparing a Demobilization Plan to ensure an orderly, safe and cost-effective release of personnel and equipment.

**Technical Specialist**

Technical Specialists are advisors with special skills needed to support a field or function not addressed elsewhere or by any other discipline. Technical Specialists (which may or may not be an employee of a public or private agency) may report to the Planning/Intelligence Section Coordinator; may function within an existing unit such as the Situation Status Unit; form a separate unit if required or be reassigned to other parts of the organization, i.e. Operations, Logistics, or Finance/Administration.

**COMMON EOC RESPONSIBILITIES**

(The following is a checklist applicable to all EOC positions).

**ACTIVATION:**

- Report to your EOC organizational supervisor.
- Put on appropriate vest and print your name on the EOC Organizational Chart next to your assignment.
- Obtain a briefing on the situation from available sources (Section Coordinator, EOC Coordinator, etc.)
- Determine your personal operating location and set up as necessary.
- Review your position responsibilities.
- Clarify any issues regarding your authority and assignment and what others in the organization do.
- Ensure all functions within your Section are appropriately staffed. Make required personnel assignments as staff arrives.
- Determine future Section needs based on information as known or by forecasting.

**GENERAL OPERATIONAL DUTIES:**

- Establish operating procedure with the Information Systems Branch of the Logistics Section for use of telephone, radio and data systems. Voice any priorities or special requests with the Information Systems Branch.
- Anticipate potential situation changes, such as severe aftershocks, in all planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- Determine and **anticipate** support requirements and forward to your EOC organizational supervisor.
- Monitor your position activities and adjust staffing and organization to meet current needs.
- Use face-to-face communication in the EOC whenever possible and document decisions and policy.

**DOCUMENTATION AND REPORTS**

- Open and maintain a position activity log. (**Activity Log can be found in the Planning/Intelligence Support Documentation**). Make sure you note your check-in time. Maintain all required records and documentation to support the After-Action/Corrective Action Report and the history of the emergency/disaster. Document:
  - ) Messages received
  - ) Action taken
  - ) Decision justification and documentation
  - ) Requests filled
  - ) EOC personnel, time on duty and assignments

*Precise information is essential to meet requirements for possible reimbursement by CalOES and FEMA.*

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## EMERGENCY OPERATIONS PLAN

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- Review situation reports as they are received. Verify information where questions exist.
- Ensure that your personnel and equipment time records and a record of expendable materials used are provided to your EOC organizational supervisor at the end of each operational period.
- Do **NOT** throw any paperwork (notes, memos, messages, etc.) away. This documentation can be used for FEMA reimbursement.
- Keep your EOC organizational supervisor advised of your status and activity and on any problem areas that now need or will require solutions.
- Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known. Use the EOC Change of Shift Briefing Worksheet. (**See Planning/Intelligence Support Documentation for the EOC Change of Shift Briefing Worksheet**).

### RESOURCES

- Determine 24-hour staffing and resource needs and request resources as required through the Logistics Section.
- Keep up to date on the situation and resources associated with your position.
- Request additional resources through the appropriate Logistics Section Unit.

### SHIFT CHANGE:

- Brief incoming personnel and identify in-progress activities which need follow-up.
- Provide incoming personnel the next EOC Action Plan.
- Submit completed logs, time cards, etc. to your EOC organizational supervisor before you leave.
- Determine when you should return for your next work shift.
- Leave contact information where you can be reached.

### DEACTIVATION

- Ensure that all required forms or reports are completed and submitted to your EOC organizational supervisor prior to your release and departure.
- Be prepared to provide input to the EOC After-Action/Corrective Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate your position and close out logs when authorized by your EOC organizational Supervisor.
- Leave forwarding phone number where you can be reached.
- Sign out with your Supervisor and on large EOC organization/sign-in sheet.

**PLANNING/INTELLIGENCE SECTIONS COORDINATOR****SUPERVISOR:** EOC Director**PRIMARY RESPONSIBILITIES:**

- ) Ensure that the Planning/Intelligence function is performed consistent with SEMS/NIMS Guidelines, including:
  - Collecting, analyzing and displaying situation information
  - Preparing periodic situation reports
  - Initiating and documenting the City's Action Plan and After-Action/Corrective Action Report
  - Resource tracking
  - Advance planning
  - Planning for demobilization
  - Providing Geographic Information Services (GIS) and other technical support services to the various organizational elements within the EOC
- ) Establish the appropriate level of organization within the Section, and continuously monitor the effectiveness of that organization. Make changes as required.
- ) Exercise responsibility for the coordination of branch/group/unit activities within the Section.
- ) Report to the EOC Director on all matters pertaining to Section activities.

**READ ENTIRE CHECKLIST AT START-UP AND  
AT BEGINNING OF EACH SHIFT**

- See Common EOC Responsibilities on P-11.

**ACTIVATION:**

- Determine the operational status and appropriate level of activation based on situation as known.
- As appropriate, respond to the EOC.
- Mobilize appropriate personnel for initial activation of the EOC
- Activate organizational elements within your Section as needed and designate leaders for each element or combination of elements.
  - ) Situation Status Unit
  - ) Documentation Unit
  - ) Damage Assessment Unit
  - ) Advance Planning Unit
  - ) Recovery Planning Unit
  - ) Demobilization Unit
  - ) Technical Specialist

**START-UP:**

- Assess the impact of the disaster/emergency on the city, including the initial safety/damage assessment by field units.
- Develop situation analysis information on the impact of the emergency from the following sources:
  - ) Culver City Fire Department
  - ) Culver City Police Department
  - ) Culver City Public Works Department
  - ) Culver City Parks, Recreation and Community Service Department
  - ) Culver City Unified School District
  - ) Culver City Transit/Transportation Department
  - ) Red Cross, West Los Angeles Chapter
  - ) Culver City Amateur Radio System (CCARES)
  - ) Southern California Edison
  - ) The Gas Company
  - ) Golden State Water
  - ) Caltrans
  - ) Media (Radio and Television)
- Ensure coordination of collection and dissemination of disaster information and intelligence with other sections.

**ASSIGNMENTS/STAFFING:**

- Carry out responsibilities of the Planning/Intelligence Section branches/groups/units that are not currently staffed.
- Prepare work objectives for Section staff and make staff assignments.
- Inform the EOC Director and General Staff when your Section is fully operational.

**NOTIFICATIONS: (None applicable to this checklist)****MEETINGS/BRIEFINGS:**

- Brief incoming Section personnel prior to their assuming their duties. Briefings should include:
  - ) Current situation assessment.
  - ) Identification of specific job responsibilities.
  - ) Identification of co-workers within the job function and/or geographical assignment.
  - ) Availability of communications.
  - ) Identification of eating and sleeping arrangements as appropriate.
  - ) Procedural instructions for obtaining additional supplies, services, and personnel.
  - ) Identification of operational period work shifts.
- Meet with other Section Coordinators.
- Brief the EOC Director on major problem areas that need or will require solutions.
- Conduct periodic briefings for your Section to ensure that all are aware of priorities.

**ACTION PLANNING:**

- Initiate the EOC Action Plan development for the current and forthcoming operational periods.

- Participate in the EOC Director's action planning meetings.
- Work with EOC Management Team and the Documentation Unit to prepare EOC Action Plan and to identify priorities and objectives. (See Part Two, Planning/Intelligence-Support Documentation - Action Planning.)

**DOCUMENTATION:**

- See Documentation and Reports in Common EOC Responsibilities on page P-11.
- Open and maintain an Activity Log (See Planning Support Documentation, Activity Log).
- Provide personnel and equipment time records for the entire Section to the Time Keeping Unit in the Finance Section at the end of each work shift

**ONGOING ACTIVITIES:**

- Evaluate the need for Critical Incident Stress Debriefing for all affected personnel, victims and bystanders. Arrange debriefings through the Personnel Unit of the Logistics Section.
- Keep up to date on the situation and resources and direct the Documentation Unit to collect information and Situation Status Unit to display significant events.
- Determine status of transportation system into and within the affected area in coordination with the Operations Section Branches and the Transportation Unit of the Logistics Section.
- Make a list of key issues currently facing your Section to be accomplished within the next operational period.
- Find out present priorities and estimated times for restoration of the disaster route system. Provide information to appropriate Branches/Units.
- Ensure internal coordination between branch/group/unit leaders.
- Update status information with other sections as appropriate.
- Make sure that all contacts with the media are fully coordinated first with the Public Information Officer (PIO).
- Ensure that pertinent emergency information is disseminated through appropriate channels to response personnel, City EOC section staff, City departments, Los Angeles County Operational Area via Operational Area Response and Recovery System (OARRS) or through the West Hollywood Sheriff's Station EOC or Watch Commander. Also ensure that the public is kept informed through the PIO.
- Review and approve incident reports, City status and safety/damage assessment reports for transmission by the Situation Status Unit to the Los Angeles County Operational Area via OARRS (Internet) or through the West Hollywood Sheriff's Station EOC or Watch Commander.
- Assemble information on alternative strategies.
- Direct the coordination of periodic disaster and strategy plans briefings to the EOC Director and General Staff, including analysis and forecast of incident potential.
- Obtain and review major incident reports and other reports from adjacent areas that have arrived at the EOC.
- Begin planning for recovery.

**RESOURCES:**

- See Resources in Common EOC Responsibilities on page P-12.
- Identify the need for use of special resources.

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**RESOURCES UNIT****SUPERVISOR: Planning/Intelligence Section Coordinator****PRIMARY RESPONSIBILITIES:**

- ) Maintain detailed tracking records of resource allocation and use (resources already in place, resources requested but not yet on scene, "out-of-service" resources and estimates of future resource needs);
- ) Prepare and maintain displays, charts and lists that reflect the current status and location of controlled resources: personnel, equipment and vehicles.
- ) Establish a resource reporting system for field and EOC units.
- ) Provide information to assist the Situation Status and Documentation Units of the EOC Planning/Intelligence Section in strategy planning and briefing presentations.

**READ ENTIRE CHECKLIST AT START-UP AND  
AT BEGINNING OF EACH SHIFT**

- See Common EOC Duties on P-11

**ASSIGNMENTS/STAFFING:**

- Clarify any issues regarding your authority and assignment.

**NOTIFICATIONS: (None applicable to this checklist)****MEETINGS/BRIEFINGS:**

- Attend periodic briefing sessions conducted by the Section Coordinator.

**ACTION PLANNING:**

- Attend planning meetings at the request of the Planning/Intelligence Section Coordinator.

**DOCUMENTATION:**

- See Documentation and Reports in Common EOC Responsibilities on page P-11.
- Open and maintain an Activity Log (**See Planning Support Documentation, Activity Log**).
- Maintain a master list of all resources reported.
- Provide a resources overview and summary information to the Situation Status Unit of the Planning/Intelligence Section as requested and written status reports on resources allocations as requested by the Section Coordinators.
- Provide personnel and equipment time records to the Section Coordinator at the end of each work shift.

**ONGOING ACTIVITIES:**

- Develop a system to track resources deployed for disaster response. Resources include personnel and equipment.
- Direct the collection, organization and display status of incident resources to include allocation, deployment and staging areas.
- Assist in strategy planning based on the evaluation of the resources allocation, resources en route and projected resources shortfalls.
- Keep Operations Section informed of the estimated time-of-arrival of ordered personnel, support vehicles/units, transportation and other critical resources. (Coordinate with Logistics Section).
- Make recommendations to the Planning Section Coordinator of resources that are not deployed or should be activated.

**RESOURCES:**

- See Resources in Common EOC Responsibilities on page P-12.
- Establish a reporting procedure for resources at specified locations.
- Provide for an authentication system in case of conflicting resources status reports.
- Ensure that available resources are not overlooked by the Operations Section staff.

**SITUATION STATUS UNIT****SUPERVISOR: Planning/Intelligence Section Coordinator****PRIMARY RESPONSIBILITIES:**

- ) Collect, organize and analyze situation information from EOC sources.
- ) Provide current situation assessments based on analysis of information received from a variety of sources and reports.
- ) Transmit approved reports to the Los Angeles County Operational Area.
- ) Evaluate the content of all incoming field situation and major incident reports. Provide incoming intelligence information directly to appropriate EOC Sections, summarize and provide current information on central maps and displays. Work with the GIS Unit to integrate mapping products into display information.
- ) Monitor and ensure the orderly flow of disaster intelligence information within the EOC.

**READ ENTIRE CHECKLIST AT START-UP AND  
AT BEGINNING OF EACH SHIFT**

- See Common EOC Duties on P-11

**ASSIGNMENTS/STAFFING:**

- Clarify any issues regarding your authority and assignment.

**NOTIFICATIONS: (None applicable to this checklist)****MEETINGS/BRIEFINGS:**

- Attend periodic briefing sessions conducted by the Section Coordinator.
- Meet with the Planning/Intelligence Section Coordinator and EOC Director to determine needs for planning meetings and briefings.
- Meet with the PIO to determine best methods for exchanging information and providing the PIO with Situation Status Unit information.

**ACTION PLANNING:**

- Develop situation reports for dissemination to Planning/Intelligence Section Coordinator, EOC Director and other section coordinators to initiate the action planning process.
- Attend planning meetings at the request of the Planning/Intelligence Section Coordinator.
- Assist at Planning Meetings as required.

**DOCUMENTATION:**

- See Documentation and Reports in Common EOC Responsibilities on page P-11.
- Open and maintain an Activity Log (**See Planning Support Documentation, Activity Log**).

- Prepare required Operational Area reports. Obtain approval from the Planning/Intelligence Section Coordinator and transmit to the Los Angeles County Operational Area via OARRS or the West Hollywood Sheriff's Station or Watch Commander.
- Prepare written situation reports at periodic intervals at the direction of the Section Coordinator.
- Establish and maintain an open file of situation reports and major incident reports for review by other sections/units.
- Provide personnel and equipment time records to the Section Coordinator at the end of each work shift.

**ONGOING ACTIVITIES:**

- Direct the collection, organization and display of status of disaster events according to the format that the Documentation Unit is utilizing, including:
  - ) Location and nature of the disaster/emergency.
  - ) Special hazards.
  - ) Number of injured persons.
  - ) Number of deceased persons.
  - ) Road closures and disaster routes.
  - ) Structural property damage (estimated dollar value).
  - ) Personal property damage (estimated dollar value).
  - ) Culver City resources committed to the disaster/emergency.
  - ) Culver City resources available.
  - ) Assistance provided by outside agencies and resources committed.
  - ) Shelters, type, location and number of people that can be accommodated.
- Possible Information Sources include:
  - ) Disaster briefings
  - ) EOC Action Plan
  - ) Section Reports
  - ) Intelligence Reports
  - ) Field Observations
  - ) Casualty Information
  - ) Resource Status Reports
  - ) Aerial Reports and Photographs
  - ) Values and Hazards Information
  - ) On Duty Personnel from other Sections
  - ) Operational Area Response and Recovery System (OARRS)
- Direct the collection of photographs, videos, and/or sound recordings of disaster events, as appropriate.
- Post to the significant events log casualty information, health concerns, property damage, fire status, size of risk area, scope of the hazard to the public, number of evacuees, etc.
- Contact the County Coroner's Office, Law Enforcement, Fire Department and Red Cross for casualty information.
- Develop sources of information and assist the Planning/Intelligence Section Coordinator in collecting, organizing and analyzing data from other EOC Sections.

- Provide for an authentication process in case of conflicting status reports on events.
- Provide information to the PIO for use in developing media and other briefings.
- Prepare an evaluation of the disaster situation and a forecast on the potential course of the disaster event(s) at periodic intervals or upon request of the Planning/Intelligence Section Coordinator.
- As appropriate, assign “field observers” to gather information.
- Determine weather conditions, current and upcoming, and post.

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**RESOURCES:**

- See Resources in Common EOC Responsibilities on page P-12.

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**DOCUMENTATION UNIT****SUPERVISOR: Planning/Intelligence Section Coordinator****PRIMARY RESPONSIBILITIES:**

- ) Maintain accurate and complete records of significant disaster events.
- ) Assist other parts of the EOC organization in setting up and maintaining files, journals and special reports.
- ) Collect and organize all written forms, logs, journals and reports at completion of each shift from all sections.
- ) Provide documentation and copying services to EOC staff.
- ) Maintain and preserve disaster files for legal, analytical and historical purposes.
- ) Compile, copy and distribute the EOC Action Plans as directed by the Section Coordinators.
- ) Compile, copy and distribute the After-Action/Corrective Action (AA/CA) Report with input from other sections/units.

**READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH  
SHIFT**

- See Common EOC Responsibilities on P-11.

**ASSIGNMENTS/STAFFING:**

- Clarify any issues regarding your authority and assignment.

**NOTIFICATIONS: (None applicable to this checklist)****MEETINGS/BRIEFINGS:**

- Attend periodic briefing sessions conducted by the Section Coordinator.
- Meet with the Planning/Intelligence Section Coordinator to determine what EOC materials should be maintained for official records.

**ACTION PLANNING:**

- Attend planning meetings at the request of the Planning/Intelligence Section Coordinator.
- Following planning meetings, assist in the preparation of any written action plans or procedures.
- Ensure that the EOC Action Plans and After-Action Report/Correction Action are compiled, approved, copied and distributed to EOC Sections and Units. **(See Part Two, Planning/Intelligence Support Documentation – Action Planning After Action/Corrective Action Reports.)**

**DOCUMENTATION:**

- See Documentation and Reports in Common EOC responsibilities on page P-11.
- Open and maintain an Activity Log (**See Planning Support Documentation, Activity Log**).
- Provide personnel and equipment time records to the Section Coordinator at the end of each work shift.

**ONGOING ACTIVITIES:**

- Contact other EOC sections and units and inform them of the requirement to maintain official records. Assist them as necessary in setting up a file records system.
- Coordinate documentation with the Situation Status Unit.
- Ensure the development of a filing system to collect, log and compile copies of message center forms according to procedures approved by the Planning/Intelligence Section Coordinator.
- Identify and establish a “runner” support system for collecting, duplicating journals, logs and message center forms throughout the EOC.
- Provide copies of documentation as requested.
- Establish a system for collecting all section and unit journal/logs at completion of each operational period.
- Periodically collect, maintain and store messages, records, reports, logs, journals and forms submitted by all sections and units for the official record.
- Verify accuracy/completeness of records submitted for file – to greatest extent possible; correct errors by checking with EOC personnel as appropriate.
- Prepare an overview of the documented disaster events at periodic intervals or upon request from the Planning/Intelligence Section Coordinator.

**RESOURCES:**

- See Resources in Common EOC Responsibilities on page P-12.

**DAMAGE ASSESSMENT UNIT****SUPERVISOR: Planning/Intelligence Section Coordinator****PRIMARY RESPONSIBILITIES:**

- ) Collect safety/damage assessment information from the Operations Section and other verifiable sources and prepare appropriate reports.
- ) Provide safety/damage assessment information to the Planning/Intelligence Section Coordinator.
- ) Coordinate with the Building and Safety and Public Works Branches of the Operations Section for exchange of information.
- ) Utilize the Operational Area Response and Recovery System (OARRS) to report safety/damage assessment information to the Los Angeles County Operational Area.

**READ ENTIRE CHECKLIST AT START-UP AND  
AT BEGINNING OF EACH SHIFT**

- See Common EOC Responsibilities on P-11.

**ASSIGNMENTS/STAFFING:**

- Clarify any issues regarding your authority and assignment.

**NOTIFICATIONS: (None applicable to this checklist)****MEETINGS/BRIEFINGS:**

- Attend periodic briefing sessions conducted by the Section Coordinator.

**ACTION PLANNING:**

- Attend planning meetings at the request of the Planning/Intelligence Section Coordinator.

**DOCUMENTATION:**

- See Documentation and Reports in Common EOC Responsibilities on page P-11.
- Open and maintain an Activity Log (**See Planning Support Documentation, Activity Log**).
- Document those structures requiring immediate demolition to ensure the public safety through inspection records, videos, photographs, etc.
- Provide documentation to Legal Officer on those structures which may need to be demolished in the interest of public safety.
- Provide final safety/damage assessment reports to the Documentation Unit.
- Provide personnel and equipment time records to the Section Coordinator at the end of each work shift.

**ONGOING ACTIVITIES:**

- Coordinate collection of safety/damage assessment information with the Building and Safety Branch of the Operations Section (**see Planning Support Documentation –Safety/Damage Assessment Forms**).
- Coordinate assessment with private sector utilities and special districts, as appropriate.
- Coordinate with Public Works Branch in gathering safety/damage assessment information on:
  - ) Roads, bridges and highways
  - ) Utilities: water and waste water, electricity, and gas
- Coordinate with all Operations branches (Law Enforcement, Fire, Public Works, Care and Shelter and Building and Safety) for possible information on damage to structures.
- Coordinate with the American Red Cross for additional safety/damage assessment information.
- Prepare safety/damage assessment information and provide to the Planning/Intelligence Section Coordinator for approval.
- Coordinate with the Logistics Section Information Branch to gather damage assessment information on the communications infrastructure: wired, data, cable and wireless.
- Coordinate with Parks Recreation and Community Services in gathering safety/damage assessment information on parks and recreation facilities.
- Collect, record and total the type, location and estimate value of damage.

**RESOURCES:**

- See Resources in Common EOC Responsibilities on page P-12.

**ADVANCE PLANNING**

**SUPERVISOR:** Planning/Intelligence Section Coordinator

**PRIMARY RESPONSIBILITIES:**

- ) Develop issues and requirements related to a time period, normally 36 to 72 hours in advance.
- ) Prepare special reports and briefings as necessary for use in strategy and/or planning meetings.
- ) Monitor action-planning activity to determine the shift in operational objectives from response to recovery (**See Planning Support Documentation – Action Planning**).

**READ ENTIRE CHECKLIST AT START-UP AND  
AT BEGINNING OF EACH SHIFT**

- See Common EOC Responsibilities on P-11.

**ASSIGNMENTS/STAFFING:**

- Clarify any issues regarding your authority and assignment.

**NOTIFICATIONS: (None applicable to this checklist)****MEETINGS/BRIEFINGS:**

- Attend periodic briefing sessions conducted by the Section Coordinator.
- Obtain current briefing on the operational situation from the Situation Status Unit or Section Coordinator.

**ACTION PLANNING:**

- Attend planning meetings at the request of the Planning/Intelligence Section Coordinator.

**DOCUMENTATION:**

- See Documentation and Reports in Common EOC Responsibilities on page P-11.
- Open and maintain an Activity Log (**See Planning Support Documentation, Activity Log**).
- Provide reports to the EOC Planning/Intelligence Section Coordinator and/or EOC Director and others as directed.
- Provide personnel and equipment time records to the Section Coordinator at the end of each work shift.

**ONGOING ACTIVITIES:**

- Determine best estimate of duration of the situation from available information.
- Determine current priorities and policies from the Planning/Intelligence Section Coordinator and EOC Director.

- In coordination with other EOC sections, develop written forecasts for future time periods as requested. These should include any or all of the following:
  - ) Best estimate of likely situation in 36 to 72 hours given current direction and policy.
  - ) Determine top priorities for actions and resources.
  - ) Identify any recommended changes to EOC policy, organization or procedures to better address the possible situation.
  - ) Identify any issues and constraints that should be addressed now in light of the probable situation in 36-72 hours.
- Develop specific recommendations on areas and issues that will require continuing and/or expanded City involvement.
- Identify potential problem areas along evacuation routes, i.e. weight restrictions, narrow bridges, road sections susceptible to secondary effects of an incident, etc.
- Coordinate with the Operations Section on the movement of persons with access and functional needs. Coordinate with Para transit companies as necessary.
- In coordination with the Operations Section, estimate the number of people who will require transportation out of the risk areas. Coordinate with the Transportation Unit of the Logistics Section on transportation methods.
- As needed, develop methods for countering potential impediments (physical barrier, time, lack of transportation resources, etc.) to evacuation.
- Periodically evaluate the operational situation and assist the Planning/Intelligence Section staff in making recommendations on priority response and recovery actions.

**RESOURCES:**

- See Resources in Common EOC Responsibilities on page P-12.

**RECOVERY PLANNING****SUPERVISOR:** Planning/Intelligence Section Coordinator**PRIMARY RESPONSIBILITIES:**

- ) Prepare the EOC organization for transition to a recovery operations organization to restore the City to pre-disaster conditions as quickly and effectively as possible. Ensure that the City is prepared to participate jointly with FEMA, CalOES, Los Angeles County Operational Area and non-profit organizations to expedite disaster assistance for individuals, families, businesses, public entities and others entitled to disaster assistance. **(See Types of Recovery Programs in the Planning/ Intelligence Support Documentation).**
- ) Ensure that required and/or approved mitigation measures are carried out.
- ) Consider taking advantage of disaster-caused opportunities to correct past poor land-use practices, while ensuring that legal safeguards for property owners and the jurisdiction are observed.

**READ ENTIRE CHECKLIST AT START-UP AND  
AT BEGINNING OF EACH SHIFT**

- See Common EOC Responsibilities on P-11.

**ASSIGNMENTS/STAFFING:**

- Clarify any issues regarding your authority and assignment.

**NOTIFICATIONS: (None applicable to this checklist)****MEETINGS/BRIEFINGS:**

- Attend periodic briefing sessions conducted by the Section Coordinator.

**ACTION PLANNING:**

- Attend planning meetings at the request of the Planning/Intelligence Section Coordinator.

**DOCUMENTATION:**

- See Documentation and Reports in Common EOC Responsibilities on page P-11.
- Open and maintain an Activity Log **(See Planning Support Documentation, Activity Log).**
- Provide personnel and equipment time records to the Section Coordinator at the end of each work shift.

**ONGOING ACTIVITIES:**

- Identify issues to be prioritized by EOC Director on restoration of services to the City.
- Be alert for opportunities to implement actions to alleviate/remedy previous zoning practices that have caused incompatible land uses.

- In coordination with the Building and Safety Branch of the Operations Section, establish criteria for:
  - ) Temporary entry of posted buildings so owners/occupants may retrieve business/personal property
  - ) Re-occupancy of posted buildings. Postings should include the categories of Inspected, Restricted Access and Unsafe.
  - ) Emergency demolition of buildings/structures that are considered an immediate danger. Ensure that property and business owners' rights are considered to the fullest extent and that appropriate hearings are held, if at all possible.
  - ) Historical buildings considered for demolition. Follow the special review process which should be adopted as part of the emergency procedures.
  - ) Emergency demolition of buildings/structures that are considered to be an immediate and major danger to the population or adjacent structures. Ensure that homeowners' and business owners' rights are considered to the fullest extent and those arrangements are made for appropriate hearings, if at all possible.
- In coordination with Section Coordinators, develop a plan for initial recovery operations.
- Prepare the EOC organization for transition to Recovery Operations.
- Coordinate with Community Development for all land use and zoning variance issues; permits and controls for new development; revision of building regulations and codes; code enforcement; plan review; and building and safety inspections.
- Coordinate with L.A County Department of Health Services for restoration of medical facilities and associated services; continue to provide mental health services; and perform environmental reviews.
- Coordinate with Public Works for debris removal; demolition; construction; management of and liaison with construction contractors; and restoration of utility services.
- Coordinate with Community Development, Housing for housing for persons with access and functional needs and the needy; oversight of care facility property management; and low income and special housing needs.
- Coordinate with Finance Department for public finance; budgeting; contracting; accounting and claims processing; taxation; and insurance settlements.
- Coordinate with Community Development for redevelopment of existing areas; planning of new redevelopment projects; and financing new projects.
- Coordinate applications for disaster financial assistance; liaison with assistance providers, onsite recovery support; and disaster financial assistance project manager with the Finance Department.
- Coordinate with City Attorney on emergency authorities; actions, and associated liabilities; preparation of legal opinions; and preparation of new ordinances and resolutions.
- Coordinate with FEMA, CalOES, Los Angeles County Operational Area and non-profit organizations to expedite disaster assistance for individuals, families, businesses, public entities and others entitled to disaster assistance.
- Coordinate with City Manager's Office for continuity of operations and with the Logistics Section for communications; space acquisition; supplies and equipment; vehicles; personnel; and related support.

**RESOURCES:**

- See Resources in Common EOC Responsibilities on page P-12.

**DEMOBILIZATION UNIT****SUPERVISOR:** Planning Section Coordinator**PRIMARY RESPONSIBILITIES:**

- ) Provide assistance to the EOC Planning/Intelligence Section Coordinator and EOC Director in planning for the EOC demobilization.
- ) Develop demobilization strategy and plan with Section Coordinators.
- ) Prepare written demobilization plan or procedures for all responding departments and agencies if necessary.
- ) Follow through on the implementation of the plan and monitor its operation.

**READ ENTIRE CHECKLIST AT START-UP AND  
AT BEGINNING OF EACH SHIFT**

- See Common EOC Responsibilities on P-11.

**ASSIGNMENTS/STAFFING:**

- Clarify any issues regarding your authority and assignment.

**NOTIFICATIONS: (None applicable to this checklist)****MEETINGS/BRIEFINGS:**

- Attend periodic briefing sessions conducted by the Section Coordinator.
- Brief EOC Planning/Intelligence Section Coordinator on demobilization progress.

**ACTION PLANNING:**

- Attend planning meetings at the request of the Planning/Intelligence Section Coordinator.

**DOCUMENTATION:**

- See Documentation and Reports in Common EOC responsibilities on page P-11.
- Open and maintain an Activity Log (**See Planning Support Documentation, Activity Log**).
- Prepare a Demobilization Plan to include the following:
  - Release plan strategies and general information
  - Priorities for release (according to agency and kind and type of resource)
  - Phase over or transfer of authorities
  - Completion and submittal of all required documentation
- Obtain approval of the Demobilization Plan from the EOC Director.
- Supervise execution of the Demobilization Plan.
- Provide personnel and equipment time records to the Section Coordinator at the end of each work shift.

**ONGOING ACTIVITIES:**

- Coordinate with the field level Demobilization Unit Leader.
- Review the organization and current staffing to determine the likely size and extent of demobilization effort.
- Request the General Staff to assess long-term staffing needs within their sections and provide listing of positions and personnel for release by priority.
- Coordinate demobilization activities with other Agency Representatives.
- Evaluate logistics and transportation capabilities to support the demobilization effort.
- Ensure that all sections and branches/groups/units understand their specific demobilization responsibilities.

**RESOURCES:**

- See Resources in Common EOC Responsibilities on page P-12.
- Obtain identification and description of surplus resources.
- Establish “check-in” stations, as required, to facilitate the return of supplies, equipment and other resources.

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**EMERGENCY OPERATIONS PLAN**

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**PLANNING/INTELLIGENCE SECTION  
SUPPORTING DOCUMENTATION****REFERENCE DOCUMENTS BY POSITION****PLANNING/INTELLIGENCE SECTION COORDINATOR (Look in Forms also)**

ACTION PLANNING.....	PS-3
AFTER ACTION/CORRECTIVE ACTION PLANS.....	PS-7
OARRS STEP-BY-STEP QUICK REFERENCE GUIDE.....	PS-13

**RECOVERY UNIT (Look in Forms also)**

TYPES OF RECOVERY PROGRAMS.....	PS - 15
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**DOCUMENTATION UNIT (Look in Forms also)**

AAR/CA CHECKLIST.....	PS - 17
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**FORMS**

EOC ACTION PLAN TEMPLATE.....	PS-19
EOC Assignment List .....	PS-27
EOC Radio Communications Plan .....	PS-28
AFTER ACTION/CORRECTIVE ACTION PLAN TEMPLATE.....	PS-29
EOC CHANGE OF SHIFT BRIEFING SHEET .....	PS-39
ACTIVITY LOG- INDIVIDUAL LOG.....	PS-41

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## **ACTION PLANNING**

### **EOC ACTION PLANNING (EOC)**

The Action Planning process is an essential tool for the City, particularly in managing sustained emergency operations.

It is important that common City organizational goals are maintained and pursued as determined by Management. For the Management Section to draft appropriate goals, it must have a good understanding of the current situation and some idea of where the situation is going. They need to know not only what has happened in the last operational period, but also what is likely to occur in the next and future operational periods. **The overall EOC Action Plan should be developed by the Planning/Intelligence Section and provided to the Emergency Operations Director.**

Once the EOC Action Plan has been delivered, the Management Section shall determine the Strategic Goals for the next operational period. These may or may not be different from the operational goals from the last period. This short list of organizational goals must be verifiable and measurable.

**Once the city goals are set, they should be communicated to the other sections, which in turn should communicate to their departments!! The policy group must receive copies of the EOC action plan.**

### **SUMMARY OF ACTIVITIES BY SECTION**

- |                                  |   |
|----------------------------------|---|
| 1. <b>PLANNING/INTELLIGENCE</b>  | Presents the verbal Action Report or the situation status report  |
| 2. <b>MANAGEMENT</b>             | Sets goals  |
| 3. <b>PLANNING/INTELLIGENCE</b>  | Posts goals for organization's use  |
| 4. <b>OPERATIONS</b>             | Determines tactics to achieve goals   |
| 5. <b>LOGISTICS</b>              | Determines how it will support operations   |
| 6. <b>FINANCE/ADMINISTRATION</b> | Determines how it will support operations   |
| 7. <b>PLANNING/INTELLIGENCE</b>  | Prepares Action Plan (document); continues collecting, analyzing and displaying information and continues Action Planning process |

### **ACTION PLANNING AT SEMS EOC LEVELS**

Action planning at all EOC levels, like that of the field level, is based around the use of an operational period. The length of the operational period for the EOC is determined by first establishing a set of objectives and priority actions that need to be performed and then establishing a reasonable time frame for accomplishing those actions.

Typically, operational periods at the beginning of an emergency are short, sometimes only a few hours. As the emergency progresses, operational periods may be longer, but should not exceed

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## EMERGENCY OPERATIONS PLAN

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twenty-four hours. Operational periods should not be confused with staffing patterns or shift change periods. They may be the same, but need not be.

The initial EOC Action Plan may be a verbal plan put together in the first hour after EOC activation. It is usually done by the EOC Director in concert with the general staff. Once the EOC is fully activated, EOC Action Plans should be written.

EOC Action Plans should not be complex or create a time-consuming process. The format may vary somewhat within the several EOC SEMS levels, but the EOC Action Plan should generally cover the following elements:

- ) Listing of objectives to be accomplished (should be measurable)
- ) Statement of current priorities related to objectives
- ) Statement of strategy to achieve the objectives (identify if there is more than one way to accomplish the objective, and which way is preferred.)
- ) Assignments and actions necessary to implement the strategy
- ) Operational period designation: the time frame necessary to accomplish the actions
- ) Organizational elements to be activated to support the assignments (also, later EOC action plans may list organizational elements that will be activated during or at the end of the period.)
- ) Logistical or other technical support required

### FOCUS OF THE EOC ACTION PLAN

The primary focus of the EOC Action Plan should be on citywide issues. The plan sets overall objectives for the City and establishes the citywide priorities as determined by the EOC Director. It can also include mission assignments to departments, provide policy and cost constraints, and include inter-agency considerations, etc.

### ACTION PLAN MEETING

This meeting is critical. The status of the incident and action plan should be discussed. The Planning & Intelligence Section Coordinator is responsible for holding this meeting.

### THE PLANNING "P" TOOL (page PS-6)

The Planning "P" is a guide to the process and steps involved in planning for an incident. The leg of the "P" describes the initial response period: Once the incident/event begins, the steps are Notifications, Initial Assessment, Incident Briefing (using the EOC Action Plan pages 1 and 2), and Initial Management Meeting.

- ) At the top of the leg of the "P" is the beginning of the first operational planning period cycle. In this circular sequence, the steps are Setting Management Priorities, Section Meetings (to develop Section Objectives), Preparing for the Coordinator's Meeting, Section Coordinator's Meeting, Preparing for the Planning Meeting, Planning Meeting, EOC Action Plan Prep & Approval, and Section Briefing (briefing of new shift coming on).
- ) At this point a new operational period begins. The next step is Execute Plan & Assess Progress, after which the cycle begins again.

### **Initial Assessment**

Planning begins with a thorough size-up that provides information needed to make initial management decisions. The EOC Action Plan provides Management Staff with information about the incident situation and the resources allocated to the incident. This form serves as a permanent record of the initial response to the incident and can be used for transfer of command.

### **The Start of Each Planning Cycle**

**Step 1: Setting Management Priorities:** The EOC Director with input from the General Staff establishes incident priorities and General Objectives for the incident.

**Step 2: Section Meetings:** Each Section Coordinator will meet with their staff and develop Section-specific objectives to accomplish the EOC priorities and General Objectives for the next Operational Period. Each Section will fill-out the appropriate page in the EOC Action Plan for their specific Section. Objectives should be **Specific, Measurable, Attainable, Realistic and Time Oriented (SMART)**.

**Step 3: Preparing for the Coordinator's Meeting:** The Planning Section will compile all of the Section Objectives submitted by each Section Coordinator and have it ready for the Section Coordinators Meeting.

**Step 4: Section Coordinator's Meeting:** EOC Director and General Staff will review completed objectives for all Sections and fine tune them for the upcoming Planning Meeting.

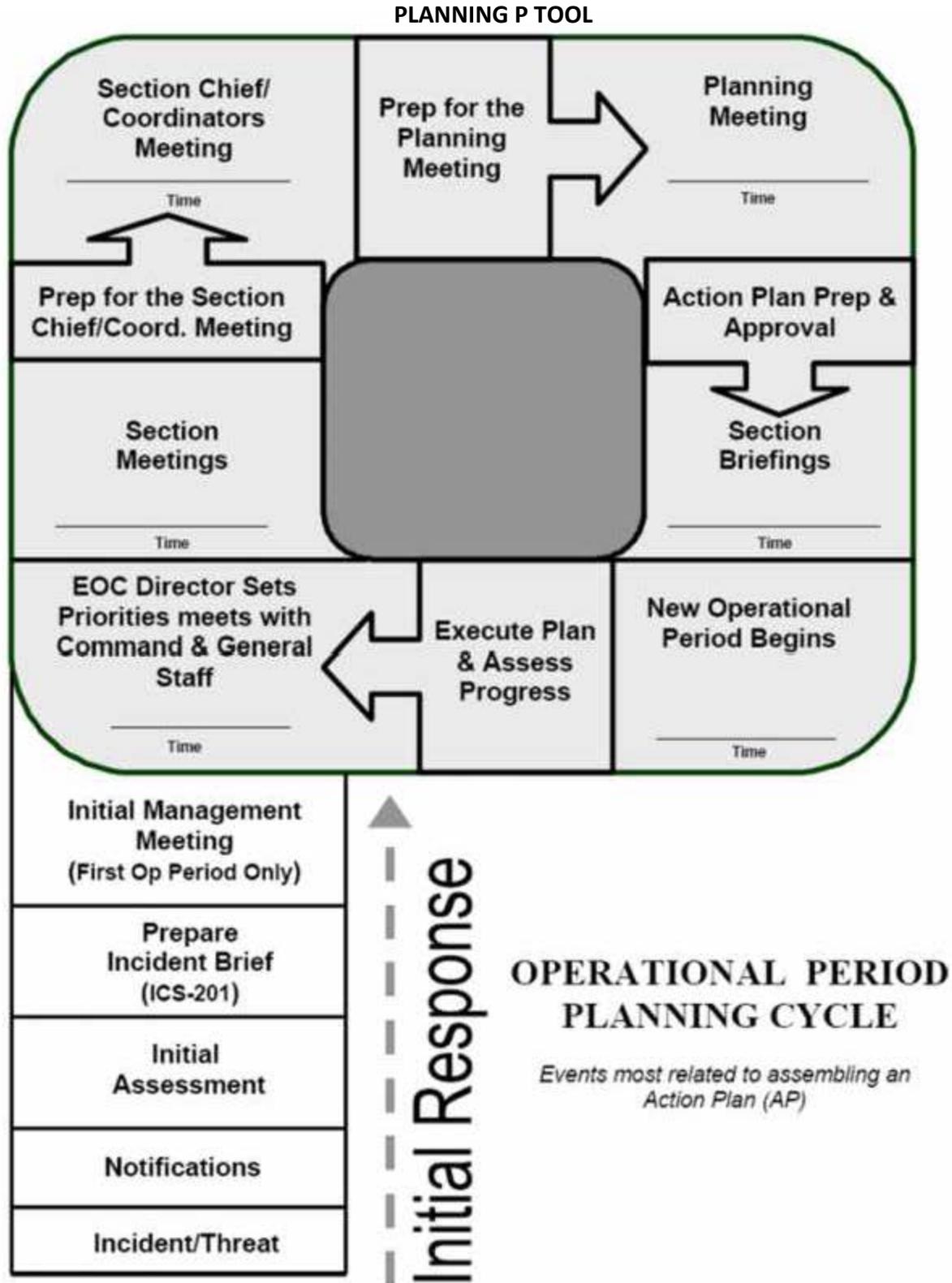
**Step 5: Prep for the Planning Meeting:** The Planning Section will compile the entire EOC Action Plan with any attachments and have it ready for the Planning Meeting.

**Step 6: Planning Meeting and Action Plan Prep & Approval:** Management and General Staff attend the Planning Meeting to review and validate the EOC Action Plan. The Planning Section Coordinator facilitates this meeting. The Agenda for the Planning Meeting is:

- Z Give situation and resource briefing; conduct planning meeting – Planning Intelligence Coordinator
- Z Provide priorities and policy issues – EOC Director.
- Z Provide Section Objectives and/or Objective Status – Management and General Staff.
- Z Provide a status on resources – Logistics Section Coordinator
- Z Provide a Safety & Security Briefing – Safety Officer and Security Officer
- Z Finalize, approve and implement the EOC Action Plan – Planning Section Coordinator finalizes the EOC Action Plan, EOC Director approves the EOC Action Plan, Management and General Staff implement the EOC Action Plan.

**Step 7: Section Briefing:** The Section Briefing may be referred to as the shift briefing. This briefing is conducted at the beginning of each Operational Period.

**Step 8: New Operational Period Begins:** After the Section Briefing a new Operational Period begins and the EOC Action Plan process starts all over.



### **AFTER ACTION/CORRECTIVE ACTION**

(This information is based on the *California Implementation Guidelines for the National Incident Management System, Workbook and User Manual*, May 10, 2006)

#### **Introduction**

The SEMS Technical Group established the After Action/Corrective Action (AA/CA) SEMS Specialist Committee to address the NIMS requirements for After Action, Corrective Actions, and plans within the framework of SEMS. Products developed by this committee will be for use by state, local and tribal governments in order to support efforts towards NIMS compliance.

#### **Legal Authorities**

***Local and State Agency requirement to transmit After Action Report (AAR) to CALOES for declared events.***

Section 2450 (a) of the SEMS Regulations states “Any city, city and county, or county declaring a local emergency for which the governor proclaims a state of emergency, and any state agency responding to that emergency shall complete and transmit an after action report to OES within ninety (90) days of the close of the incident period as specified in the California Code of Regulations, Title 19, §2900(j).”

The completion of an AAR is a part of the required SEMS reporting process. The Emergency Services Act (*Chapter 7 of Division 1 of Title 2 of the Government Code*), Section 8607 (f) specifies that the Office of Emergency Services (OES) shall in cooperation with involved state and local agencies complete an AAR within 120 days after each declared disaster. It also states “This report shall review public safety response and disaster recovery activities and shall be made available to all interested public safety and emergency management organizations.”

#### **AAR Contents**

Section 2450 (b) of the SEMS Regulations states, “The after action report shall, at a minimum, be a review of response actions taken, application of SEMS, suggested modifications to SEMS, necessary modifications to plans and procedures, identified training needs, and recovery activities to date.”

#### **AARs for non-declared disasters / AARs as tools**

AARs are used to document an event and to identify “corrective actions” that need to be completed. Overall, the AA/CA process improves the quality of emergency management in California. AA/CA reports should be completed for both declared and non-declared disasters, for training/ exercises, and pre-identified planned events consistent with NIMS requirements.

For exercises conducted using federal funding complete an After Action Report and Improvement Plan within the grant required timeframe of the event, and post the report on the Homeland Security Exercise Evaluation (HSEEP) website.

#### **AAR/CA Process**

The complete AAR/CA process involves five (5) basic components:

1. Compile and sort all documentation from the response and recovery activities.

2. Analyze and triage emergency response and recovery activities data by SEMS functions.
3. Prepare and submit the AAR, including corrective actions. [In many cases, the AAR will have corrective actions. These may not be final corrective actions, and they may not be the ones that become action items in a corrective action plan.]
4. Identify corrective action planning activities necessary based on the AAR.
5. Implement and track to completion the identified CAs.

### **Function of AA/CA Reports**

The SEMS required CalOES AAR is the only one mandated to be available to state and local agencies. Non-CalOES agencies have no mandated need to share their reports with any agency except CalOES. It should be noted that state and local government agencies are required to comply with requests under the California Public Records Act.

CalOES AA/CA reports are available to all interested public safety and emergency management organizations and serve the following important functions:

- ) Provide a source for documentation of response and recovery activities
- ) Identify problems and successes that occurred during emergency operations
- ) Analyze the effectiveness of components of the SEMS
- ) Describe and defines a plan of action for implementing improvements, including mitigation activities

### **Importance of Documentation**

Documentation is critical for developing AARs and must be initiated early in the response phase of a declared or non-declared event, a training/exercise, or a pre-identified planned event.

Documentation:

- ) Is essential to operational decision-making
- ) May have future legal ramifications
- ) May have implications for determining reimbursement eligibility
- ) Is essential for the continual improvement of the emergency management system

### *Initiate documentation process*

Assign Responsibility for AAR:

- ) Initiate early during response phase
  - Assign responsibility to Planning/Intelligence Function
  - Assign the responsibility for collecting and filing all documents and data pertaining to the event
  - Emphasize the importance of documentation
  - Allow for early identification of possible system improvements and facilitate possible on-the-spot improvements
  - Allow data to be compiled before too much time has elapsed and participants have returned to their normal duties
  - Allows for establishing timelines and expedites the actual preparation of the AAR
- ) Designated person assigned should have background in
  - Planning function
  - Emergency management organizational functions
  - SEMS

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## EMERGENCY OPERATIONS PLAN

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- NIMS
- ) Continuance of documentation following Field and EOC deactivations
- Follow-up AAR function may be assigned to the same person involved early in the event to provide continuity.

### Sources of Documentation

Documentation sources include, but are not limited to:

- ) Planning function reports and forms
- ) Data from all functions of the emergency organization
- ) Action plans developed to support operational period activities
- ) Forms used in the SEMS field level Incident Command Systems
- ) Unit activity logs and journals
- ) Response Information Management System (RIMS) forms and locally developed forms/reports that support the RIMS forms (Operational Area Response and Recovery System)
- ) Written messages
- ) Function and position checklists
- ) Public information and media reports
- ) FEMA-developed forms
- ) Other forms or documentation.

### Supplemental Documentation

Documentation developed during emergency operations can be supplemented with the following:

- ) Exit interview or critique forms completed as personnel rotate out of a function.
- ) Critiques performed at various time frames during and after emergency operational activities.
- ) Critiques may be conducted informally or with more formal, structured workshops.
- ) Surveys distributed to individuals and organizations after the event which can be used either for direct input to the AAR or as a basis for workshop discussions.
- ) Research teams can gather information and write the applicable portions of the AAR.
- ) Other AARs prepared by participating agencies and organizations may be utilized as a data gathering tool.

### Data Organization and Structuring

There are many approaches to structuring and organizing compiled data.

Some questions to consider before preparing the AAR include:

- ) What is the purpose of the critique or survey?
- ) Who is the survey's audience?
- ) Have all key "players", for example, all activated personnel, been included in the survey/workshop?
- ) Does the survey/workshop process permit identification of internal, agency-specific improvements and corrective actions to be taken?
- ) Does the survey/workshop process permit identification of needed external improvements?
- ) Do the needed improvements involve the SEMS levels?
- ) Are the identified issues or problems linked to the appropriate corrective actions?

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## EMERGENCY OPERATIONS PLAN

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- ) Are SEMS functions (planning/intelligence, logistics, etc.) being assessed?
- ) Are all phases of emergency management reflected in the data collection process, including response, recovery, mitigation, and preparedness?
- ) Does the critique/survey format coincide with the after action report format?
- ) Does the designated person understand the assignment and tasks?

### **AAR Preparation**

An eight step process to prepare the AAR is recommended.

1. Compile and sort by SEMS functions the information from surveys, critiques, and after action workshops.
2. Review and analyze documentation based on SEMS functional areas.
3. Evaluate lessons learned, areas needing improvement, corrective action recommendations, and use this information to develop proposed CAs.
4. Prepare draft AA/CA Report and distribute to participating state, local and tribal jurisdictions and private and volunteer organizations for review and comments.
5. Incorporate reviewer's comments as appropriate to develop a final draft report.
6. Redistribute the final draft to all previously identified reviewers for official approval.
7. Review and incorporate final comments from reviewers.
8. Prepare final AA/CA Report, obtain appropriate executive management approval, and forward the report to all participating jurisdictions, private and volunteer organizations, CalOES Regions, and CalOES Headquarters. For all events, tribal governments are invited to forward the approved AA/CA report to the next higher SEMS organization level.

### **Identification of CA planning activities**

Corrective Action planning activities describe the actions that must be completed to alleviate the issue or problem identified in the AAR. This will require a system or method of following through, or tracking, the identified corrective action to ensure its completion. Depending on the complexity and severity of the identified issue or problem in the AAR, CAs could be briefly described in a matrix or may require the development of an integrated plan of action. Regardless of the complexity, each CA should contain:

- ) Description of the system and method of tracking the CA, that is, spreadsheet, database, etc., that will be used to ensure implementation of the CA
- ) Brief description of the issue or problem, and the needed corrective action or activity
- ) Party or organization(s) responsible for completing the CA
- ) Expected end product
- ) Expected completion date
- ) Funding source and justification of the need for funding in order to carry out CAs
- ) Identification of cross-jurisdictional or multi-agency working groups needed to implement the CAs, if appropriate.

**Tracking and Implementing Corrective Actions**

Implementation of CAs frequently requires a significant amount of time and commitment that could continue well into the Recovery stage. In some instances, the corrective action plans may require several years to fully implement. The Director of Emergency Management (City Manager) will have the overall responsibility for making sure that the Corrective Action plan is implemented and completed as written.

**For declared events:****Statewide AAR/CA**

CalOES will compile a consolidated statewide AAR for declared events in compliance with the SEMS statute and regulations. This consolidated AAR will also include proposed CAs, based upon input from the appropriate agencies and jurisdictions. This consolidated report is referred to as the AAR.

**CalOES Coordination of Local, Tribal, and State Agency Input**

To facilitate timely completion of the Statewide AAR and to provide assistance for state and local agencies with reporting requirements, CalOES, in accordance with its procedures, will do the following:

1. Notify the appropriate jurisdictions, agencies, and other interested parties of the Statewide AAR requirements and 90-day timeframe for submission of their AARs.
2. Establish a work group and work plan for developing the Statewide AAR.
3. Gather data for the Statewide AAR using a variety of methods, including, but not limited to workshops, hot-washes, interviews, and AARs from the appropriate agencies/departments, and jurisdictions.
4. Prepare a draft Statewide AAR that includes the proposed CAs and circulate it for review and comment among the appropriate interested parties. As part of this review process, state agencies and/or departments may be requested to obtain approval of their AAR input from their agency/department, or branch for their component of the consolidated Statewide AAR.
5. Prepare a final AAR using comments obtained during the review process. The final AAR will be distributed both electronically and in hardcopy format to the appropriate interested parties. CAs will be shared with the emergency management community and strategies will be developed for implementing the CAs. Strategy development or event specific CA plans will be a collaborative effort among the organizations involved in an event

**For non-declared events:**

Note: A similar process as that described in the previous section for declared events, may be followed for non-declared events, exercises/trainings, or pre-identified planned events, based upon CalOES's determination that an AAR process is appropriate and would benefit emergency management in California.

***After Action/Improvement Plan reporting for federally funded exercises:***

For federally funded exercises, follow the applicable grant guidelines/conditions.

**Corrective Action Components**

Plans for improving and/or correcting items identified in the AAR should address multiple areas. For each principal corrective action identified, include the following information:

- ) Issue Description (identified issue or problem)
- ) Description of corrective actions to be taken and/or recommendations
- ) Identify the SEMS level and function that connects with the CA
- ) Assignments – Identify agencies/departments/ jurisdictions/ positions that would be involved with correcting the issue or problem
- ) Associated costs and budget for carrying out corrective actions, if available
- ) Timetable for completion of the identified corrective actions, if known
- ) Follow-up responsibility (identify agencies/ jurisdictions/ positions that will be involved with following-up on or tracking the corrective action to completion, if known)
- ) Documentation to verify the corrective actions taken to completion

**AA/CA in Recovery Phase**

SEMS regulations call for identifying “Recovery activities to date.” The Recovery activities listed in the AAR are the likely areas that will fall within the 120 day scope. The Joint Field Office (JFO) may develop a separate AAR to address Recovery activities.

It is the responsibility of the key stakeholders to develop the CA measures needed to remedy any problems identified in the JFO AAR.

**Recovery Activities**

The description of Recovery Activities should include the following information:

- ) General background and description of recovery activities performed by participating agencies
- ) Proclamation/Declaration process
- ) Joint Field Office (description of locations and services offered to public)
- ) Damage Assessment (description of assessed damages)
- ) Safety Assessment Program activities
- ) Public Assistance Programs (description of activities and services provided to government agencies that were adversely impacted by the disaster)
- ) Applicant Briefings
- ) Individual Assistance Program (description of services/programs offered to individuals adversely affected by the disaster)
- ) Activation of Assistance Centers (description of services offered to public)
- ) Hazard Mitigation Program (description of services offered)

Based on the number of agencies involved in the response, recovery, and mitigation activities, those activities identified by participating agencies may be displayed in the body of the report, or they may be displayed in an attachment that delineates the information by each participating agency.

**OARRS STEP-BY-STEP QUICK REFERENCE GUIDE  
FILING JURISDICTIONAL (CITY) REPORTS USING THE OPERATIONAL AREA RESPONSE AND  
RECOVERY SYSTEM (OARRS)**

Go to <https://oarrs.lacounty.gov/oarrs/home/login.jsp>

- ) Go to the “Login” box at the top center of the OARRS sign in page:  
Enter your:
  - o Username
  - o Password
- ) (If you have forgotten your password, use the “forgot password” feature immediately below the sign in box).
- ) *Note: Make sure that you are signed in to the “Operations” section. The box will indicate whether you are in the “Operations” or the “Training” area of OARRS.*
- ) Once signed in you will be taken to the “Personal Profile” screen. Verify your personal information and select the “Submit” button located in the upper right hand section of the screen.

**CREATING A “JURISDICTION SITUATION” REPORT (CITIES)**

You are now at the “All reports By Event/Incident/Activity Screen. Count down eight tabs to the “Situation” tab. Select the tab by pushing the left button on your mouse.

- ) On the left hand side of the screen are a series of blue reference tabs.
- ) Count down eight tabs to the “Situation” tab. Select the tab by pushing the left button on your mouse.

**The first underline section indicated is the “Jurisdiction Sitrep”. This is the report that replaces the “City Status Report” from EMIS. Select “Jurisdiction Sitrep” by pushing the left button on your mouse.**

- ) At the top left portion of the page designated “Jurisdiction by Event/Incident. Activity” there is a button that says “Create”. Click on the “create” button using the left button of your mouse. A screen will appear which indicates “Jurisdiction Situation Report”.
- ) Fill in the requested information available at the time of the submission of your report. You can return to update this report as additional information is made available.
- ) *Note: An “Event” will be created by the staff at the Los Angeles County Operational Area Emergency Operations Center (CEOC). If an event has not been created at the time of your report submission, please create an incident. (See below). Your incident will be added to the event as soon as the event is created by CEOC staff.*

**CREATING AN INCIDENT**

- ) You can create an event by returning to the same series of blue reference tabs that contain your Situation Report.
- ) Select the “Event/Incident/Activity” tab.
- ) Select the first underlined section indicated, “Incident”.

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## EMERGENCY OPERATIONS PLAN

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- ) At the top left portion of the page designated “Incident by Status” there is a button that says “Create”. Click on the “create” button using the left button of your mouse.
- ) You have now created an incident that can be used for your Jurisdiction Situation Report.

***This incident can be the basis of your Jurisdiction report if an event has not been created by the CEOC. It can also be used to add incidents to the event if your jurisdiction creates a report regarding an incident related to the current event.***

- ) Fill in the requested information available at the time of the submission of your incident. You can return to update this incident as additional information is made available.

### CREATING A RESOURCE REQUEST

- ) You can create a Resource Request by returning to the same series of blue reference tabs that contain your Situation Report.
- ) Select the “**Resources**” tab.
- ) Select the first underlined section indicated, “Resource Request”.
- ) At the top left portion of the page designated “Resources by Priority” there is a button that says “**Create**”. Click on the “create” button using the left button of your mouse.
- ) Fill out the “Basic Info” screen providing the information requested.
- ) Select an event or incident as part of the information submitted in the “Basic Info” section.
- ) Select a resource category which best fits the description of the nature of the request.
- ) Select a Resource Type/Kind that best fits the description of the nature of the request.
- ) Select “**each**” as the unit of measure. CEOC Logistics will determine the actual unit of measurement of your request.
- ) Select “**one**” as the quantity of your request. CEOC Logistics will determine the actual quantity of your request.
- ) Indicate the mission that this resource request will support.
- ) Place additional information regarding the request in the “Special Instructions” section.

### **THE VENDOR SELECTION FIELD IS NOT AVAILABLE AT THIS TIME. DO NOT USE!**

- ) Under “Summary of Actions” indicate that you are submitting the request and our awaiting a response.
- ) Estimated cost – **Indicate a “1” no decimals.** CEOC Logistics will determine the actual cost of the request.
- ) Add your Individual contact information.

**PRESS “SELECT” BUTTON IN THE UPPER RIGHT HAND CORNER OF THE SCREEN.**

**TYPES OF RECOVERY PROGRAMS**

Program and Type of Assistance	Local	State	Federal	Program Implementation Criteria
FMAG: fire suppression	No	No	Yes	The uncontrolled fire must threaten such destruction as would constitute a major disaster.
State PA - Director's Concurrence: restoration of public infrastructure only	Yes	No	No	The event must be beyond the control/capabilities of the local jurisdiction.
State PA - Governor's Proclamation: response and restoration costs	Yes	Yes	No	The event must be beyond the control/capabilities of the local jurisdiction.
Federal PA - Major Disaster: response and restoration costs	Yes	Yes	Yes	The state must request within 30 days of the occurrence; demonstrate that necessary actions are beyond the state's capability and damages must meet the per capita threshold and/or other criteria defined in federal regulations.
Federal PA - Emergency: response costs only	Yes	Yes	Yes	The state must request within 5 days after the need becomes apparent; must demonstrate that effective response is beyond the state's capability and that federal assistance is necessary to save lives and protect health, safety, and property.
Federal IHP: grants to individuals for necessary expenses or serious needs	Yes	Yes	Yes	May be implemented upon a Presidential declaration. There is no set threshold; however, FEMA considers such criteria as concentration of damages, trauma, special populations, etc.
SSGP: supplemental grants beyond IHP	Yes	Yes	Yes	Administered by DSS and only implemented when Federal IHP is activated.
SBA EIDL: working capital loans for small businesses	No	No	Yes	May be independently implemented when at least 5 small businesses have suffered economic injury and other assistance is not otherwise available; may be implemented under an USDA designation; and may be implemented under SBA physical declarations.
SBA Physical Disaster Loan Program: real and personal property loans	No	No	Yes	May be independently implemented when at least 25 homes and/or 3 businesses have suffered 40% uninsured losses; may also be implemented upon a Presidential declaration.
USDA Disaster Designation: crop production loss loans	No	No	Yes	May be made available to farmers/ranchers who have suffered at least 30% crop production loss or a physical loss to livestock products, real estate or chattel property. USDA can implement this program when requested by CalOES on behalf of a local agricultural commissioner or local government authority.
Crisis Counseling Programs: referral services and short-term counseling	Yes	Yes	Yes	Funded by FEMA and administered by DMH to provide short- or long-term (up to 9 months) benefits.
Disaster Unemployment Assistance: weekly benefits	Yes	Yes	Yes	May be implemented by the Department of Labor upon a Presidential declaration to provide up to 26 weeks of unemployment benefits.

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**DOCUMENTATION UNIT  
AFTER ACTION/CORRECTIVE ACTION (AA/CA) REPORT CHECKLIST**

- Collect all documentation from activated EOC positions to be used in developing AA/CA Report, including but not limited to:
  - Action Plans developed to support operational period activities
  - Unit activity logs and journals
  - RIMS forms and OARRS forms
  - Written messages
  - Position checklists
  - Public information news releases and media reports
  - FEMA-developed forms
- Decide the method and establish system to be used for initiating, collecting, and compiling the documentation.
- Obtain all documentation at the close of the event.
- Serve as the AA/CA point of contact (POC).
- Develop a timeline or work plan for completing the AA/CA Report.
- Develop an AA/CA Report Team, as necessary, to assist in the process.
- Identify all organizations and contact information for all involved in the event, exercise or training.
- Determine the AA/CA Reporting mechanism that will be used for developing the AA/CA Report - - RIMS forms via the internet or the CalOES AA/CA Report Word document template.
- Identify when and where AA/CA Hot Wash will occur.
  - A Hot Wash can be conducted after the operational periods or as part of the demobilization process at the end of the event.
  - Hot Washes can also be conducted at the close of or as soon after the event as possible.
  - Hot Wash comments should be compiled for inclusion in the AA/CA report.
- Conduct AA/CA Hot Wash, as necessary, involving all those activated in the event; document and collect all Hot Wash comments and consolidate.
  - Seek maximum participation in the Hot Wash
  - Maintain focus on event objectives – WHAT not WHO
  - Identify what went right
  - Identify what corrective actions are needed
  - Constantly review teaching points/lessons learned
  - Record key points
- Send out AA/CA Report survey to organization’s personnel activated in the event that could not attend the AA/CA Hot Wash in person. (CalOES AA/CA Word template can be used).
- Request that the AA/CA Report survey template be filled out, completed, and returned within a specific time period.
  - Returned AA/CA Reports must show the approval of the assigned authority.
- Receive the returned AA/CA Reports from all individuals and/or organizations that were sent the AA/CA Report template. (Deadline for returning AA/CA Reports must meet NIMS compliance - 60 days).
- Initiate development of the AA/CA Report using all the compiled information/data from the Hot Wash and the AA/CA Report surveys that were returned.
- Ensure that the AA/CA Report development is capable to do the following:

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## EMERGENCY OPERATIONS PLAN

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- Analyze the collected after action information – group by SEMS/NIMS functions.
  - Identify and triage corrective actions needed.
  - Prioritize corrective actions by SEMS/NIMS functions.
  - Identify and link the appropriate involved organizations with the specific corrective actions.
  - Identify the expected outcome and the anticipated completion date of each corrective action.
  - Identify the jurisdictional or organizational authority that must provide signature approval of the AA/CA Report before it is released from the organization and forwarded.
  - Identify the jurisdictional or organizational POC for monitoring corrective action tracking.
- Ensure that the after AA/CA Report addressees at a minimum the following:
- What went right - actions that were successful?
  - What did not go well and why?
  - What needs to be changed – retraining, procedural fixes, equipment shortfalls, staffing problems?
  - What corrective actions will be taken to improve areas that did not go well?
  - What type of mechanism (ex. Database, spreadsheet, etc.) will be used for tracking corrective actions to completion?
- Identify points of contact for each organization that will receive the jurisdiction’s AA/CA Report (drafts for any review comments and the final report).
- Establish suspense dates throughout the process for completing and forwarding After Action/Corrective Action Reports to meet compliance deadlines.
- For declared state of emergencies, local jurisdictions forward AA/CA Report to the CalOES Region within 90 days of the close of the incident or event to meet SEMS requirements.
- CalOES Region forwards all AA/CA Reports to CalOES HQ AA/CA POC.

**Southern Region - (LOS ALAMITOS)**

11200 Lexington Drive, Building 283  
Los Alamitos, CA 90720-5002  
(562) 795-2900

- For undeclared events, exercises and trainings, local jurisdictions forward the approved AA/CA report to the next higher SEMS organization level.
- Develop a mechanism or planning tool that can be used for tracking identified corrective actions or lessons learned.
- Tracking tool might be a spreadsheet, a database, or other mechanism that provides a means of tracking.
  - Ensure the tracking tool is capable of producing quarterly, semi-annual, or annual reports to be used for review.
- Coordinate with all the affected organizations linked with corrective actions.
- Track the identified corrective action status through its completion or implementation, and document the completion date. --**This is a NIMS requirement.**--

**EMERGENCY OPERATIONS PLAN**

**CITY OF CULVER CITY  
EOC ACTION PLAN**

Disaster/Event Name:		Date	Time Prepared:
Plan Prepared by:			
Plan Reviewed by: (Plans/Intel Coordinator)			
Plan Approved by: (Director Emergency Operations)			
Operational Period:	From:	To:	Page 1 of 8

The City's Emergency Management Policy is to provide effective life safety measures, reduce property loss, and protect the environment; provide a basis for the direction and control of emergency operations; plan for continuity of government, provide for the rapid resumption of impacted businesses and community services; provide accurate documentation and records required for cost recovery efforts; provide for the protection, use and distribution of remaining resources; coordinate operations with the emergency service organizations of other jurisdictions, if necessary.

**Current Situation Summary:**

•
•
•
•
•
•

**Major Events/Incidents:**

•
•
•
•
•
•

**Safety Issues:**


**Resources Needed:**

•
•
•
•
•



**EMERGENCY OPERATIONS PLAN**

CULVER CITY EOC ACTION PLAN

Summary of Section Objectives for Period # \_\_

(Date and Time)

#	Objective	Branch/Unit/ Position	Est Completed Date/Time
<b>Management</b>			
1			
2			
3			
<b>Operations Section</b>			
1			
2			
3			
4			
5			
<b>Planning &amp; Intelligence Section</b>			
1			
2			
3			
<b>Logistics Section</b>			
1			
2			
3			
<b>Finance Administration</b>			
1			
2			
3			

Attachments:

- ( ) Organization Chart      ( ) Telephone Numbers      ( ) Weather Forecast      ( ) Maps
- ( ) LAC Locations      ( ) Incident Map      ( ) Safety Plan      ( ) Transportation Plan
- ( ) Medical Plan      ( ) Operating Facilities Plan      ( ) Communication Plan      ( ) Other \_\_\_\_\_

Based on situation and resources available, develop an Action Plan for each Operational Period.

Disaster/Event Name:			
Plan Prepared by:			
Plan Approved by: (EOC Director, Deputy EOC Dir.)			
Operational Period:	Date:	From:	To:

MANAGEMENT			
Objective	Section, Branch or Unit Assigned	Time Required or To Completion	Resource Support
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
Attachments: ( ) PIO phone numbers ( ) EOC Organizational Chart			

**EMERGENCY OPERATIONS PLAN**

CITY OF CULVER CITY EOC ACTION PLAN

Disaster/Event Name:			
Plan Prepared by:			
Plan Reviewed by: (Section Coordinator)			
Operational Period:	Date:	From:	To:

OPERATIONS			
Objective	Section, Branch or Unit Assigned	Time Required or To Completion	Resource Support
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
Attachments: ( ) City Map w/major incidents, street closures, evacuation areas, etc. ( ) Weather			

Disaster/Event Name:			
Plan Prepared by:			
Plan Reviewed by: (Section Coordinator)			
Operational Period:	Date:	From:	To:

PLANNING/INTELLIGENCE			
Objective	Section, Branch or Unit Assigned	Time Required or To Completion	Resource Support
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
Attachments: ( ) ( )			

Disaster/Event Name:			
Plan Prepared by:			
Plan Reviewed by: (Section Coordinator)			
Operational Period:	Date:	From:	To:

LOGISTICS			
Objective	Section, Branch or Unit Assigned	Time Required or To Completion	Resource Support
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
Attachments: ( ) ( )			

Disaster/Event Name:			
Plan Prepared by:			
Plan Reviewed by: (Section Coordinator)			
Operational Period:	Date:	From:	To:

Finance/Administration			
Objective	Section, Branch or Unit Assigned	Time Required or To Completion	Resource Support
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
Attachments: ( ) ( )			

# EMERGENCY OPERATIONS PLAN

1. Incident Name		2. Operational Period (Date/Time) From:		<b>ORGANIZATION ASSIGNMENT LIST SEMS/NIMS 203-OS</b>	
3. Management Section	4. Name	5. Operations Section	6. Name		
<b>EOC Director</b>  Public Information Ofcr EOC Coordinator Liaison Officer: Safety Officer: Security Officer: Legal Advisor/Officer: _____:		<b>Ops Section Coordinator:</b>  Law Enforcement: Fire/Rescue/Medical: Public Works: Building and Safety: Care and Shelter:			
<b>7. Planning Section</b>  <b>Plans Section Coord.</b> Resources: Situation Status: Documentation: Damage Assessment: Adv. Planning: Recovery: Demobilization:	8. Name	<b>9. Logistics Section</b>  <b>Logistics Section Coord.</b> Information Systems: Transportation Unit: Personnel Unit: Facilities Unit: Procurement:	10. Name		
<b>11. Finance Section</b>  <b>Finance Section Coord.</b> Purchasing Time Keeping: Cost Analysis: Cost Recovery:	12. Name	<b>12. Agency Representatives</b>	13. Name		
14. Prepared By: (Resources Unit)		Date/Time			
ORGANIZATION ASSIGNMENT LIST		SEMS/NIMS 203-OS		April 2003	



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**EMERGENCY OPERATIONS PLAN**

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Sample Reporting Form

**AFTER ACTION/CORRECTIVE ACTION (AA/CA) REPORT SURVEY TEMPLATE**

for response to

(EVENT NAME)

*(This AA/CA Report template can be used for a declared, un-declared, or pre-planned event, an exercise, and/or training for SEMS/NIMS compliance).*

***Federally funded exercises:*** Completed AA/CA reports completed in this Word template can be attached to the Department of Homeland Security, Grants and Training, ODP Secure Portal.

**GENERAL INFORMATION**

Information Needed	Text goes in text boxes below.
<b>Name of Agency:</b>	
Type of Agency:* (Select one) * City, County, Operational Area (OA), State agency (State), Federal agency (Fed), special district, Tribal Nation Government, UASI City, non-governmental or volunteer organization, other.	
<b>CalOES Admin Region:</b> (Coastal, Inland, or Southern)	
<b>Completed by:</b>	
<b>Date report completed:</b>	
<b>Position: (Use SEMS/NIMS positions)</b>	
<b>Phone number:</b>	
<b>Email address:</b>	
<b>Dates and Duration of event:</b> (Beginning and ending date of response or exercise activities - using mm/dd /yyyy)	
<b>Type of event, training, or exercise:*</b> * Actual event, table top, functional or full scale exercise, pre-identified planned event, training, seminar, workshop, drill, game.	
<b>Hazard or Exercise Scenario:*</b> *Avalanche, Civil Disorder, Dam Failure, Drought, Earthquake, Fire (structural), Fire (Woodland), Flood, Landslide, Mudslide, Terrorism, Tsunami, Winter Storm, chemical, biological release/threat, radiological release/threat, nuclear release/threat, explosive release/threat, cyber, or other/specify.	

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**EMERGENCY OPERATIONS PLAN**

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**SEMS/NIMS FUNCTION EVALUATION****MANAGEMENT (Public Information, Safety, Liaison, etc.)**

	<b>Satisfactory</b>	<b>Needs Improvement</b>
Overall Assessment of Function (check one)		

**If “needs improvement” please briefly describe improvements needed:**

Planning	
Training	
Personnel	
Equipment	
Facilities	

**FIELD COMMAND (Use for assessment of field operations, i.e., Fire, Law Enforcement, etc.)**

	<b>Satisfactory</b>	<b>Needs Improvement</b>
Overall Assessment of Function (check one)		

**If “needs improvement” please briefly describe improvements needed:**

Planning	
Training	
Personnel	
Equipment	
Facilities	

**OPERATIONS (Law enforcement, fire/rescue, medical/health, etc.)**

	<b>Satisfactory</b>	<b>Needs Improvement</b>
Overall Assessment of Function (check one)		

**If “needs improvement” please briefly describe improvements needed:**

Planning	
Training	
Personnel	
Equipment	
Facilities	

---

**EMERGENCY OPERATIONS PLAN**

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**PLANNING/INTELLIGENCE (Situation analysis, documentation, GIS, etc.)**

	<b>Satisfactory</b>	<b>Needs Improvement</b>
Overall Assessment of Function (check one)		

**If “needs improvement” please briefly describe improvements needed:**

Planning	
Training	
Personnel	
Equipment	
Facilities	

**LOGISTICS (Services, support, facilities, etc.)**

	<b>Satisfactory</b>	<b>Needs Improvement</b>
Overall Assessment of Function (check one)		

**If “needs improvement” please briefly describe improvements needed:**

Planning	
Training	
Personnel	
Equipment	
Facilities	

**FINANCE/ADMINISTRATION (Purchasing, cost unit, etc.)**

	<b>Satisfactory</b>	<b>Needs Improvement</b>
Overall Assessment of Function (check one)		

**If “needs improvement” please briefly describe improvements needed:**

Planning	
Training	
Personnel	
Equipment	
Facilities	

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**EMERGENCY OPERATIONS PLAN**

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**AFTER ACTION REPORT QUESTIONNAIRE**

(The responses to these questions can be used for additional SEMS/NIMS evaluation)

<b>Response/Performance Assessment Questions</b>	<b>yes</b>	<b>no</b>	<b>Comments</b>
1. Were procedures established and in place for responding to the disaster?			
2. Were procedures used to organize initial and ongoing response activities?			
3. Was the ICS used to manage field response?			
4. Was Unified Command considered or used?			
5. Was the EOC and/or DOC activated?			
6. Was the EOC and/or DOC organized according to SEMS?			
7. Were sub-functions in the EOC/DOC assigned around the five SEMS functions?			
8. Were response personnel in the EOC/DOC trained for their assigned position?			
9. Were action plans used in the EOC/DOC?			
10. Were action planning processes used at the field response level?			
11. Was there coordination with volunteer agencies such as the Red Cross?			
12. Was an Operational Area EOC activated?			
13. Was Mutual Aid requested?			
14. Was Mutual Aid received?			
15. Was Mutual Aid coordinated from the EOC/DOC?			
16. Was an inter-agency group established at the EOC/DOC level? Were they involved with the shift briefings?			
17. Were communications established and maintained between agencies?			
18. Was the public alert and warning conducted according to procedure?			
19. Was public safety and disaster information coordinated with the media through the JIC?			
20. Were risk and safety concern addressed?			
21. Did event use Emergency Support Function (ESFs) effectively and did ESF have clear understanding of local capability?			
22. Was communications inter-operability an issue?			

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**EMERGENCY OPERATIONS PLAN**

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Additional Questions

23. What response actions were taken by your agency? Include such things as mutual aid, number of personnel, equipment and other resources. **Note: Provide statistics on number of personnel and number/type of equipment used during this event. Describe response activities in some detail.**

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24. As you responded, was there any part of SEMS/NIMS that did not work for your agency? If so, how would (did) you change the system to meet your needs?

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25. As a result of your response, did you identify changes needed in your plans or procedures? Please provide a brief explanation.

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26. As a result of your response, please identify any specific areas needing training and guidance that are not covered in the current SEMS Approved Course of Instruction or SEMS Guidelines.

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27. If applicable, what recovery activities have you conducted to date? Include such things as damage assessment surveys, hazard mitigation efforts, reconstruction activities, and claims filed.

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**NARRATIVE**

Use this section for additional comments.

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**EMERGENCY OPERATIONS PLAN**

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**POTENTIAL CORRECTIVE ACTIONS**

Identify issues, recommended solutions to those issues, and agencies that might be involved in implementing these recommendations. Address any problems noted in the SEMS/NIMS Function Evaluation.

Indicate whether issues are an internal agency specific or have broader implications for emergency management.

(Code: I= Internal; R =Regional, for example, CalOES Mutual Aid Region, Administrative Regions, geographic regions, S=Statewide implications)

Code	Issue or Problem Statement	Corrective Action / Improvement Plan	Agency(s)/ Depts. To Be Involved	Point of Contact Name / Phone	Estimated Date of Completion

**ONLY USE THE FOLLOWING FOR RESPONSE ACTIVITIES RELATED TO EMAC****EMAC / SEMS After Action/Corrective Action Report Survey**

**NOTE:** Please complete the following section **ONLY** if you were involved with EMAC related activities.

1. Did you complete and submit the on-line EMAC After Action Survey form for (Insert name of the disaster)?

\_\_\_\_\_

2. Have you taken an EMAC training class in the last 24 months?

\_\_\_\_\_

3. Please indicate your work location(s) (State / County / City / Physical Address):

\_\_\_\_\_  
\_\_\_\_\_

4. Please list the time frame from your dates of service (Example: 09/15/05 to 10/31/05):

\_\_\_\_\_  
\_\_\_\_\_

5. Please indicate what discipline your deployment is considered (please specify):

\_\_\_\_\_  
\_\_\_\_\_

6. Please describe your assignment(s):

\_\_\_\_\_  
\_\_\_\_\_

## EMERGENCY OPERATIONS PLAN

### Questions:

You may answer the following questions with a “yes” or “no” answer, but if there were issues or problems, please identify them along with recommended solutions, and agencies that might be involved in implementing these recommendations.

#	Questions	Issues / Problem Statement	Corrective Action / Improvement Plan	Agency(s)/ Depts. To Be Involved	Point of Contact Name / Phone	Estimated Date of Completion
1	Were you familiar with EMAC processes and procedures prior to your deployment?					
2	Was this your first deployment <b>outside</b> of California?					
3	Where your travel arrangements made for you? If yes, by whom?					
4	Were you fully briefed on your assignment prior to deployment?					
5	Were deployment conditions (living conditions and work environment) adequately described to you?					
6	Were mobilization instructions clear?					
7	Were you provided the necessary tools (pager, cell phone, computer, etc.) needed to complete your assignment?					
8	Were you briefed and given instructions upon arrival?					
9	Did you report regularly to a supervisor during deployment? If yes, how often?					
10	Were your mission assignment and tasks made clear?					
11	Was the chain of command clear?					
12	Did you encounter any barriers or obstacles while					

**EMERGENCY OPERATIONS PLAN**

#	Questions	Issues / Problem Statement	Corrective Action / Improvement Plan	Agency(s)/ Depts. To Be Involved	Point of Contact Name / Phone	Estimated Date of Completion
	deployed? If yes, identify.					
13	Did you have communications while in the field?					
14	Were you adequately debriefed after completion of your assignment?					
15	Since your return home, have you identified or experienced any symptoms you feel might require "Critical Stress Management" (i.e., Debriefing)?					
16	Would you want to be deployed via EMAC in the future?					

Please identify any ADDITIONAL issues or problems below:

#	Issues or Problem Statement	Corrective Action / Improvement Plan	Agency(s)/ Depts. To Be Involved	Point of Contact Name / Phone	Estimated Date of Completion

Additional Questions

**Identify the areas where EMAC needs improvement (check all that apply):**

- Executing Deployment
- Command and Control
- Logistics
- Field Operations
- Mobilization and Demobilization

Comments:

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Identify the areas where EMAC worked well:

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**EMERGENCY OPERATIONS PLAN**

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Identify which EMAC resource needs improvement (check all that apply):

- EMAC Education
- EMAC Training
- Electronic REQ-A forms
- Resource Typing
- Resource Descriptions
- Broadcast Notifications
- Website

Comments:

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As a responder, was there any part of EMAC that did not work, or needs improvement? If so, what changes would you make to meet your needs?

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Please provide any additional comments that should be considered in the After Action Review process (use attachments if necessary):

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CalOES Only: Form received on: \_\_\_\_\_ Form reviewed on: \_\_\_\_\_ **Reviewed By:** \_\_\_\_\_

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**EMERGENCY OPERATIONS PLAN**

<b>EOC Change of Shift Briefing Worksheet</b>		
<b>Section: Operations</b>		<b>Position: Section Coordinator</b>
Operational period	Date:	<input type="checkbox"/> Initial <input type="checkbox"/> Update <input type="checkbox"/> Final
For shift from	AM to	PM
Off-going employee:		Relief Employee:
Disaster name:		
EOC Director:		
Section Coordinator:		
Description of problem:		
Cause:		
Area involved:		
Injuries (unofficial)		
Deaths (unofficial):		
Est. \$ public damage:		
Est. \$ private damage:		
Current threat:		
Status of incident(s):		
Other jurisdiction(s) involved:		
Staging location:		
Weather situation:		
Your assigned task:		
Your EOC phone #:		
Equipment assigned to you:		
Equipment available at:		
Meals available at:		
Medical care available at:		
Lodging available at:		
Supplies available at:		
Fuel available at:		
Autos available from:		
Other information:		

Each off-going person should use this worksheet to brief their EOC replacement.

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**PART TWO– EMERGENCY ORGANIZATION FUNCTIONS  
LOGISTICS SECTION**

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## **LOGISTICS SECTION**

### **PURPOSE**

To enhance the capability of the City of Culver City to respond to emergencies by establishing logistics protocols in managing personnel and equipment. It is the policy of this section that the priorities of responses are to be:

- ) Protect life, property and the environment.
- ) Provide operational and logistical support for emergency response personnel and optimize the utilization of resources.
- ) Provide support to the other sections of the City's emergency response team.
- ) Support the restoration of essential services and systems.

### **OVERVIEW**

The Logistics Section's primary responsibility is to ensure the acquisition, transportation, and mobilization of resources to support the response effort at the disaster sites, public shelters, EOCs, etc. This Section provides all necessary personnel, supplies and equipment procurement support. Methods for obtaining and using facilities, equipment, supplies, services and other resources to support emergency response at all operational sites during emergency/disaster conditions will be the same as that used during normal operations unless authorized by the EOC Director or emergency orders of the City Council.

### **OBJECTIVES**

The Logistics Section ensures that all other sections are supported for the duration of the incident. Any personnel, equipment, supplies or services required by the other sections will be ordered through the Logistics Section except for those resources obtained through already established mutual aid agreements.

The Logistics Section will accomplish the following specific objectives during a disaster/emergency:

- ) Collect information from other sections to determine needs and prepare for expected operations.
- ) Coordinate provision of logistical support with the EOC Director.
- ) Prepare required reports identifying the activities performed by the Logistics Section.
- ) Determine the City's logistical support needs and plan for both immediate and long-term requirements.
- ) Maintain proper and accurate documentation of all actions taken and all items procured to ensure that all required records are preserved for future use and CalOES and FEMA filing requirements.

**CONCEPT OF OPERATIONS**

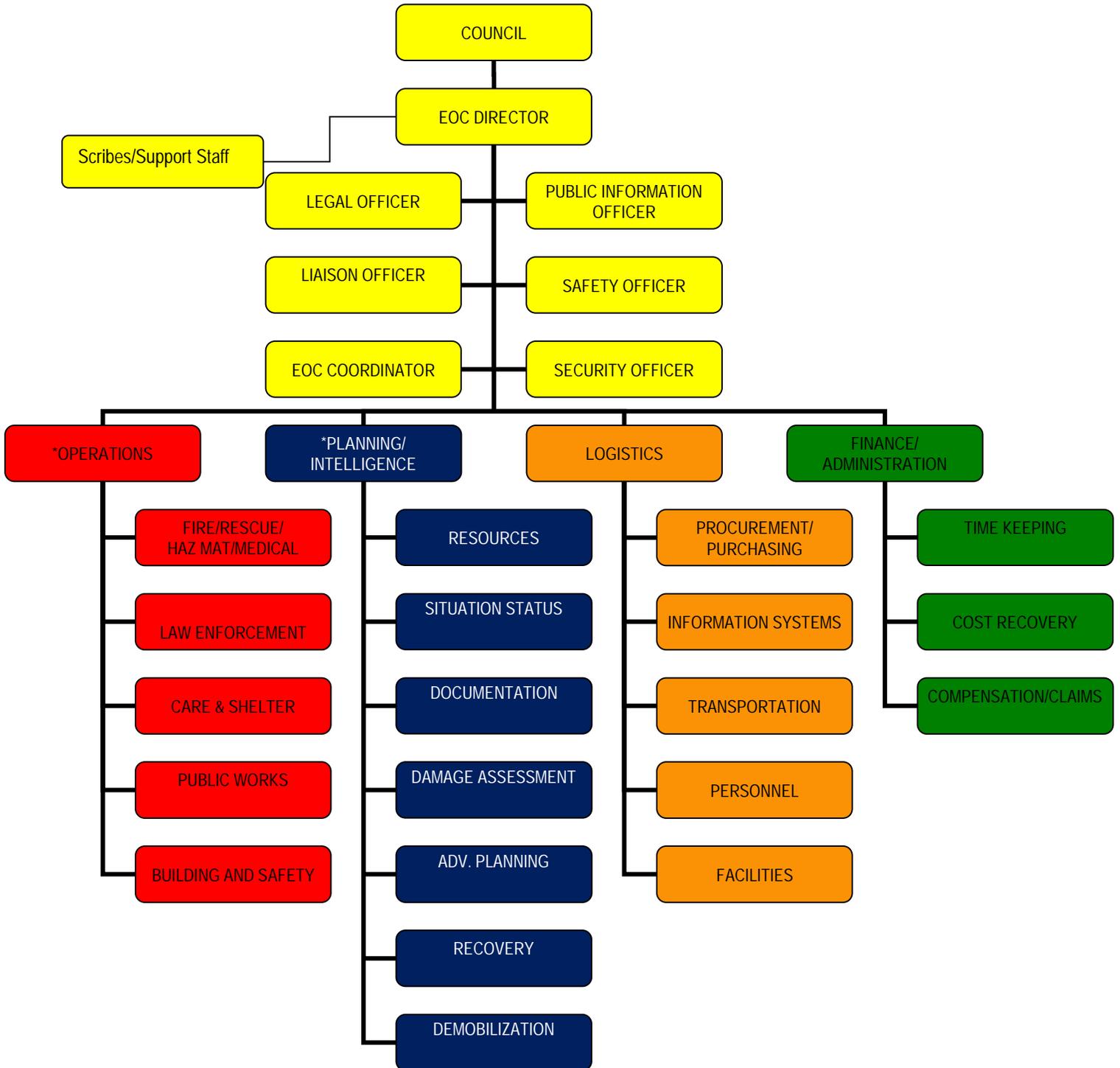
The Logistics Section will operate under the following policies during a disaster/emergency as the situation dictates:

- ) The Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS) will be followed.
- ) All existing City and departmental operating procedures will be adhered to unless modified by the City Council or EOC Director.
- ) All on-duty personnel are expected to remain on duty until properly relieved of duty. Off-duty personnel will be expected to return to work in accordance with adopted policies.
- ) While in a disaster mode, operational periods will be 12 hours for the duration of the event. Operational periods will normally change at 8a.m. and 8 p.m. Operational periods should be event driven.
- ) Available and accessible resources from neighboring jurisdictions, the private sector, and volunteer organizations will be accessed through the City's own resources and private sector resources. Non-fire and non-law mutual aid will be accessed through the Los Angeles County Operational Area via OARRS (Internet); or if OARRS is not available, then all requests and reports are to be sent to the contact West Hollywood Sheriff's Station. The West Hollywood Sheriff's Station will then be responsible for entering the request into OARRS or request via radio communications.

**SECTION ACTIVATION PROCEDURES**

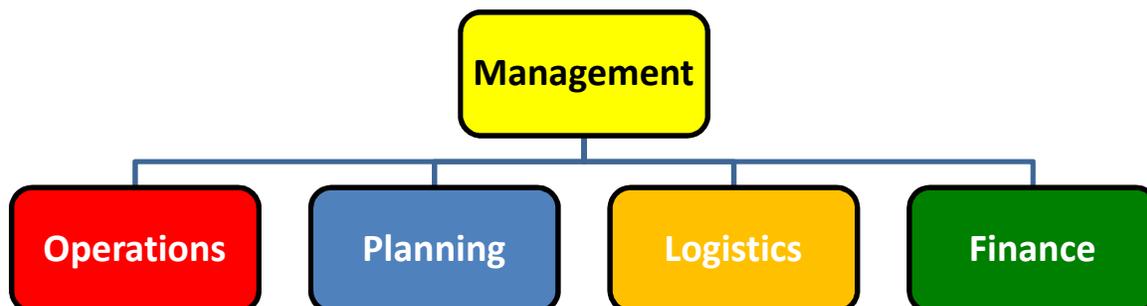
The EOC Director is authorized to activate the Logistics Section.

ORGANIZATION CHART



\* If all elements are activated, a deputy may be appointed to provide a manageable span of control. The Incident Command System will be used in the field. Field units will coordinate and communicate with each of the Branches under the Operations Section.

RESPONSIBILITIES CHART



**Responsibilities:**

**Management (Management Section)**

Responsible for overall emergency management policy and coordination through the joint efforts of governmental agencies and private organizations. Management will either activate appropriate sections or perform their functions as needed.

**Operations Section**

The Operations Section is responsible for coordinating all city operations in support of the emergency response through implementation of the City's EOC Action Plan.

**Planning/Intelligence Section**

The Planning/Intelligence Section is responsible for collecting, evaluating, disseminating information and tracking resources; developing the City's EOC Action Plan in coordination with other sections; initiating and preparation of the City's After Action/ Corrective Action Report and maintaining documentation.

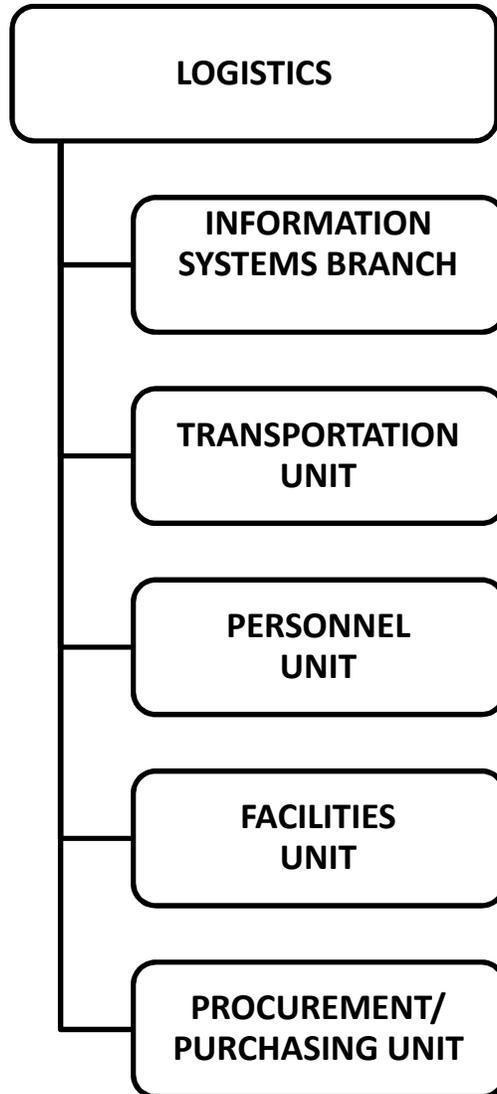
**Logistics Section**

**The Logistics Section is responsible for providing communications, facilities, services, personnel, equipment, supplies, and materials.**

**Finance/Administration Section**

The Finance/Administration Section is responsible for financial activities and other administrative aspects.

LOGISTICS SECTION ORGANIZATION CHART



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### **LOGISTICS SECTION STAFF**

The Logistics Section Coordinator will determine, based on present and projected requirements, the need for establishing specific and/or specialized units. The following units may be established as the need arises:

- ) Information Systems Branch
- ) Transportation Unit
- ) Personnel Unit
- ) Procurement/Purchasing Unit
- ) Facilities Unit

The Logistics Section Coordinator may activate additional units as necessary to fulfill an expanded role.

#### **Logistics Section Coordinator**

The Logistics Section Coordinator, a member of the EOC Director's General Staff, is responsible for supporting the response effort and the acquisition, transportation and mobilization of resources. Information is needed to:

- ) Understand the current situation.
- ) Predict probable resource needs.
- ) Prepare alternative strategies for procurement and resources management.

#### **Information Systems Branch**

The Information Systems Branch is responsible for managing all radio, data, and telephone needs of the EOC staff.

#### **Transportation Unit**

The Transportation Unit is responsible for transportation of emergency personnel, equipment and supplies and for coordinating the Disaster Route Priority Plan.

#### **Personnel Unit**

The Personnel Unit is responsible for obtaining, coordinating and allocating all non-fire and non-law enforcement mutual aid personnel support requests received; for registering volunteers as Disaster Services Workers and for managing EOC personnel issues and requests.

#### **Procurement/Purchasing Unit**

The Procurement/Purchasing Unit is responsible for obtaining all non-fire and non-law enforcement mutual aid materials, equipment and supplies to support emergency operations and arranging for delivery of those resources. The Procurement/Purchasing Unit is responsible for administering all financial matters pertaining to purchases, vendor contracts, leases, fiscal agreements and tracking expenditures. The Procurement/Purchasing Unit is responsible for

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## EMERGENCY OPERATIONS PLAN

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identifying sources of equipment, preparation and signing equipment rental agreements, and processing all administrative paperwork associated with equipment rental and supply contracts, including incoming and outgoing mutual aid resources. The Procurement/Purchasing Unit is also responsible for ensuring that all records identify scope of work and site-specific work location.

### **Facilities Unit**

The Facilities Unit is responsible for ensuring that adequate facilities are provided for the response effort, including securing access to the facility and providing staff, furniture, supplies and materials necessary to configure the facility in a manner adequate to accomplish the mission.

**COMMON EOC RESPONSIBILITIES**

(The following is a checklist applicable to all EOC positions).

**ACTIVATION:**

- Report to your EOC organizational supervisor.
- Put on appropriate vest and print your name on the EOC Organizational Chart next to your assignment.
- Obtain a briefing on the situation from available sources (Section Coordinator, EOC Coordinator, etc.)
- Determine your personal operating location and set up as necessary.
- Review your position responsibilities.
- Clarify any issues regarding your authority and assignment and what others in the organization do.
- Ensure all functions within your Section are appropriately staffed. Make required personnel assignments as staff arrives.
- Determine future Section needs based on information as known or by forecasting.

**GENERAL OPERATIONAL DUTIES:**

- Establish operating procedure with the Information Systems Branch of the Logistics Section for use of telephone, radio and data systems. Voice any priorities or special requests with the Information Systems Branch.
- Anticipate potential situation changes, such as severe aftershocks, in all planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- Determine and **anticipate** support requirements and forward to your EOC organizational supervisor.
- Monitor your position activities and adjust staffing and organization to meet current needs.
- Use face-to-face communication in the EOC whenever possible and document decisions and policy.

**DOCUMENTATION AND REPORTS**

- Open and maintain a position activity log. (**Activity Log can be found in the Logistics Support Documentation**). Make sure you note your check-in time. Maintain all required records and documentation to support the After-Action/Corrective Action Report and the history of the emergency/disaster. Document:
  - ) Messages received
  - ) Action taken
  - ) Decision justification and documentation
  - ) Requests filled
  - ) EOC personnel, time on duty and assignments

*Precise information is essential to meet requirements for possible reimbursement by CalOES and FEMA.*

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## EMERGENCY OPERATIONS PLAN

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- Review situation reports as they are received. Verify information where questions exist.
- Ensure that your personnel and equipment time records and a record of expendable materials used are provided to your EOC organizational supervisor at the end of each operational period.
- Do **NOT** throw any paperwork (notes, memos, messages, etc.) away. This documentation can be used for FEMA reimbursement.
- Keep your EOC organizational supervisor advised of your status and activity and on any problem areas that now need or will require solutions.
- Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known. Use the EOC Change of Shift Briefing Worksheet. **(See Logistics Support Documentation for the EOC Change of Shift Briefing Worksheet).**

### RESOURCES

- Determine 24-hour staffing and resource needs and request resources as required through the Logistics Section.
- Keep up to date on the situation and resources associated with your position.
- Request additional resources through the appropriate Logistics Section Unit.

### SHIFT CHANGE:

- Brief incoming personnel and identify in-progress activities which need follow-up.
- Provide incoming personnel the next EOC Action Plan.
- Submit completed logs, time cards, etc. to your EOC Organizational supervisor before you leave.
- Determine when you should return for your next work shift.
- Leave contact information where you can be reached.

### DEACTIVATION

- Ensure that all required forms or reports are completed and submitted to your EOC Organizational Supervisor prior to your release and departure.
- Be prepared to provide input to the EOC After-Action/Corrective Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate your position and close out logs when authorized by your EOC organizational supervisor.
- Leave forwarding phone number where you can be reached.
- Sign out with your Supervisor and on large EOC organization/sign-in sheet.

**LOGISTICS SECTIONS COORDINATOR****SUPERVISOR:** EOC Director**PRIMARY RESPONSIBILITIES:**

- ) Ensure the logistics function is carried out consistent with SEMS/NIMS guidelines, including:
  - Managing all radio, data and telephone needs of the EOC.
  - Coordinating transportation needs and issues and the Disaster Route Priority Plan.
  - Managing personnel issues and registering volunteers as Disaster Services Workers.
  - Obtaining all materials, equipment and supplies to support emergency operations in the field and in the EOC.
  - Coordinating management of facilities used during disaster response and recovery.
- ) Support the response effort and oversee the acquisition, transportation and mobilization of resources.
- ) Establish the appropriate level of organization within the Section, and continuously monitor the effectiveness of that organization. Make changes as required.
- ) Exercise overall responsibility for the coordination of unit activities within the Section.
- ) Report to the EOC Director on all matters pertaining to Section activities.

**READ ENTIRE CHECKLIST AT START-UP AND  
AT BEGINNING OF EACH SHIFT**

- See Common EOC Responsibilities on L-11.

**ACTIVATION:**

- Determine the operational status and appropriate level of activation based on situation as known.
- As appropriate, respond to the EOC.
- Mobilize appropriate personnel for initial activation of the EOC
- Activate organizational elements within your Section as needed and designate leaders for each element or combination of elements.
  - ) Information Systems Branch
  - ) Transportation Unit
  - ) Personnel Unit
  - ) Procurement/Purchasing Unit
  - ) Facilities Unit

**START-UP:**

- Clarify with the Finance Section the level of purchasing authority to be delegated to the Logistics Section.

- Meet with the Finance Section Coordinator and review financial and administration support needs and procedures.

**ASSIGNMENTS/STAFFING:**

- Carry out responsibilities of the Logistics Section Units that are not currently staffed.
- Prepare work objectives for Section staff and make staff assignments.
- Inform the EOC Director and General Staff when your Section is fully operational.
- Monitor your Section activities and adjust Section organization as appropriate.

**NOTIFICATIONS: (None applicable to this checklist)****MEETINGS/BRIEFINGS:**

- Brief incoming Section personnel prior to their assuming their duties. Briefings should include:
  - ) Current situation assessment.
  - ) Identification of specific job responsibilities.
  - ) Identification of co-workers within the job function and/or geographical assignment.
  - ) Availability of communications.
  - ) Identification of eating and sleeping arrangements as appropriate.
  - ) Procedural instructions for obtaining additional supplies, services, and personnel.
  - ) Identification of operational period work shifts.
- Brief the General Staff on telephone, data and radio systems available.
- Meet with other Section Coordinators to identify service/support requirements for planned and expected operations.
- Conduct periodic briefings for your Section to ensure that all are aware of priorities.
- Brief the EOC Director on major problem areas that need or will require solutions.

**ACTION PLANNING:**

- Prepare section objectives for EOC Action Plan and forward to the Planning/Intelligence Section Coordinator.
- Participate in the EOC Director's action planning meetings.

**DOCUMENTATION:**

- See Documentation and Reports in Common EOC Responsibilities on page L-11.
- Open and maintain an Activity Log (**See Logistics Support Documentation, Activity Log**).
- Provide personnel and equipment time records for the entire Section to the Time Keeping Unit in the Finance Section at the end of each work shift.

**ONGOING ACTIVITIES:**

- Make a list of key issues currently facing your Section to be accomplished within the next operational period.
- Make sure that all contacts with the media are coordinated with the Public Information Officer (PIO).

- Ensure internal coordination between branch/group/unit leaders.
- From Planning/Intelligence Section, determine status of transportation system into and within the City. Find out present priorities and estimated times for restoration of the disaster route system. Provide information to other Sections.
- Provide situation and resources information to the Situation Status Unit of the Planning/Intelligence Section on a periodic basis or as the situation requires.
- Evaluate the need for Critical Incident Stress Debriefing for all affected personnel, victims and bystanders. Arrange debriefings through the Personnel Unit of the Logistics Section.

**RESOURCES:**

- See Resources in Common EOC Responsibilities on page L-12.
- Following action planning meetings, ensure that orders for additional resources necessary to meet known or expected demands have been placed and are being coordinated within the EOC and field units.
- Keep up to date on situation and resources associated with your Section. Maintain current status and displays at all times.
- Keep the Los Angeles County Operational Area Logistics Coordinator apprised of overall situation and status of resource requests.
- Identify service/support requirements for planned and expected operations.
- Oversee the allocation of personnel, equipment, services and facilities required to support emergency management activities.
- Resolve problems associated with requests for supplies, facilities, transportation, communication and food.

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**INFORMATION SYSTEMS BRANCH****SUPERVISOR: Logistics Section Coordinator****PRIMARY RESPONSIBILITIES:**

- ) Manage all radio, data, and telephone needs of the EOC staff.
- ) Notify support agencies and oversee the installation, activation and maintenance of all radio, data and telephone communications services inside of the EOC and between the EOC and outside agencies.
- ) Determine the placement of all radio transmitting equipment brought to the EOC to support operations. Approve all radio frequencies to minimize interference conditions.
- ) Provide necessary communication system operators, and ensure continuous 24-hour operation of all communications services.
- ) Copy and log incoming radio, data and telephone reports on situation reports, major incident reports, resource requests and general messages.
- ) Make assignment of radio, data and telephone services as directed by the EOC Director.
- ) Organize, place and oversee the operation of amateur radio services working in support of the EOC.
- ) Oversee and coordinate with volunteer and private sector organizations to supplement communications needs.

**READ ENTIRE CHECKLIST AT START-UP AND  
AT BEGINNING OF EACH SHIFT**

- See Common EOC Responsibilities on L-11.

**ASSIGNMENTS/STAFFING:**

- Clarify any issues regarding your authority and assignment.

**NOTIFICATIONS: (None applicable to this checklist)****MEETINGS/BRIEFINGS:**

- Attend periodic briefing sessions conducted by the Section Coordinator.
- Brief EOC staff of on-site and external communications needs, capabilities and restrictions and operating procedures.

**ACTION PLANNING:**

- Attend planning meetings at the request of the Logistics Section Coordinator.
- Provide communications briefings as requested at action planning meetings.

**DOCUMENTATION:**

- See Documentation and Reports in Common EOC Responsibilities on page L-11.
- Open and maintain an Activity Log (**See Logistics Support Documentation, Activity Log**).
- Provide personnel and equipment time records to the Section Coordinator at the end of each work shift.
- Coordinate with all operational units and the EOC to establish a communications plan to minimize communication issues that include radio, data and telephone needs utilizing established communications, the private sector, amateur radio (ham) and volunteers. (**See Logistics Support Documentation – Communications Plan**).

**ONGOING ACTIVITIES:**

- Coordinate with all sections and branches/units on operating procedures for use of telephone, data and radio systems. Receive any information systems priorities or special requests.
- Monitor operational effectiveness of EOC communications systems. Obtain additional communications capability as needed.
- Coordinate all communications activities.
- Coordinate frequency and network activities with Los Angeles County Operational Area.
- Establish a plan to ensure staffing and repair of communications equipment.
- Establish a primary and alternate system for communications. Link with utilities and contracting and cooperating agencies to establish communications as soon as possible.
- Coordinate with volunteer and private sector organizations to supplement communications needs, i.e., Disaster Communication Services (DCS).
- Protect equipment from weather, aftershocks, electromagnetic pulse, etc.
- Support activities for restoration of computer services.

**RESOURCES:**

- See Resources in Common EOC Responsibilities on page L-12.
- See Logistics Support Documentation Forms, Eight Steps to Building an Effective Communications Plan.
- See Logistics Support Documentation Forms, Pre-Disaster Telecommunications Checklist.
- See Logistics Support Documentation Forms, EOC Radio Communications Plan.

**TRANSPORTATION UNIT****SUPERVISOR: Logistics Section Coordinator****PRIMARY RESONSIBILITIES:**

- ) Coordinate the transportation of emergency personnel and resources within the City by all available means.
- ) Coordinate all public transportation resources.
- ) Coordinate the Disaster Route Priority Plan with the Operations Section.

**READ ENTIRE CHECKLIST AT START-UP  
AND AT BEGINNING OF EACH SHIFT**

- See Common EOC Responsibilities on L-11.

**ASSIGNMENTS/STAFFING:**

- Clarify any issues regarding your authority and assignment.

**NOTIFICATIONS: (None applicable to this checklist)****MEETINGS/BRIEFINGS:**

- Attend periodic briefing sessions conducted by the Section Coordinator.

**ACTION PLANNING:**

- Attend planning meetings at the request of the Logistics Section Coordinator.

**DOCUMENTATION:**

- See Documentation and Reports in Common EOC Responsibilities on page L-11.
- Open and maintain an Activity Log (**See Logistics Support Documentation, Activity Log**).
- Provide personnel and equipment time records to the Section Coordinator at the end of each work shift.
- Establish a transportation plan for movement of:
  - ) Personnel, supplies and equipment to the EOC, field units, shelters and Field Treatment Sites (FTSs).
  - ) Individuals to medical facilities as requested by Operations Section.
  - ) Emergency workers and volunteers to and from risk area.
  - ) Dependents and families of emergency workers as requested by the Care and Shelter Branch.
- Ensure that vehicle usage is documented by activity and date and hours in use.

- Prepare schedules as required to maximize use of available transportation.

**ONGOING ACTIVITIES:**

- Maintain inventory of support and transportation vehicles (staff cars, buses, pick-up trucks, light/heavy trucks).
- Establish mobilization areas for vehicles as directed.
- Coordinate with staff and agency representatives to ensure adherence to service and repair policies.
- Provide Planning Section, Resources Unit with current information regarding transportation vehicles (location and capacity) and notify Resources Unit of any status change.
- Coordinate with the Planning/Intelligence and Operations Sections to determine which disaster routes are available for emergency vehicles entering and exiting the City.
- Coordinate use of disaster routes with the Operations Section and with other sections and branches/units to identify transportation priorities.
- Coordinate with local transportation agencies and School Districts to establish availability of resources for use in evacuations and other operations as needed.
- Coordinate with the Operations Section on the movement of persons with access and functional needs. Coordinate with paratransit companies as necessary.
- Coordinate transportation of animals with the Care and Shelter Branch in Operations Section, as required.
- As reports are received from field units and EOC sections and as sufficient information develops, analyze the situation and anticipate transportation requirements.

**RESOURCES:**

- See Resources in Common EOC Responsibilities on page L-12.
- Coordinate with local transportation agencies and School District to establish availability of resources for use in evacuations and other operations as needed.
- Arrange for fueling of all transportation resources.

**PERSONNEL UNIT****SUPERVISOR: Logistics Section Coordinator****PRIMARY RESPONSIBILITIES:**

- ) Obtain, coordinate and allocate all non-fire and non-law enforcement mutual aid personnel support requests received.
- ) Identify sources and maintain an inventory of personnel support and volunteer resources. Request personnel resources from those agencies as needed.
- ) Ensure that all Disaster Service Workers and volunteers are registered and integrated into the emergency response system.
- ) Assign personnel within the EOC as needs are identified.
- ) Coordinate Emergency Management Mutual Aid (EMMA) through the Los Angeles County Operational Area EOC.

**READ ENTIRE CHECKLIST AT START-UP AND  
AT BEGINNING OF EACH SHIFT**

- See Common EOC Responsibilities on L-11.

**ASSIGNMENTS/STAFFING:**

- Clarify any issues regarding your authority and assignment.

**NOTIFICATIONS: (None applicable to this checklist)****MEETINGS/BRIEFINGS:**

- Attend periodic briefing sessions conducted by the Section Coordinator.

**ACTION PLANNING:**

- Attend planning meetings at the request of the Logistics Section Coordinator.

**DOCUMENTATION:**

- See Documentation and Reports in Common EOC Responsibilities on page L-11.
- Open and maintain an Activity Log (**See Logistics Support Documentation, Activity Log**).
- Provide personnel and equipment time records to the Section Coordinator at the end of each work shift.
- Maintain information regarding:
  - ) Personnel/volunteers processed.
  - ) Personnel/volunteers allocated and assigned by agency/location.
  - ) Personnel/volunteers on standby.
  - ) Special personnel requests by category not filled.

- Track personnel/volunteers processed by the Unit. Control must be established for the accountability of personnel used in the response effort. Personnel/volunteers relieved from assignments will be processed through the Demobilization Unit.

**ONGOING ACTIVITIES:**

- Receive and process all incoming requests for personnel support. Identify number of personnel, special qualifications or training, location where needed and person to report to upon arrival. Secure an estimated time of arrival for relay back to the requesting agency.
- Ensure training of assigned response staff and volunteers to perform emergency functions. Coordinate with Safety Officer to ensure that training for personnel includes safety and hazard awareness and is in compliance with OSHA requirements.
- Coordinate feeding, shelter and care of personnel, and volunteers with the Procurement/Purchasing Unit, Facilities Unit and the Care and Shelter Branch.
- Establish a plan for child care for City employees as needed. Coordinate with Facilities Unit for suitable facilities.
- Assist and support employees and their families who are also disaster victims.
- Develop a plan for communicating with those agencies and non-governmental agencies having personnel resources capable of meeting special needs, i.e. persons with access and functional needs (AFN).
- Establish Disaster Service Worker and Volunteer registration and interview locations, as needed. Assign staff to accomplish these functions and to issue ID cards, as needed.
- Coordinate transportation of personnel and volunteers with the Transportation Unit.
- If the need for a call for volunteers is anticipated, coordinate with the PIO and provide the specific content of any broadcast item desired.
- Keep the PIO advised of the volunteer situation. If the system is saturated with volunteers, advise the PIO to reduce or redirect the volunteer response.
- Ensure the organization, management, coordination and channeling of the services of individual citizens and volunteer groups during and following the emergency.

**RESOURCES:**

- See Resources in Common EOC Responsibilities on page L-12.
- Coordinate with the Los Angeles County Operational Area EOC for additional personnel needs via OARRS (internet).
- Ensure the recruitment, registration, mobilization and assignment of volunteers.
- Receive and process all incoming requests for personnel support. Identify number of personnel, special qualifications or training, location where needed and person to report to upon arrival. Secure an estimated time of arrival for relay back to the requesting agency.
- Obtain crisis counseling for emergency workers. **(See Part Two, Logistics Support Documentation-CISM)**
- Request technical expertise resources not available within the City (hazardous materials, environmental impact, structural analysis, geotechnical information, etc.) through established channels, mutual aid channels or the Los Angeles County Operational Area EOC via OARRS (internet).

- ❑ See Logistics Support Documentation Forms (Personnel Recall and Notification Policy, Emergency Scheduling and Notification, Considerations for Feeding EOC Support and Field Staff, Considerations for Animal Care during Disasters, Requesting Critical Incident Stress Management (CISM) Procedures, Guidelines for Utilization of Volunteers, EOC Change of Shift Briefing Sheet, Activity Log – Individual Log, City EOC Resource Request, OARRS Step-by-Step Quick Reference Guide Resource Request, Sample Procurement Form, EOC Radio Communications Plan)

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**PROCUREMENT/PURCHASING UNIT****SUPERVISOR:** Logistics Section Coordinator**PRIMARY RESPONSIBILITIES:**

- ) Coordinate and oversee the procurement, allocation and distribution of resources not normally obtained through existing mutual aid sources, such as food, potable water, petroleum fuels, heavy and special equipment and other supplies and consumables.
- ) Determine if the required items exist within the City supply system and identify appropriate supply houses, vendors or contractors who can supply the item, product or commodity if City stocks do not exist.
- ) Provide supplies for the EOC, field operations and other necessary facilities.
- ) Purchase items within limits of delegated authority and coordinate on actions necessary to purchase or contract for items exceeding delegated authority with the Finance Section Coordinator.
- ) Manage all equipment rental agreements.
- ) Initiate vendor contracts associated with EOC activities within purchase authority limits established by City Council or EOC Director.
- ) Arrange for the delivery of the items requisitioned, contracted for or purchased.
- ) Maintain records to ensure an accounting of supplies procured and monies expended.
- ) Support activities for restoration of disrupted services and utilities.

**PROCUREMENT POLICY:**

The procurement of resources will follow the priority outlined below:

1. Resources within the City inventory (City-owned).
2. Other sources that may be obtained without direct cost to the City.
3. Resources that may be leased/purchased within spending authorizations.

 See**READ ENTIRE CHECKLIST AT START-UP AND  
AT BEGINNING OF EACH SHIFT**

Common EOC Responsibilities on L-11.

**ASSIGNMENTS/STAFFING:**

- Clarify any issues regarding your authority and assignment.

**NOTIFICATIONS: (None applicable to this checklist)****MEETINGS/BRIEFINGS:**

- Attend periodic briefing sessions conducted by the Section Coordinator.
- Meet and coordinate activities with Finance Section Coordinator and determine the Procurement/Purchasing Unit's delegated purchasing authority. Review emergency purchasing and contracting procedures. Apprise Logistics Section Coordinator of this meeting.

**ACTION PLANNING:**

- Attend planning meetings at the request of the Logistics Section Coordinator.

**DOCUMENTATION:**

- See Documentation and Reports in Common EOC Responsibilities on page P-11.
- Open and maintain an Activity Log (**See Logistics Support Documentation, Activity Log**).
- Provide personnel and equipment time records to the Section Coordinator at the end of each work shift.
- See Documentation and Reports in Common EOC Responsibilities on page L-11.
- Maintain information regarding resources readily available, resources requests, status of shipments, priority resource requirements and shortfalls.
- Review the situation reports as they are received. Determine/anticipate support requirements. Verify information where questions exist.
- Assemble resource documents to identify agency, vendor and contractor contacts.
- Issue purchase orders for items within dollar limits of authority delegated to Unit.
- Prepare, sign and finalize contracts that are needed for procuring resources. Send documents for payment.
- Begin disaster documentation and record tracking of disaster-related requests for expenditures of equipment, supplies, personnel, funds, etc. Ensure that all records identify scope of work and site-specific locations.
- Provide updated reports on resource status to Resources Unit.
- Identify and maintain a list of available and accessible equipment and supplies to support response and recovery efforts.

**ONGOING ACTIVITIES:**

- Interpret contracts/agreements and resolve claims or disputes within delegated authority.
- Provide and coordinate with EOC Operations Section the allocation and distribution of utilities, fuel, water, food, other consumables and essential supplies to all disaster operation facilities, including mass care shelters.
- Establish a plan for field and EOC feeding operations, as needed. Coordinate with EOC Operations Section to avoid duplication. (**See Logistics Support Documentation – Considerations for Feeding EOC Support and Field Staff.**)
- Coordinate with the Care and Shelter Branch in the Operations section to assist them in providing veterinary care and feeding of animals, as needed. (**See Logistics Support Documentation – Considerations for Animal Care During Disasters.**)
- Ensure that a system is in place which meets City's property management requirements.
- Review the situation reports as they are received. Determine/anticipate support requirements. Verify information where questions exist.
- Ensure proper accounting for all new property.

**RESOURCES:**

- See Resources in Common EOC Responsibilities on page L-12.
- Review, verify and process requests from other sections for resources. Ensure that there are no duplicate resource requests.
- Determine if needed resources are available from City stocks, mutual aid sources or other sources. Arrange for delivery if available.
- Determine availability and cost of resources from private vendors.
- Notify Logistics Section Coordinator of procurement needs that exceed delegated authority and of significant resource request(s) which cannot be met through local resources. Suggest alternative methods to solve the problem if possible.
- Arrange for delivery of procured resources and coordinate with Transportation and Facilities Units.
- Organize, manage, coordinate and channel donations of goods from individual citizens and volunteer groups during and following the disaster/emergency.
- Arrange for storage, maintenance and replenishment or replacement of equipment and materials.
- Provide and coordinate with Operations Section the allocation and distribution of utilities, fuel, water, food, other consumables and essential supplies to all disaster operation facilities, including mass care shelters.
- Support activities for restoration of utilities to critical facilities.
- Coordinate with Public Works Branch in Operations Section to procure water resources for consumption, sanitation and firefighting.
- Procure and arrange for basic sanitation and health needs at mass care facilities (toilets, showers, etc.) as requested by EOC Operations Section.
- Be prepared to provide veterinary care and feeding of animals. **(See Logistics Support Documentation - Considerations for Animal Care During Disasters).**
- See Logistics Support Documentation Forms (City EOC Resource Request, OARRS, Sample Procurement Form)

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**FACILITIES UNIT****SUPERVISOR: Logistics Section Coordinator****PRIMARY RESPONSIBILITIES:**

- ) Ensure that adequate facilities are provided for the response effort, including securing access to the facility and providing staff, furniture, supplies and materials necessary to configure the facility in a manner adequate to accomplish the mission.
- ) Coordinate with other EOC branches/units for support required for facilities.
- ) Support activities for restoration of disrupted services and utilities to facilities.
- ) Coordinate with Finance/Administration Section on any claims or fiscal matters relating to facilities' operations.
- ) Close out each facility when no longer needed.

**READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT**

- See Common EOC Responsibilities on L-11.

**ASSIGNMENTS/STAFFING:**

- Clarify any issues regarding your authority and assignment.

**NOTIFICATIONS: (None applicable to this checklist)****MEETINGS/BRIEFINGS:**

- Attend periodic briefing sessions conducted by the Section Coordinator.

**ACTION PLANNING:**

- Attend planning meetings at the request of the Logistics Section Coordinator.

**DOCUMENTATION:**

- See Documentation and Reports in Common EOC Responsibilities on page L-11.
- Open and maintain an Activity Log (**See Logistics Support Documentation, Activity Log**).
- Maintain information in the Unit regarding:
  - ) Facilities opened and operating.
  - ) Facility managers.
  - ) Supplies and equipment at the various locations.
  - ) Specific operations and capabilities of each location.
- Account for personnel, equipment, supplies and materials provided to each facility.
- Provide personnel and equipment time records to the Section Coordinator at the end of each work shift.

**ONGOING ACTIVITIES:**

- As the requirement for emergency-use facilities is identified, coordinate the acquisition of required space to include any use permit, agreement or restriction negotiations required.
- In coordination with the Operations Section, provide support to facilities used for disaster response and recovery operations; i.e., staging areas, shelters, local application centers (LACs), etc.
- Identify communications requirements to the Information Systems Branch.
- Identify equipment, material and supply needs to the Procurement/Purchasing Unit.
- Identify personnel needs to the Personnel Unit.
- Identify transportation requirements to the Transportation Unit. Coordinate evacuation schedules and identify locations involved.
- Identify security requirements to the Security Officer of the Management Section, and/or the Law Enforcement Branch of Operations Section.
- Monitor the actions at each facility activated and provide additional support requested in accordance with Unit capabilities and priorities established.
- Ensure that operational capabilities are maintained at facilities.
- Ensure that basic sanitation and health needs at mass care facilities (toilets, showers, etc.) are met.
- Ensure that access and other related assistance for residential care and special needs persons are provided in facilities.
- Provide facilities for sheltering essential workers, and volunteers.
- Be prepared to provide facilities for animal boarding as required. **(See Logistics Support Documentation – Considerations for Animal Care During Disasters).**

**RESOURCES**

- See Resources in Common EOC Responsibilities on page L-12.
- Oversee the distribution of utilities, fuel, water, food, other consumables and essential supplies to all disaster operation facilities.
- Coordinate water resources for consumption, sanitation and firefighting at all facilities.
- Coordinate the receipt of incoming resources to facilities.

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**EMERGENCY OPERATIONS PLAN**

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**LOGISTICS SECTION  
SUPPORTING DOCUMENTATION**

**REFERENCE DOCUMENTS BY POSITION**

**INFORMATION SYSTEMS BRANCH**

EIGHT STEPS TO BUILDING AN EFFECTIVE COMMUNICATIONS PLAN .....LS-3  
PRE-DISASTER TELECOMMUNICATIONS CHECKLIST .....LS-4

**PERSONNEL UNIT (Look in Forms Section also)**

PERSONNEL RECALL AND NOTIFICATION POLICY .....LS-5  
EMERGENCY SCHEDULING AND NOTIFICATION .....LS-7  
CONSIDERATIONS FOR FEEDING EOC SUPPORT AND FIELD STAFF .....LS-9  
CONSIDERATIONS FOR ANIMAL CARE DURING DISASTERS.....LS-11  
REQUESTING CRITICAL INCIDENT STRESS MANAGEMENT (CISM) PROCEDURES .....LS-13  
GUIDELINES FOR UTILIZATION OF VOLUNTEERS .....LS-15

**FORMS**

EOC CHANGE OF SHIFT BRIEFING SHEET .....LS-19  
ACTIVITY LOG- INDIVIDUAL LOG .....LS-21  
CITY EOC RESOURCE REQUEST (TO BE USED FOR INTERNAL RESOURCE REQUESTS) .....LS-23  
OARRS STEP-BY-STEP QUICK REFERENCE GUIDE RESOURCE REQUEST .....LS-25  
SAMPLE PROCUREMENT FORM .....LS-27  
EOC RADIO COMMUNICATIONS PLAN .....LS-29

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**8 STEPS TO BUILDING AN EFFECTIVE - COMMUNICATIONS RECOVERY PLAN**

1. Inventory Existing Communications
2. Determine Your Hardware and Software Vulnerabilities
3. Draw Maps of Your Key Components
4. Identify Critical Communications Needs
5. Request Funding if Required
6. Document Your Plans
7. Develop Checklists of How To Test Your Equipment
8. Perform Periodic Tests of the Communications Portion of Your Plans.

Following is a list of what to do before, during and after an earthquake to more effectively use your phone if you are at work when the "BIG ONE" strikes.

**BEFORE THE DISASTER:**

- ) Designate a contact point at work for messages if employees will need to let you know their status.
- ) Have each employee provide you and their family an out-of-area contact name and number. This may be the only way to reunite employees with their families or let relatives know someone is injured.
- ) Have employees inform their relatives not to try to reach them. They will get word to them via their designated out-of-area contact.
- ) Pre-designate where employees are to report to work if normal communications are overloaded. This prevents having to use calling trees which add to congestion on the telephone network.

**IMMEDIATELY AFTER THE DISASTER:**

- ) Check all telephone instruments to make sure they are back on the receiver.
- ) Use your phone only for emergency calls.
- ) If you have to make an emergency call, pick up the receiver and listen for dial tone. It may take several minutes. Wait and be ready to dial your number when you hear the dial tone.
- ) If you receive a call from someone out of the area, have them inform your out-of-area contact point that you are O.K. This will eliminate your need to make a call.

**UNTIL FULL COMMUNICATIONS ARE RESTORED:**

- ) Continue to limit your use of the phone. It may take several days before the increased calling subsides.
- ) If aftershocks occur, do not use the phone unless you have an emergency. Every aftershock creates a resurgence of use on the phone network, causing additional congestion.
- ) Keep your out-of-area contact informed at reasonable intervals. The best time to place a call is between 10 PM and 6 AM when other calling has subsided.

Used with permission of Judy Bell, Disaster Survival Planning. (800/602-4899)

**PRE-DISASTER TELECOMMUNICATIONS CHECKLIST**

- ) Consider establishing an out-of-area (sister city) contact point for employees' and their family members.
- ) List the number and location of all pay phones (if any) in and near your facility. This will be very helpful in the event that your phone system crashes.
- ) List the number and location of all fax and direct lines into your facility.
- ) Develop a list of employees and key vendors, suppliers and contractors which includes telephone numbers and addresses.
- ) Plan to maximize the fax machines. Printed copy is easily shared and not often misunderstood. An outgoing fax posted on a wall provides a "briefing" tool for updating incoming staff. These documents will also be helpful in creating the after-action report.
- ) Survey your organization to find out how many amateur/ham/DCS radio operators you have. Do they have hand-held or mobile radios?

**COMMUNICATIONS OPTIONS**

- ) Cellular phones
- ) Satellite phones
- ) E-mail
- ) Faxes
- ) Modems utilizing radio frequencies instead of wires connect portable data devices to reliable radio networks (i.e., wireless communications, packet radio).
- ) Portable satellite telephone
- ) Fax, data and secure digitized voice is transmitted directly to a communications satellite.
- ) Portable two-way radios
  - Get written reciprocal agreements to share the frequencies of other emergency agencies
  - Verify with your vendor that the two-way radios will be compatible with the frequencies of the other agencies.
  - Consider renting when needed rather than purchase.
    - Ensures access to the latest technology
    - Establish operational requirements with the vendor. Establish billing, shipping and contact information.
    - Ensure that vendor can program rental radios to meet your requirements and ship them out, fully charged on a short notice.
- ) Cellular phones vs. two-way radios
  - The time consumed by dialing and ringing makes cellular a slower choice for on-site communications than two-ray radio.
  - The "one-to-one" cellular telephone format is often less efficient than the "one-to-many" concept that two-way radio users are familiar with.

**PERSONNEL RECALL AND NOTIFICATION POLICY  
AND PROCEDURES FOR DISASTER RESPONSE**

**EMPLOYEE RESPONSIBILITY**

The citizens of Culver City rely on City government for leadership and assistance in the event of a disaster. In response to such occurrences, it is imperative that all City employees be available to assist in this type of emergency response.

The Government Code of the State of California Chapter 8 of Division 4 of Title 1 Section 3100: Declaration; Public Employees as Disaster Workers states:

- ) It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, manmade, or war-caused emergencies which result in conditions of **disaster** or in extreme peril to life, property, and resources is of paramount state importance requiring the responsible efforts of public and private agencies and individual citizens. In furtherance of the exercise of the police power of the state in protection of its citizens and resources, all public employees are hereby declared to be **disaster service workers** subject to such **disaster service** activities as may be assigned to them by their superiors or by law.

The City's Emergency Operations Plan and Chapter 3.09 of Culver City's Disaster Ordinance specify that:

- ) The Director of Emergency Services (or designee) may require emergency service of any City officer, employee or citizen, and may requisition necessary personnel or material of any City department or agency.
- ) In any emergency, City employees may be assigned, regardless of their Job Descriptions, any duties that they are capable of performing safely.

In the event a disaster occurs during normal working hours:

- ) All City employees shall remain at work to provide for disaster relief if required.
- ) Department heads (or designee) shall be responsible for ensuring employees remain at work.
- ) Department heads (or designee) shall authorize release of employees.
- ) Employees who leave without authorization may be subject to disciplinary action.

In the event a disaster occurs beyond normal working hours:

- ) All employees in public safety operations shall respond to established emergency response procedures for their departments.
- ) All non-public safety employees will be expected to report to work unless informed otherwise via automated phone systems, the media or the Emergency Alert System that non-essential employees are not required to report to work. Radio stations providing information: KFI 640AM, KFWB 980FM, and KNX 1070AM.
- ) All employees have an obligation to attempt, and continue to try contacting their department or the employee emergency call-in numbers to determine whether it is necessary to report to work.

**RELEASE OF EMPLOYEES (by City Manager or designee authority)**

Only the City Manager (or designee) has the authority to order a general release of City employees in the event of a disaster. However, the City Manager (or designee) may authorize department heads (or their designee) to exercise their judgment in releasing individual employees or work units to return home. Such decisions will consider the total scope of the emergency at hand, including but not limited to, the following factors:

- ) The condition of local transportation routes; employees will not be permitted to leave work if doing so would exacerbate existing transportation problems;
- ) The availability of safe work sites and in the event of an extended stay, the availability of food and other support services and facilities;
- ) The need for City personnel;
- ) The scope of the disaster and the resources needed to respond; and
- ) Whether the need to provide support services for City employees would otherwise interfere with or detract from the efforts to respond to the disaster.

**RELEASE OF EMPLOYEES (by Department Head or designee authority)**

Notwithstanding the release authority of the City Manager (or designee), department heads (or appointed designees) may otherwise release employees by authorizing emergency leave or personal leave in the following cases:

- ) When an employee is psychologically or physically incapacitated to the degree that he/she is unable to function effectively (provided that no employee will be released unless they are able to care for and transport themselves safely);
- ) When the City is unable to provide shelter or services to support the continued presence of the employee(s) at work;
- ) When the City Manager (or designee) has called for a general release of employees in non-disaster response positions and the department head (or designee) is aware that the employees will not be needed for disaster relief; and/or
- ) When the continued presence of the employee(s) at the work site would present a direct hazard.

**DEPARTMENTAL REQUIREMENTS**

The primary responsibility for managing City employees during and following a disaster lies with the individual operating departments. It is important for all departments to consider that even though their department may not have direct responsibility for disaster response; all employees represent a valuable resource for disaster relief. It is recommended that all departments develop an Emergency Operations Plan (EOP) or department emergency procedures to be submitted for review by the Emergency Preparedness Coordinator with the Fire Department. Such plans shall assist in the identification of emergency assignments. The departmental EOP or procedures will provide City employees with an effective means for responding to emergencies and major disasters.

**EMERGENCY SCHEDULING & NOTIFICATION**

In the event of a major disaster, or at the direction of the City Manager or his/her designee, an Emergency Scheduling Plan will be put into effect. It is the responsibility of individual departments to plan for staffing their departments and to provide staff to other departments during a disaster. Departments should have a staff "recall plan". In the event of an earthquake, or other sudden disaster, scheduling will be put into effect automatically by departments. Employees should report for work.

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

**Notification:**

In the event of a disaster or significant emergency, the Police Department Watch Commander or Fire Department Battalion Chief should contact the City Manager (EOC Director) to advise him/her of the emergency.

City Staff have been directed to contact their respective Departments as instructed and according to their Department Emergency Operations Plans. Department Call-In Phone Numbers are also available to obtain disaster/emergency information. They are as follows:

Public Works	310-253-5699
Police	310-253-6299
Fire	310-253-6899
Other Depts.	310-253-6050

**Shift Assignments/Changes:**

Shifts are changed at the listed 12-hour intervals. The EOC Director has the responsibility of insuring the City and its departments are properly staffed.

**Deactivation:**

Deactivation is called for by the EOC Director.

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**CONSIDERATIONS FOR FEEDING  
EOC SUPPORT AND FIELD STAFF**

- ) Coordinate all feeding operations for the EOC, support and field personnel.
- ) Establish a feeding plan, which identifies cost limits, authorized vendors and catering companies, type of food, etc. Ensure everyone is aware of this policy.
- ) Set meal schedules. Consider the impact of curfews on businesses you may use.
- ) Set up and manage eating areas for EOC, staff and field personnel. Notify workers of food schedules and locations.
- ) Pre-identify low-cost vendors and catering companies to maximize efficiency and lower costs (FEMA may question upscale or expensive restaurants or catering).
- ) Arrange with local catering services or restaurants for in-house feeding.
- ) Establish a personnel-feeding account for EOC, support and field personnel at local restaurants.
- ) Brief all EOC personnel as to location, cost limitations and incident number to be used for each restaurant or caterer.
- ) Coordinate acquisition, preparation and service of meals.
- ) Be aware of and provide for special diets.
- ) Arrange for and coordinate clean up of eating, food preparation and serving areas.
- ) Provide snacks/water/coffee/beverages for EOC, support and field personnel.
- ) Consider a chit or voucher system at the location set up for feeding operations to identify those employees' meals, which are reimbursable under FEMA guidelines. FEMA may not reimburse for all feeding operations. **Currently FEMA will not reimburse for meals provided during an employee's normal working hours unless it is stipulated in the employer's MOU. FEMA will reimburse for meals given to volunteers or unpaid workers and employees working overtime. This may be the individual call/interpretation of the disaster adjuster.**
- ) Document cost of meals and report daily to the Finance/Administration Section for cost recovery purposes.
- ) Advise disaster workers regarding agency policy for reimbursement of disaster-related meals.
- ) Encourage all EOC staff to take regular meal and snack breaks.

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**CONSIDERATIONS FOR ANIMAL CARE  
DURING DISASTERS**

**Animals will not be kept where their owners are sheltered. They will be sheltered in various locations depending on the disaster and the area of the city affected. Refer to Annex A, Animals in Disaster Response Plan for more detailed information.**

Coordinate plans with Los Angeles County Animal Control to access Equine Emergency Response Teams and small animal volunteer force.

Identify within the local jurisdiction:

- Small animal veterinarians
  - Large animal veterinarians
  - Small animal shelters
  - Potential large animal shelters
- 
- Determine animal shelter needs.
  - Identify appropriate areas to accommodate animals.
  - Manage animal rescue and care activities.
  - Coordinate rescue of trapped animals.
  - Coordinate evacuation of animals which might be endangered by hazardous conditions.
  - Coordinate transport of animals.
  - Activate an Animal Registration System.
  - Maintain an updated list of animals and their locations.
  - Coordinate disposal of dead animals.
  - Evaluate and relocate any animal shelter areas which become endangered by hazardous conditions.
  - Coordinate return of animals to their owners when disaster has ended.

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## **REQUESTING CRITICAL INCIDENT STRESS MANAGEMENT (CISM) PROCEDURES**

### **PURPOSE:**

Case studies by medical groups of work-related incidents where injuries or fatalities occurred have revealed that significant numbers of employees experience some form of stress-related symptoms following the incident. Many of these symptoms were transitory and most personnel had no long-term detrimental effects. These studies, however, have also revealed that a small percentage of personnel do experience continuing, long-term detrimental effects resulting from exposure to such incidents. Some of these effects have been delayed, surfacing later after a period with no apparent symptoms.

Without professional intervention, these personnel have experienced declining work performance and deterioration of family relationships, as well as increased health problems. The objective of this procedure is to provide professional intervention immediately after major critical incidents or crises to minimize stress-related injuries to city personnel and to provide all necessary support to city personnel during a crisis.

Incident debriefing is not a critique of an incident. Performance issues will **not** be discussed during the debriefing. The debriefing process provides a format where personnel can discuss their feelings and reactions and, thus, reduce the stress resulting from exposure to critical incidents and crisis situations. All debriefings will be **strictly** confidential.

Debriefings may be conducted anywhere that provides ample space, privacy and freedom from distractions. Selection of the site will be determined by the city's CISM coordinator (Employee Assistance Program) based on the type of debriefing required.

The debriefing team will consist of CISM professionals (mental health counselors specifically trained in stress-related counseling) as well as trained peer counselors. The team members' role in the debriefing process will be to assist and support the professional counselors as necessary. All follow-up care will be approved by the Human Resources Department **prior** to beginning treatment.

### **ACTIVATION OF CISM**

Department directors, managers and supervisors bear the responsibility for identifying/recognizing significant incidents that may qualify for debriefing. When an incident is identified as a critical incident or crisis, a request for debriefing consideration should be made as soon as possible to the CISM coordinator by calling the Employee Assistance Program and requesting a Critical Incident Stress Management Team.

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## **GUIDELINES FOR UTILIZATION OF VOLUNTEERS**

### **INTRODUCTION**

As recent disasters have shown, volunteers play a significant role in both the response and recovery phases of a disaster. Volunteers are among the first to arrive on scene following a major event or disaster. They will be essential to the sheltering, mass feeding, and other operations established in the wake of these disasters.

Volunteers will come forward in every major disaster—whether they emerge spontaneously or have been pre-registered and trained by a response agency. Having a plan in place for how volunteers will be recruited, managed and utilized will assist jurisdictions in improving the overall effectiveness of their disaster response.

Management of the volunteer function is in the Logistics Section of the EOC. Management of claims for Workers Compensation Insurance is handled by the Finance/Administration Section.

### **PURPOSE**

The following materials provide guidelines for registering volunteer Disaster Service Workers in the State Workers Compensation and Safety Program. It also provides general guidance for managing volunteer workers during an emergency.

### **BACKGROUND**

Workers Compensation Insurance provides benefits for employees injured on the job or who become ill from job related conditions. Damage to artificial limbs, dentures or medical braces is also considered an injury. Workers Compensation benefits are set by the legislature and spelled out in the Labor Code. One section of the Labor Code defines Disaster Service Workers as "employees" under certain conditions and describes their benefits.

### **ELIGIBILITY**

A Disaster Service Worker is anyone registered with a Disaster Council certified by the California Emergency Council or any person ordered by a person or body having authority to command the aid of citizens to carry out assigned duties to perform services during a State of War Emergency or any State of Emergency or Local Emergency.

A partial list of Disaster Service Workers includes:

- ) Reserve law enforcement officer
- ) Auxiliary firefighter
- ) Emergency welfare worker
- ) Communications specialist
- ) Medical worker
- ) Clerk

Any Disaster Service Worker is eligible for Workers' Compensation benefits while performing duties or undergoing any authorized training activities. Any injury, under these circumstances is covered no matter where it occurs.

**Exclusions:**

If the Disaster Service Worker is paid for these services, an "employer-employee" relationship exists. A Disaster Service Worker injured while in this relationship would be entitled to Workers' Compensation benefits under their regular employer's program. Members registered as active firefighters of any regularly organized and municipally supported volunteer fire department are excluded from disaster service benefits.

**VOLUNTEER DISASTER SERVICE WORKERS**

Volunteers active in emergency services and/or disaster relief operations usually belong to one of two categories: organized volunteers or spontaneous (convergent) volunteers. Depending on circumstances, different registration procedures are utilized to serve each group's needs.

**ORGANIZED VOLUNTEERS**

Organized volunteers are defined as individuals affiliated with specific organizations prior to an emergency or disaster. These organizations are usually chartered to provide volunteer emergency and/or disaster relief services. Members of these organizations usually participate in scheduled exercises to practice their disaster relief skills and integrate with the local community's emergency plan and response effort.

Examples of these organizations include:

- ) American Radio Relay League
- ) American Red Cross
- ) California Rescue Dog Association
- ) Salvation Army
- ) Civil Air Patrol

Public safety agencies usually prefer to utilize trained, organized volunteers because their organizations are familiar with working under a unified structure. They also provide their own supervision, transportation and support needs.

**Agency Trained Volunteers:**

To ensure that they have an adequate pool of organized volunteers, some jurisdictions organize and train teams of civilian volunteers to act as disaster first responders within their own neighborhoods or jurisdictions. These volunteer organizations possess several advantages:

- ) Familiarity with the disaster area, its hazards and resources
- ) Knowledge of the jurisdiction's emergency organization
- ) Opportunity to regularly exercise and drill with the jurisdiction served

**SPONTANEOUS (CONVERGENT) VOLUNTEERS**

Spontaneous (convergent) volunteers are members of the general public who spontaneously volunteer during emergencies. They are not usually involved with organized volunteer organizations and may lack specific disaster relief training when there is very little time and few resources to train them. They come from all walks of life and comprise the majority of volunteer personnel available to local public safety agencies during a disaster response.

Public safety agencies often form volunteer assembly points for recruiting and classifying volunteers during disaster response operations. To be eligible for Workers' Compensation, the spontaneous volunteer must also be registered as a Disaster Services Worker.

**CONSIDERATIONS IN VOLUNTEER UTILIZATION**

In order to manage volunteers effectively, there are several issues that need to be addressed. For pre-registered volunteers, the process may be fully organized and accomplished over a period of time. Because this process must be accomplished under extreme conditions with convergent volunteers, it is essential that the planning and execution of the process be thoroughly worked out in advance of the disaster.

Issues to be addressed include:

**Recruiting:**

Volunteer recruitment may become an issue if the disaster lasts a long time and the initial number of convergent volunteers begins to dwindle. It also may become necessary to recruit volunteers with specific skills, such as heavy equipment operators, medical personnel, translators, etc.

Recruitment avenues include the local media and other organizations. Organizations to contact for recruitment assistance include local labor unions, educational institutions and private companies.

**Screening:**

Pre-registered volunteers will have been screened in advance. Walk-ins, however, will have to be screened at the time that they appear for assignment prior to duty.

Certain vital information is essential if volunteers are to be properly and efficiently used; and screening teams must be identified and trained in advance on the screening of volunteers. The data or information required regarding the volunteers should also be developed in advance. The actual data requirements should be held to a minimum, consistent with the needs of the local jurisdiction.

**Identification:**

Once screening is completed, all volunteers must be issued proper I.D. and be required to sign for any equipment issued for their position. Organized volunteers will possess identification

issued by their organizations. The City is responsible for providing identification to convergent volunteers. Forms of I.D. include arm bands, vests, patches, and city I.D. cards.

**Training:**

Before being deployed, it is essential that volunteers receive an adequate amount of training. At a minimum, volunteers must be thoroughly briefed on the legal aspects of the tasks to which they are to be assigned. They should also fully understand their responsibilities and the limits to which they may go in performing their assigned duties.

Records must be established for each volunteer that reflects the training received. Training records should be maintained as part of the permanent record of the emergency response to the specific disaster.

**Supervision:**

More so than paid staff, volunteers must be supervised according to the task assigned. Ideally, though not always possible, paid staff personnel should supervise all volunteer effort. When this is not possible, skilled, highly trained volunteers should be assigned as supervisors.

**Planning:**

The City must recognize that volunteers will appear after the onset of a major disaster. Established plans are needed for the proper management of volunteer personnel in order to optimize this resource and prevent convergent volunteers from becoming a problem. Properly managed, volunteer resources may mean the difference between success and failure of the emergency response.

**Recognition:**

The final requirement of the jurisdiction is to ensure that volunteers are properly recognized for their services. Recognition may be in the form of individual commendation by the elected officials, public acknowledgment by the media, or a letter of appreciation from the local emergency manager.

**THESE GUIDELINES DO NOT SUPERSEDE GUIDELINES FOR VOLUNTEER UTILIZATION SET FORTH BY THE GOVERNOR’S OFFICE OF EMERGENCY SERVICES. FOR MORE INFORMATION AND REGISTRATION FORMS, SEE “THEY WILL COME—Post-Disaster Volunteers and Local Governments”, Dec. 1995 (OES).**

**EMERGENCY OPERATIONS PLAN**

<b>EOC Change of Shift Briefing Worksheet</b>		
<b>Section: Operations</b>		<b>Position: Section Coordinator</b>
Operational period	Date:	<input type="checkbox"/> Initial <input type="checkbox"/> Update <input type="checkbox"/> Final
For shift from	AM to	PM
Off-going employee:		Relief Employee:
Disaster name:		
EOC Director:		
Section Coordinator:		
Description of problem:		
Cause:		
Area involved:		
Injuries (unofficial)		
Deaths (unofficial):		
Est. \$ public damage:		
Est. \$ private damage:		
Current threat:		
Status of incident(s):		
Other jurisdiction(s) involved:		
Staging location:		
Weather situation:		
Your assigned task:		
Your EOC phone #:		
Equipment assigned to you:		
Equipment available at:		
Meals available at:		
Medical care available at:		
Lodging available at:		
Supplies available at:		
Fuel available at:		
Autos available from:		
Other information:		

Each off-going person should use this worksheet to brief their EOC replacement.

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**EMERGENCY OPERATIONS PLAN**

**CITY OF CULVER CITY - EOC RESOURCE REQUEST**

**An attempt should be made to fill all resource requests through Operations Branches before sending to Logistics. This form is for internal city requests. This form should not be used for Mutual Aid requests, which should be done through OARRS.**  
**NOTE: Updated 4 part EOC Resource Request Form is available, 10/09/14**

Resource Requested:			
<b>Priority:</b>	Critical / Life Safety	Urgent	Routine
Incident Address:	Incident Type:		
Resource Requested by:	Agency / Dept:		
Duration Needed:	Phone:		
Staging/Delivery Location:	Delivery Contact:		
Form Prepared By:	EOC Position:		
Latest Acceptable Delivery: (Date / Time)			
Purpose / Use:			
Suggested Source(s):			
Approval by Section Coordinator:	Signature:		
Filled By Operations?			Send to Logistics?
<b>Section below to be filled out by supplying agency / dept.</b>			
Resource Ordered From:			
Vendor/Agency Address:			
Vendor/Agency Contact Person:	Phone:		
Date Ordered:	Time Ordered:		
Estimated Date/Time of Arrival:	Inv./ Resource Order #:		
Comments:			
Initialed By Operations:	Logistics:	Finance:	
<b>Originator:</b> Any EOC position. Retain copy. <b>Routing:</b> Approval by Section Coordinator; then send to Logistics.		This form is used to request all resources, for field use and for EOC use.	

Additional Notes:

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**OARRS STEP-BY-STEP QUICK REFERENCE GUIDE  
RESOURCE REQUEST**

Go to <https://oarrs.lacounty.gov/oarrs/home/login.jsp>

- ) Go to the “Login” box at the top center of the OARRS sign in page:  
Enter your:
  - o Username
  - o Password
- ) (If you have forgotten your password, use the “forgot password” feature immediately below the sign in box).
- ) *Note: Make sure that you are signed in to the “Operations” section. The box will indicate whether you are in the “Operations” or the “Training” area of OARRS.*
- ) Once signed in you will be taken to the “Personal Profile” screen. Verify your personal information and select the “Submit” button located in the upper right hand section of the screen.

**CREATING A RESOURCE REQUEST**

- ) You can create a Resource Request by returning to the same series of blue reference tabs that contain your Situation Report.
- ) Select the “**Resources**” tab.
- ) Select the first underlined section indicated, “Resource Request”.
- ) At the top left portion of the page designated “Resources by Priority” there is a button that says “**Create**”. Click on the “create” button using the left button of your mouse.
- ) Fill out the “Basic Info” screen providing the information requested.
- ) Select an event or incident as part of the information submitted in the “Basic Info” section.
- ) Select a resource category which best fits the description of the nature of the request.
- ) Select a Resource Type/Kind that best fits the description of the nature of the request.
- ) Select “**each**” as the unit of measure. CEOC Logistics will determine the actual unit of measurement of your request.
- ) Select “**one**” as the quantity of your request. CEOC Logistics will determine the actual quantity of your request.
- ) Indicate the mission that this resource request will support.
- ) Place additional information regarding the request in the “Special Instructions” section.

**THE VENDOR SELECTION FIELD IS NOT AVAILABLE AT THIS TIME. DO NOT USE!**

- ) Under “Summary of Actions” indicate that you are submitting the request and our awaiting a response.
- ) Estimated cost – **Indicate a “1” no decimals.** CEOC Logistics will determine the actual cost of the request.
- ) Add your Individual contact information.

**PRESS “SELECT” BUTTON IN THE UPPER RIGHT HAND CORNER OF THE SCREEN.**

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**EMERGENCY OPERATIONS PLAN**

**PROCUREMENT FORM**

Date:	P.O. #	Vendor	
Time:	ITEM DESCRIBED	Qty:	Est. Cost:
Procured By:		Delivered to Whom:	
Date:	P.O. #	Vendor	
Time:	ITEM DESCRIBED	Qty:	Est. Cost:
Procured By:		Delivered to Whom:	
Date:	P.O. #	Vendor	
Time:	ITEM DESCRIBED	Qty:	Est. Cost:
Procured By:		Delivered to Whom:	
Date:	P.O. #	Vendor	
Time:	ITEM DESCRIBED	Qty:	Est. Cost:
Procured By:		Delivered to Whom:	
Date:	P.O. #	Vendor	
Time:	ITEM DESCRIBED	Qty:	Est. Cost:
Procured By:		Delivered to Whom:	
Date:	P.O. #	Vendor	
Time:	ITEM DESCRIBED	Qty:	Est. Cost:
Procured By:		Delivered to Whom:	
Date:	P.O. #	Vendor	
Time:	ITEM DESCRIBED	Qty:	Est. Cost:
Procured By:		Delivered to Whom:	
Date:	P.O. #	Vendor	
Time:	ITEM DESCRIBED	Qty:	Est. Cost:
Procured By:		Delivered to Whom:	
Date:	P.O. #	Vendor	
Time:	ITEM DESCRIBED	Qty:	Est. Cost:
Procured By:		Delivered to Whom:	
Date:	P.O. #	Vendor	
Time:	ITEM DESCRIBED	Qty:	Est. Cost:
Procured By:		Delivered to Whom:	

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**PART TWO – EMERGENCY ORGANIZATION FUNCTIONS  
FINANCE/ADMINISTRATION SECTION**

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**EMERGENCY OPERATIONS PLAN**

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**FINANCE/ADMINISTRATION SECTION  
GENERAL**

**PURPOSE**

To enhance the capability of the City to respond to emergencies by providing financial support and coordination to City emergency operations and coordinating the recovery of costs as allowed by Federal and State law. It is the policy of this section that the priorities are to be:

- ) Protect life, property and environment.
- ) Provide continuity of financial support to the City and community.
- ) Cooperate with the other sections of the City's emergency response team.
- ) Document the City's costs and recovery of those costs as allowable.
- ) Maintain a positive image for the City in its dealings with the community.

**OVERVIEW**

The Finance/Administration Section's primary responsibility is to maintain to the greatest extent possible the financial systems necessary to keep the City functioning during a disaster/emergency. These systems include:

- ) Payroll
- ) Payments
- ) Revenue collection
- ) Claim processing
- ) Cost recovery documentation

The Section also supervises the negotiation and administration of vendor and supply contracts and procedures.

The extent of the disaster/emergency will determine the extent to which the Finance/Administration Section will mobilize. In a low-level emergency, only part of the section will mobilize. In a wide-spread disaster that damages communications and systems, the entire section will mobilize.

**OBJECTIVES**

The Finance/Administration Section acts in a support role in all disasters/emergencies to ensure that all required records are preserved for future use and CalOES and FEMA filing requirements through maintenance of proper and accurate documentation of all actions taken. Depending on the type of emergency, the Fire, Law Enforcement, or Public Works departments will have the principal role in directing the City's overall response efforts. To carry out its responsibilities, the Finance/Administration Section will accomplish the following objectives during a disaster/emergency:

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## EMERGENCY OPERATIONS PLAN

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### A. For all disasters/emergencies:

1. Notify the other sections and City departments that the Disaster Accounting System is to be used for the disaster/emergency.
2. Determine the extent to which the City's computer systems are accessible and/or usable.
3. Determine if the City's bank can continue handling financial transactions.
4. Maintain, as best possible, the financial continuity of the City (payroll, payments and revenue collection).
5. Disseminate information about the Disaster Accounting System to other sections and departments as necessary.
6. Upon declaration of a disaster by the State and/or Federal Governments, coordinate with disaster agencies to initiate the recovery process of the City's costs.
7. Coordinate with the other sections and departments the collection and documentation of costs pertaining to the disaster/emergency.
8. Coordinate with the disaster assistance agencies for the required inspections, documentation, audits, and other necessary work in order to recover costs.

### B. For disasters/emergencies where the City's computer systems and bank are accessible and usable:

1. Inform the other sections and City departments that the payroll and payments processing will be handled on a "business-as-usual" basis except that the Disaster Accounting System will be used for disaster/emergency-related costs.
2. Continue with objectives A.5. through A.8. above.

### C. For disasters/emergencies where the City's computer systems and/or bank are either inaccessible or unusable for a short period of time; i.e., less than one week:

1. Inform the other sections and City departments that payroll and payments will be on hold for a short time and that processing will continue on a normal basis as of a specified date.
2. Continue with objectives A.4. through A.8. above.

### D. For disasters/emergencies where the City's computer and/or bank systems are either inaccessible or unusable for an extended period of time; i.e., one week or more:

1. Inform the other sections and City departments that disaster accounting procedures will be necessary for the next payroll and all critical payments.
2. Activate other Finance/Administration Section Units as necessary.
3. Continue with objectives A.4. through A.8. above.

**CONCEPT OF OPERATIONS**

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

- ) The Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS) will be followed.
- ) All existing City and departmental operating procedures will be adhered to unless modified by the City Council or EOC Director.
- ) All on-duty personnel are expected to remain on duty until properly relieved of duty. Off-duty personnel will be expected to return to work in accordance with adopted policies.
- ) While in a disaster mode, operational periods will be 12 hours for the duration of the event. Operational periods will normally change at 8 a.m. and 8 p.m. Operational periods should be event driven.

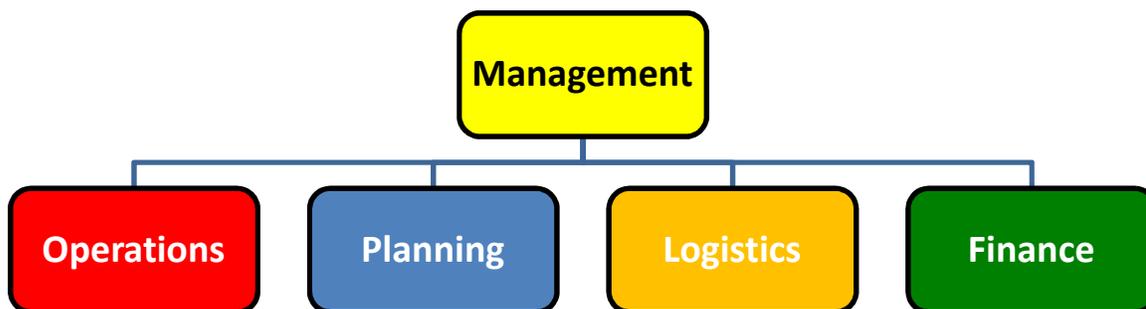
**EMERGENCY OPERATIONS PLAN**

**ORGANIZATION CHART**



\* If all elements are activated, a deputy may be appointed to provide a manageable span of control. The Incident Command System will be used in the field. Field units will coordinate and communicate with each of the Branches under the Operations Section.

RESPONSIBILITIES CHART



**Responsibilities:**

**Management (Management Section)**

Responsible for overall emergency management policy and coordination through the joint efforts of governmental agencies and private organizations. Management will either activate appropriate sections or perform their functions as needed.

**Operations Section**

The Operations Section is responsible for coordinating all city operations in support of the emergency response through implementation of the City’s EOC Action Plan.

**Planning/Intelligence Section**

The Planning/Intelligence Section is responsible for collecting, evaluating, disseminating information and tracking resources; developing the City’s EOC Action Plan in coordination with other sections; initiating and preparation of the City’s After Action/ Corrective Action Report and maintaining documentation.

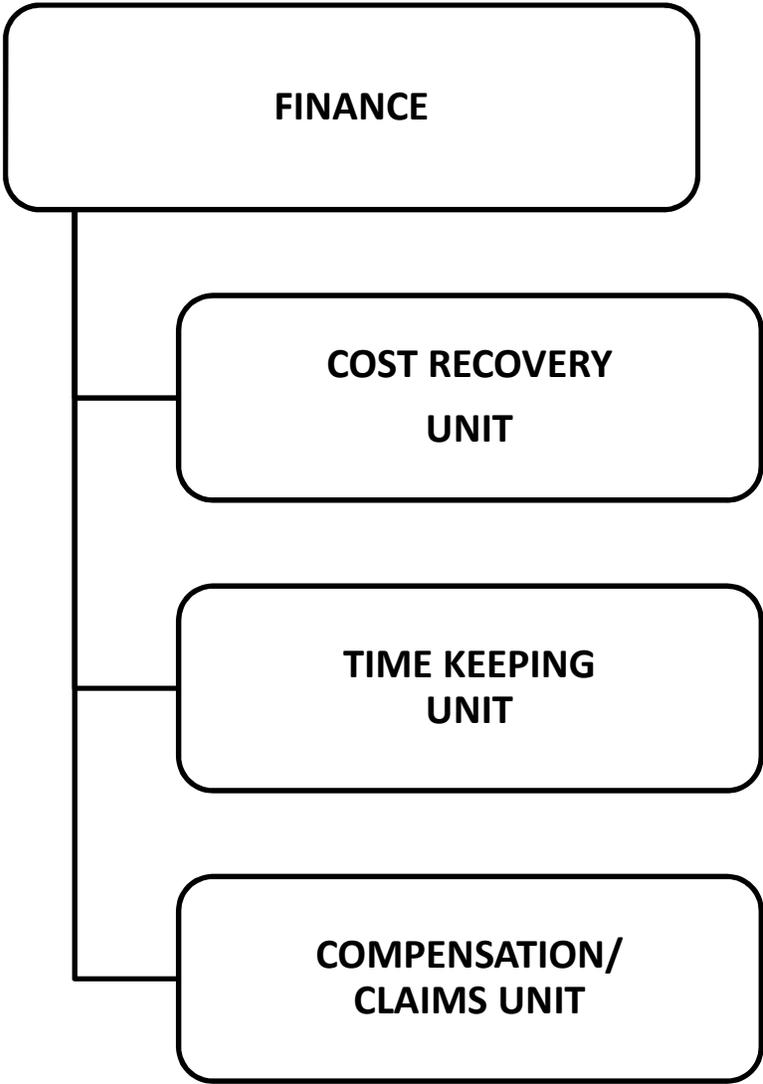
**Logistics Section**

The Logistics Section is responsible for providing communications, facilities, services, personnel, equipment, supplies, and materials.

**Finance/Administration Section**

The Finance/Administration Section is responsible for financial activities and other administrative aspects.

**FINANCE/ADMINISTRATION SECTION  
ORGANIZATION CHART**



**FINANCE/ADMINISTRATION SECTION STAFF**

The Finance/Administration Section Coordinator will determine, based on present and projected requirements, the need for establishing specific and/or specialized branches/groups/units.

- ) Cost Recovery Unit
- ) Time Keeping Unit
- ) Compensation/Claims Unit

The Finance/Administration Section Coordinator may activate additional units to fulfill an expanded role if necessary.

**Finance/Administration Section Coordinator**

The Finance/Administration Section Coordinator supervises the financial support, response and recovery for the disaster/emergency; ensures that the payroll and revenue collection process continues and activates the Disaster Accounting System.

**Cost Recovery Unit**

**The Cost Recovery Unit should be activated at the onset of any disaster/emergency** and is responsible for maintaining the Disaster Accounting System and procedures to capture and document costs relating to a disaster/emergency in coordination with other sections and departments. The Unit also acts as liaison with the disaster assistance agencies and coordinates the recovery of costs as allowed by law. Maintenance of records in such a manner that will pass audit is also an extremely important task of this Unit. **Accurate and timely documentation is essential to financial recovery.**

**Time Keeping Unit**

The Time Keeping Unit is responsible for tracking hours worked by paid personnel, volunteers, contract labor, mutual aid and all others and ensuring that daily personnel time recording documents are prepared and compliance to agency's time policy is being met. The Time Keeping Unit is responsible for ensuring that time and equipment use records identify scope of work and site-specific work location consistent with initial safety/damage assessment records, sites and Project Worksheets.

Personnel time and equipment use records should be collected and processed for each operational period as necessary. Records must be verified, checked for accuracy and posted according to existing policy. Excess hours worked must also be determined and separate logs will be maintained. Time and equipment use records must be compiled in appropriate format for cost recovery purposes.

**Compensation/Claims Unit**

The Compensation/Claims Unit is responsible for managing the investigation and compensation of physical injuries and property damage claims involving the City arising out of an emergency/disaster, including completing all forms required by worker's compensations programs and local agencies, maintaining a file of injuries and illnesses associated with the incident and for providing investigative support of claims and for issuing checks upon settlement of claims.

---

## EMERGENCY OPERATIONS PLAN

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### COMMON EOC RESPONSIBILITIES

(The following is a checklist applicable to all EOC positions).

#### ACTIVATION:

- Report to your EOC organizational supervisor.
- Put on appropriate vest and print your name on the EOC Organizational Chart next to your assignment.
- Obtain a briefing on the situation from available sources (Section Coordinator, EOC Coordinator, etc.)
- Determine your personal operating location and set up as necessary.
- Review your position responsibilities.
- Clarify any issues regarding your authority and assignment and what others in the organization do.
- Ensure all functions within your Section are appropriately staffed. Make required personnel assignments as staff arrives.
- Determine future Section needs based on information as known or by forecasting.

#### GENERAL OPERATIONAL DUTIES:

- Establish operating procedure with the Information Systems Branch of the Logistics Section for use of telephone, radio and data systems. Voice any priorities or special requests with the Information Systems Branch.
- Anticipate potential situation changes, such as severe aftershocks, in all planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- Determine and **anticipate** support requirements and forward to your EOC organizational supervisor.
- Monitor your position activities and adjust staffing and organization to meet current needs.
- Use face-to-face communication in the EOC whenever possible and document decisions and policy.

#### DOCUMENTATION AND REPORTS

- Open and maintain a position activity log. (**Activity Log can be found in the Finance/Administration Support Documentation**). Make sure you note your check-in time. Maintain all required records and documentation to support the After-Action/Corrective Action Report and the history of the emergency/disaster. Document:
  - ) Messages received
  - ) Action taken
  - ) Decision justification and documentation
  - ) Requests filled
  - ) EOC personnel, time on duty and assignments

*Precise information is essential to meet requirements for possible reimbursement by CalOES and FEMA.*

---

## EMERGENCY OPERATIONS PLAN

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- Review situation reports as they are received. Verify information where questions exist.
- Ensure that your personnel and equipment time records and a record of expendable materials used are provided to your EOC organizational supervisor at the end of each operational period.
- Do **NOT** throw any paperwork (notes, memos, messages, etc.) away. This documentation can be used for FEMA reimbursement.
- Keep your EOC organizational supervisor advised of your status and activity and on any problem areas that now need or will require solutions.
- Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known. Use the EOC Change of Shift Briefing Worksheet. **(See Finance/Administration Support Documentation for the EOC Change of Shift Briefing Worksheet).**

### RESOURCES

- Determine 24-hour staffing and resource needs and request resources as required through the Logistics Section.
- Keep up to date on the situation and resources associated with your position.
- Request additional resources through the appropriate Logistics Section Unit.

### SHIFT CHANGE:

- Brief incoming personnel and identify in-progress activities which need follow-up.
- Provide incoming personnel the next EOC Action Plan.
- Submit completed logs, time cards, etc. to your EOC Organizational supervisor before you leave.
- Determine when you should return for your next work shift.
- Leave contact information where you can be reached.

### DEACTIVATION

- Ensure that all required forms or reports are completed and submitted to your EOC Organizational Supervisor prior to your release and departure.
- Be prepared to provide input to the EOC After-Action/Corrective Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate your position and close out logs when authorized by your EOC organizational supervisor.
- Leave forwarding phone number where you can be reached.
- Sign out with your Supervisor and on large EOC organization/sign-in sheet.

**FINANCE/ADMINISTRATION SECTION COORDINATOR****SUPERVISOR: EOC Director****PRIMARY RESPONSIBILITIES:**

- )] Ensure that the Finance/Administration function is performed consistent with SEMS/NIMS Guidelines, including:
  - Implementing a Disaster Accounting System- **(See Finance/Administration Support Documentation.)**
  - Maintaining financial records of the emergency.
  - Tracking and recording of all agency staff time.
  - Processing purchase orders and contracts in coordination with Logistics Section.
  - Processing workers compensation claims received at the EOC.
  - Handling travel and expense claims.
  - Providing administrative support to the EOC.
- )] Supervise the Finance/Administration Section staff.
- )] Establish the appropriate level of organization within the Section, and continuously monitor the effectiveness of that organization. Make changes as required.
- )] Be prepared to form additional units as dictated by the situation.
- )] Exercise overall responsibility for the coordination of unit activities within the Section.
- )] Ensure that the Section is supporting other EOC sections consistent with priorities established in the EOC Action Plan.
- )] Keep the EOC Director updated on all significant financial developments.

**READ ENTIRE CHECKLIST AT START-UP AND  
AT BEGINNING OF EACH SHIFT**

- See Common EOC Responsibilities on F-11.

**ACTIVATION:**

- Determine the operational status and appropriate level of activation based on situation as known.
- As appropriate, respond to the EOC.
- Mobilize appropriate personnel for initial activation of the EOC
- Activate organizational elements within your Section as needed and designate leaders for each element or combination of elements.
  - )] Cost Recovery Unit
  - )] Time Keeping Unit
  - )] Compensation/Claims Unit

**START-UP:**

- Clarify with the Logistics Section on the level of purchasing authority to be delegated to the Procurement Unit in the Logistics Section.

**ASSIGNMENTS/STAFFING:**

- Carry out responsibilities of the Finance Section Units that are not currently staffed.
- Prepare work objectives for Section staff and make staff assignments.
- Inform the EOC Director and General Staff when your Section is fully operational.
- Monitor your Section activities and adjust Section organization as appropriate.

**NOTIFICATIONS: (None applicable to this checklist)****MEETINGS/BRIEFINGS:**

- Brief incoming Section personnel prior to their assuming their duties. Briefings should include:
  - ) Current situation assessment.
  - ) Identification of specific job responsibilities.
  - ) Identification of co-workers within the job function and/or geographical assignment.
  - ) Availability of communications.
  - ) Identification of eating and sleeping arrangements as appropriate.
  - ) Procedural instructions for obtaining additional supplies, services, and personnel.
  - ) Identification of operational period work shifts.
- Conduct periodic briefings for your Section to ensure that all are aware of priorities.
- Brief the EOC Director on major problem areas that need or will require solutions.

**ACTION PLANNING:**

- Prepare section objectives for EOC Action Plan and forward to the Planning/Intelligence Section Coordinator.
- Provide input in all planning sessions on finance and cost analysis matters.
- Participate in the EOC Director's action planning meetings.

**DOCUMENTATION:**

- See Documentation and Reports in Common EOC Responsibilities on page F-11.
- Open and maintain an Activity Log (**See Planning Support Documentation, Activity Log**).
- Collect Section personnel and equipment time records and record of expendable materials used and provide copies to the Time Keeping Unit and the Cost Analysis Unit at the end of each operational period.
- Ensure that all obligation documents initiated during the emergency/disaster are properly prepared and completed.

**ONGOING ACTIVITIES:**

- Authorize use of the Disaster Accounting System. (**See Finance/Administration Support Documentation – Disaster Accounting.**)

- Make a list of key issues currently facing your Section to be accomplished within the next operational period.
- Ensure internal coordination between branch/unit leaders.
- Make sure that all contacts with the media are fully coordinated first with the Public Information Officer (PIO).
- Ensure that the payroll and revenue collection processes continue.
- Ensure that all personnel and equipment time records and record of expendable materials used are received from other Sections and submitted to the Time Unit and the Cost Analysis Unit at the end of each operational period.
- Organize, manage, coordinate, and channel the donations of money received during and following the emergency from individual citizens and volunteer groups.
- Coordinate with the Cost Analysis Unit to make recommendations for cost savings to the General Staff.
- Evaluate the need for Critical Incident Stress Debriefing for all affected personnel, victims and bystanders. Arrange debriefings through the Personnel Unit of the Logistics Section.
- Keep the General Staff apprised of overall financial situation.

**RESOURCES:**

- See Resources in Common EOC Responsibilities on page F-12.
- See all Documents and Forms in Finance Support Documentation Section.

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**COST RECOVERY UNIT****SUPERVISOR: Finance/Administration Section Coordinator****PRIMARY RESPONSIBILITIES:**

- ) Document information for reimbursement from the state and federal governments.
- ) Receive and allocate payments.
- ) Activate and maintain Disaster Accounting System. **(See Finance/Administration Support Documentation – Disaster Accounting Procedures.)**
- ) Coordinate documentation of costs with other sections and departments.
- ) Act as liaison with the disaster assistance agencies and insurance companies, and coordinate the recovery of costs as allowed by law and ensure records are maintained in such a manner that will pass audit.
- ) Coordinate cost recovery with disaster assistance agencies.

**The Cost Recovery Unit should be activated at the onset of any disaster/emergency. Accurate and timely documentation is essential to financial recovery.**

 See

**READ ENTIRE CHECKLIST AT START-UP AND  
AT BEGINNING OF EACH SHIFT**

Common EOC Responsibilities on F-11.

**ASSIGNMENTS/STAFFING:**

- 
- Clarify any issues regarding your authority and assignment.

**NOTIFICATIONS: (None applicable to this checklist)****MEETINGS/BRIEFINGS:**

- 
- Attend periodic briefing sessions conducted by the Section Coordinator.

**ACTION PLANNING:**

- 
- Attend planning meetings at the request of the Finance Section Coordinator.

**DOCUMENTATION:**

- See Documentation and Reports in Common EOC Responsibilities on page F-11.
- Open and maintain an Activity Log **(See Logistics Support Documentation, Activity Log).**
- Prepare all required state and federal documentation as necessary to recover all allowable disaster costs.
- Provide analyses, summaries and estimates of costs for the Finance/Administration Section

Coordinator, EOC Director, and the Los Angeles County Operational Area as required.

- Work with EOC sections and appropriate departments to collect all required documentation.
- Organize and prepare records for final audit.
- Provide personnel and equipment time records to the Section Coordinator at the end of each work shift.

#### **ONGOING ACTIVITIES:**

- Activate and maintain the Disaster Accounting System and procedures to capture and document costs relating to a disaster/emergency in coordination with other sections and departments. **(See Finance/Administration Support Documentation – Disaster Accounting Procedures.)**
- Inform all sections and departments that the Disaster Accounting System is to be used.
- Make decisions on cost codes and items to be tracked by the Disaster Cost Accounting System.
- Coordinate cost documentation and make decisions on costs codes and items to be tracked by the Disaster Accounting System.
- Receive and allocate payments.
- Act as liaison with the disaster assistance agencies and coordinate the recovery of costs as allowed by law.
- Coordinate with the Documentation Unit of the Planning/Intelligence Section.

#### **RESOURCES:**

- See Resources in Common EOC Responsibilities on page F-12.
- See all Documents and Forms in Finance Support Documentation Section.

**TIME KEEPING UNIT****SUPERVISOR: Finance/Administration Section Coordinator****PRIMARY RESPONSIBILITIES:**

- ) Track, record and report staff time for all personnel/volunteers working at the emergency/disaster.
- ) Establish and maintain a file for all personnel working at the emergency/disaster.
- ) Ensure that daily personnel time recording documents are prepared and are in compliance with specific City, CalOES and FEMA time recording policies.
- ) Track, record and report equipment use and time.

**Ensure that time and equipment use records identify scope of work and site-specific work location consistent with initial safety/damage assessment records, sites and Project Worksheets (PWs).**

- See

**READ ENTIRE CHECKLIST AT START-UP AND  
AT BEGINNING OF EACH SHIFT**

Common EOC Responsibilities on F-11.

If there is enough staffing for the Finance Section you may want to have a person focus on Personnel Time Recording and another person focus on Equipment Time Recording. If you are limited in staff, make sure that the tasks associated with both of these focus areas are accomplished.

**ASSIGNMENTS/STAFFING:**

- Clarify any issues regarding your authority and assignment.

**NOTIFICATIONS: (None applicable to this checklist)****MEETINGS/BRIEFINGS:**

- Attend periodic briefing sessions conducted by the Section Coordinator.

**ACTION PLANNING:**

- Attend planning meetings at the request of the Finance Section Coordinator.

**DOCUMENTATION:**

- See Documentation and Reports in Common EOC Responsibilities on page F-11.
- Open and maintain an Activity Log (**See Logistics Support Documentation, Activity Log**).

- Initiate, gather, or update a time report from all applicable personnel assigned to the emergency/disaster for each operational period. **(See Finance/Administration – Disaster Labor Record - Sample)**
- Ensure that all records identify scope of work and site-specific work location.
- Post personnel travel and work hours, assignment to a specific incident (location by address when possible), transfers, promotions, specific pay provisions, and terminations to personnel time documents.
- Track all travel requests, forms, and claims.
- Ensure that daily personnel time recording documents are accurate and prepared in compliance with City policy.
- Ensure that all employee identification information is verified to be correct on the time report.
- Ensure that all volunteers assigned as Disaster Service Workers maintain detailed and accurate time cards.
- Ensure that time reports are signed.
- Maintain separate logs for overtime hours.
- Establish and maintain a file for employee time records within the first operational period for each person.
- Maintain records security.
- Close out time documents prior to personnel leaving emergency assignment.
- Keep records on each shift (*Twelve-hour shifts recommended*).
- Ensure that all equipment records identify scope of work and site-specific work location. **(See Finance/Administration – Disaster Equipment Records - Sample.)**
- Establish and maintain a file of time reports on owned, rented, donated and mutual aid equipment (including charges for fuel, parts, services and operators). Track the type of equipment used, make/model numbers, date and time of usage, operator name/agency affiliation, charges for fuel, parts, and services. Track city-owned equipment separate from rented equipment.
- Provide personnel and equipment time records to the Section Coordinator at the end of each work shift.

**ONGOING ACTIVITIES:**

- Determine specific requirements for the time recording function.
- Coordinate with the Personnel Unit of the Logistics Section.
- Assist sections and branches/groups/units in establishing a system for collecting equipment time reports.

**RESOURCES:**

- See Resources in Common EOC Responsibilities on page F-12.
- See all Documents and Forms in Finance Support Documentation Section.

**COMPENSATION/CLAIMS UNIT****SUPERVISOR: Finance/Administration Section Coordinator****PRIMARY RESPONSIBILITIES:**

- ) Accept as agent for the City claims resulting from an emergency/disaster. (54\$Note: Third party claims, not Workers Compensation claims, must be coordinated with the City Attorney's office)
- ) Manage the investigation and compensation of physical injuries and property damage claims involving the City including completing all forms required by workers' compensations programs and local agencies.
- ) Collects information for all forms required for claim's filings.
- ) Maintain a file of injuries and illness associated with the personnel activity at the EOC and maintains a file of written statements on injuries.
- ) Manage and direct all compensation and claims specialists assigned to the emergency/disaster.
- ) Provide investigative support in areas of claims for bodily injury and property damage compensation presented to the City.

See

**READ ENTIRE CHECKLIST AT START-UP  
AND AT BEGINNING OF EACH SHIFT**

Common EOC responsibilities on F-11.

**ASSIGNMENTS/STAFFING:**

- Clarify any issues regarding your authority and assignment.

**NOTIFICATIONS: (None applicable to this checklist)****MEETINGS/BRIEFINGS:**

- Attend periodic briefing sessions conducted by the Section Coordinator.

**ACTION PLANNING:**

- Attend planning meetings at the request of the Finance Section Coordinator.

**DOCUMENTATION:**

- See Documentation and Reports in Common EOC Responsibilities on page F-11.
- Open and maintain an Activity Log (**See Logistics Support Documentation, Activity Log**).
- Maintain a log of all injuries occurring during the disaster/emergency.
- Develop and maintain a log of potential and existing claims.

- Prepare claims relative to damage to City property and notify and file the claims with insurers.
- Periodically review all logs and forms produced by Unit to ensure:
  - ) Work is complete
  - ) Entries are accurate and timely
  - ) Work is in compliance with City of Culver City requirements and policies.
- Ensure that all Compensation-for-injury and Claims logs and forms are complete and routed to the appropriate department for post-EOC processing.
- Provide report of injuries and coordinate with the City's Risk Manager for mitigation of hazards.
- Obtain all witness statements pertaining to claim and review for completeness.
- Provide personnel and equipment time records to the Section Coordinator at the end of each work shift.

**ONGOING ACTIVITIES:**

- Coordinate with the Liaison Officer, Agency Representatives, Personnel Unit of the Logistics Section and ICS Field Level Compensation/Claims Unit Leader.
- Coordinate cost recovery with disaster assistance agencies and insurance companies.
- Determine if there is a need for Compensation-for-injury and Claims Specialists and request personnel as needed.
- Ensure the investigation of all accidents, if possible.
- Ensure that the Personnel Unit of the Logistics Section completes claims for any injured personnel or volunteers working at the emergency.

**RESOURCES:**

- See Resources in Common EOC Responsibilities on page F-12.
- See all Documents and Forms in Finance Support Documentation Section.

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**EMERGENCY OPERATIONS PLAN**

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**FINANCE/ADMINISTRATION SECTION  
SUPPORTING DOCUMENTATION****REFERENCE DOCUMENTS BY POSITION****COST RECOVERY UNIT**

DISASTER/EMERGENCY ACCOUNTING RECORDS .....	FS - 3
DOS AND DON'TS OF USING THE DISASTER ACCOUNTING SYSTEM .....	FS - 5
PROCEDURES FOR APPLYING FOR FINANCIAL ASSISTANCE .....	FS - 7
FEMA CATEGORIES OF WORK.....	FS-11
TYPES OF RECOVERY PROGRAMS .....	FS-13
HAZARD MITIGATION .....	FS-15

**FORMS**

DESIGNATION OF APPLICANTS AGENT RESOLUTION – CALOES FORM 130.....	FS-19
PROJECT APPLICATION FOR FEDERAL ASSISTANCE FORM .....	FS-21
PROJECT WORKSHEET .....	FS-23
EOC CHECK-IN LIST .....	FS-25
EOC CHANGE IN SHIFT BRIEFING SHEET .....	FS-27
ACTIVITY LOG .....	FS-29
DISASTER LABOR RECORD (Sample) .....	FS-31
DISASTER MATERIALS RECORD (Sample).....	FS-32
DISASTER FORCE ACCOUNT EQUIPMENT RECORD (Sample) .....	FS-33
DISASTER RENTED EQUIPMENT RECORD (Sample) .....	FS-34
DISASTER CONTRACT WORK RECORD (Sample) .....	FS-35

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**DISASTER/EMERGENCY ACCOUNTING RECORDS**

When a disaster or an emergency strikes the city it may be in the form of an earthquake, storm damage, a major oil or chemical/hazardous waste spill, civil disturbance, or a fire emergency. Those employees who are assigned work directly associated with the disaster/emergency are to use the Disaster Cost Accounting System numbers for their department. The use of these numbers will enable the city to collect, sort, and document costs associated with the disaster/emergency.

**The purpose of separate accounting for these costs is to obtain sufficient backup data in the event the city qualifies for federal and/or state assistance.**

Obtaining federal and state assistance requires the City to collect and retain a broad range of original documents that clearly demonstrate that they were used for the disaster/emergency including:

- ) Employee time cards showing hours (regular and overtime) worked and which indicate the type and location of the work.
- ) Use of city-owned equipment supported by equipment identification, dates and number of hours used each day, location and purpose for using the equipment.
- ) Use of city-owned supplies supported by a reasonable basis for determining costs, why the material was necessary, and location of where the material was used.
- ) Purchases of material supported by invoices showing quantity, description, unit cost, where, when and how the material was used.
- ) Rental of equipment supported by invoices identifying the type and description of equipment, rate per hour indicating with or without operator, dates and hours used each day, where and why the equipment was used.
- ) Invoices for work performed by contract must provide detailed breakdown of cost, where, when and why the work was performed.

The above records and documentation must be retained for **AT LEAST THREE YEARS** from the date of final settlement of claim. All such records should be forwarded to the Cost Recovery Unit for audit follow-up.

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**EMERGENCY OPERATIONS PLAN**

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**DISASTER ACCOUNTING SYSTEM  
DO'S AND DON'TS**

DO:	DO:	DO:	DO:	DO:	DO:
-----	-----	-----	-----	-----	-----

- ) **DO** record all regular and overtime hours **WORKED** on the disaster/emergency, categories C through G.
- ) **DO** record all overtime hours **WORKED** on the disaster/emergency, categories A and B.
- ) **DO** write on time card the location and brief description of work performed.
- ) **DO** charge vehicles and equipment used and indicate when and where they were used.
- ) **DO** charge equipment rentals to the appropriate charge points.
- ) **DO** charge outside contracts to the appropriate charge points.
- ) **DO** document how contracts were awarded.
- ) **DO** place limits on contract with, "Amount not to exceed". If more work needs to be done, then amend contract.
- ) **DO** use terms such as "Assess risk to public Health and Safety" instead of "Survey damage".
- ) **DO** use terms such as "Direct", "Control", "Assign", and "Dispatch" instead of "Administer".
- ) **DO** report all damage to Cost Recovery Unit.
- ) **DO** keep all records and unit logs accurately and up to date.
- ) **DO** ask questions of the Cost Recovery Unit for clarifications.

| DO NOT: |
---------	---------	---------	---------	---------	---------

- ) **DO NOT** order **everyone** to charge **all** time to the disaster. Only charge those people and hours actually **WORKED**. (See above 1<sup>st</sup> and 2<sup>nd</sup> Do's)
- ) **DO NOT** charge stand-by time to the system. FEMA will only pay for time worked.
- ) **DO NOT** charge manager overtime to the system. The system will not post it, the City does not pay it, and FEMA will only reimburse what was paid. (If the city does compensate manager overtime, **DO** record this time.)
- ) **DO NOT** use terms such as "Damage Survey", use "Assess for risk to health and safety".
- ) **DO NOT** use the term "Administer" in place of "Direct", "Control", "Assign", or "Dispatch".
- ) **DO NOT** assume damage to a City facility is not recoverable. It may be, but let the disaster assistance agencies make that decision. Let's not make it for them.
- ) **DO NOT** throw away records.
- ) **DO NOT** forget to ask questions.

**NOTE:**

While recent FEMA regulations do not allow recovery of straight time for emergency response activities (Categories A and B), **record it anyway**. Allocation for straight time shall be charged to your home function (program) covering categories A and B. The city can recover straight time for other categories and in some cases where we assist other agencies, therefore charge all **Force Account Labor** to the disaster function (program). Better to record and not use, than not record and try to recreate.

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**PROCEDURES FOR APPLYING FOR  
FINANCIAL ASSISTANCE****GENERAL INFORMATION**

Financial assistance may come from the state alone or both the state and federal governments. For state assistance, it is necessary for the Governor to proclaim a “**Disaster**” in specified counties. For federal assistance, it is necessary for the President to declare a “**Disaster**” in those same locations.

**In both cases the lead agency is the California Office of Emergency Services (CalOES).** Their address and phone number is:

California Office of Emergency Services  
Disaster Assistance Division  
3650 Schriver Avenue  
Mather, CA 95655  
Phone: (916) 845-8100

**PRE-DISASTER DECLARATION STEPS**

Following a disaster/emergency, the City will report damage and a rough estimate of costs to the Los Angeles County Operational Area.

These estimates should include City personnel and equipment costs, damage to facilities with cost to repair, and cost to replace facilities and equipment damaged beyond repair.

The Los Angeles County Operational Area will transmit the estimates to CalOES and then the Governor will decide whether to proclaim a State of Emergency in the County. If the Governor does proclaim a State of Emergency, then the State will request a Presidential declaration. If the President declares a Major Disaster, then FEMA will be involved.

**POST DISASTER DECLARATION STEPS**

At this point, CalOES will notify the Los Angeles County Operational Area, who will in turn notify the City. There will usually be an orientation meeting where all agencies desiring to participate will be briefed on the application procedures. The Public Assistance Coordinator (PAC) will be introduced to assist the applicants through the reimbursement process.

Several Forms must be submitted. These are:

- 1. Request for Public Assistance Form** This indicates that the City will be applying for assistance. Does not restrict City from making changes, but must be sent within 30 days of the declaration date.

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## EMERGENCY OPERATIONS PLAN

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- 2. Project Listing (CalOES Form)**

This indicates the categories and projects which the City is asking assistance for. It may be revised later on. It gives CalOES an idea of the scope of the damage.
  
- 3. Designation of Applicants' Agency Resolution (CalOES Form 130)**

This is a resolution passed by the City Council authorizing specified individuals to act as the City's agent in dealing with CalOES and FEMA. There is no deadline, but payments cannot be made until CalOES receives it. A City usually designates as agents one or more of the following:

  - ) Director of Finance Services
  - ) Assistant City Manager
  
- 4. Vendor Data Record (Form STD 204)**

For State's 1099 purposes. No deadline, but no payment until submitted.
  
- 5. Project Application for Federal Assistance (CalOES Form 89)**

Formal application for FEMA funding. No specific deadline, but no payment until submitted.
  
- 6. Project Worksheet (PW)**

The City will fill out this form for all small projects and submit to the Public Assistance Coordinator (PAC). The PAC will assist the City to write the large project PW. The PWs are prepared based on Permanent Work or Emergency Work.

### ON-SITE INSPECTIONS

CalOES and FEMA may send an inspector to visit each applicant. You may get one inspector from one of the organizations or two to make up a team approach. The inspector(s) will meet with the City's Designated Agent who will arrange meetings with other City personnel as necessary. These local representatives should be people who have detailed knowledge of damaged facilities, cost estimates and potential mitigation work that may prevent future damage.

Past experience has been that these meetings will be on short notice. CalOES usually sets up a field office and starts scheduling visits soon after. **A week's notice is the best that can be expected.**

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## EMERGENCY OPERATIONS PLAN

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The team may want to see:

- ) Damaged facilities
- ) Pictures or videos of damage/destruction
- ) Narratives on work done
- ) A broad summary of costs to date with estimates of work to be completed
- ) Proposals on repair, reconstruction and mitigation projects
- ) These need not be final, they can be changed

The team will want to discuss:

- ) How payroll costs are organized and developed
- ) How payroll cost relates to time worked
- ) How fringe benefit rates are made up

These last items are why it is so important to use the Disaster Accounting System. When used, it automatically provides a record of who worked for how many hours on which day on what type of task. The Labor Distribution reports can be merged with payroll data to provide the time records that CalOES and FEMA want. They can also be used to create summary schedules for the inspectors.

There is a sixty-day period in which to bring new damage sites to the attention of the disaster assistance agencies from the date of the team's first on-site visit.

### POST PW PROCEDURES

All documentation and costs must be gathered and sorted to support their respective PWs. Thus, if there is one PW for Debris Clearance, all payroll overtime costs and time cards for those personnel working on Debris Clearance must be sorted and organized to document these costs on that PW. Also all equipment costs (use FEMA rates), dump fees, etc. for this work becomes part of the documentation package for this PW.

The PWs for construction projects will require the same specific documentation. Each will require, as appropriate: engineering studies, architectural plans, bid packages, selection records, contracts, contractor's invoices, payment records, and all other costs. Also note that since government money is involved that the Davis Bacon Act and/or state prevailing wage clauses will apply and must also be documented.

### HOW PAYMENT IS MADE

The State Public Assistance program is authorized under the California Disaster Assistance Act (CDAA). CalOES administers this program. CDAA assistance may be obtained following a Local Emergency with the concurrence of the Secretary of CalOES for permanent repairs only or for all eligible costs including personnel costs following the Governor's proclamation of a State of Emergency. The cost share on eligible costs may be 75% state share and 25% local government share. For example: CalOES determines that there is \$100,000 in eligible emergency response costs for the city. CalOES pays \$75,000 and the city must handle the remaining \$25,000. **Failure to follow SEMS, however, may disqualify the city from receiving all or part of the state's share**

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## EMERGENCY OPERATIONS PLAN

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**and accordingly change a \$25,000 loss back to \$100,000.** The CDAA program is coordinated as supplemental to the federal program following the Declaration of a Major Disaster by the President of the United States.

The Federal Public Assistance program is authorized under the Stafford Act and is administered by FEMA in coordination with CalOES at the request of the Governor, who has designated the Secretary of CalOES as his representative. FEMA will pay eligible costs to local governments on a 75% federal share and a 25% state and/or local share. If CalOES finds that the costs covered by FEMA are also eligible under CDAA criteria, then the state may cover 75% of that 25% share. For example: a city is determined to have \$100,000 of eligible emergency personnel costs by FEMA. FEMA will reimburse up to \$75,000, leaving \$25,000 for the state and local governments to handle. CalOES determines that the costs are eligible under NDAA and may pay \$18,750 which leaves \$6,250 for the local government to handle. **Failure to follow SEMS may jeopardize the state share and cause the \$6,250 loss to increase up to the full \$25,000 state local share.**

State and federal assistance are based upon reimbursements of eligible costs incurred. There are provisions for partial advances for emergency work; however, the amounts and conditions may change. Assistance is based upon uninsured loss and is not a substitute for insurance. The reimbursement process is a lengthy one involving the complete review of damage estimates and documentation. Actual receipt of funds may take weeks or months.

Sometime later, perhaps two years, the State Controller may audit the project. If discrepancies are found, they will require reimbursement of the disallowed costs if the allowable costs are less than what was already paid. If allowable costs are greater than prior payments, then the balance will follow after official sign off on the claim by FEMA and/or CalOES. This also is a long process.

### **Remember:**

- 1. DOCUMENT EACH COST TO A SPECIFIC DISASTER ACTION AND LOCATION.**
- 2. FAILURE TO FOLLOW SEMS MAY COST YOU CDAA ASSISTANCE ON ELIGIBLE EMERGENCY PERSONNEL COSTS.**

**FEMA WORK CATEGORIES**

To facilitate the processing of Public Assistance Program grants, FEMA has divided disaster related work into seven Categories of Work. These categories are listed below and are described in more detail elsewhere in FEMA's *Public Assistance Policy Digest* and other Public Assistance documents. (Both documents are available in the Emergency Operations Center)

**Emergency Work****Category A: Debris Removal**

Clearance of trees and woody debris; building wreckage; sand, mud, silt, and gravel; vehicles; and other disaster-related material deposited on public and, in very limited cases, private property.

**Category B: Emergency Protective Measures**

Measures taken before, during, and after a disaster to save lives, protect public health and safety, and protect improved public and private property.

**Permanent Work****Category C: Roads and Bridges**

Repair of roads, bridges, and associated features, such as shoulders, ditches, culverts, lighting and signs.

**Category D: Water Control Facilities**

Repair of irrigation systems, drainage channels, and pumping facilities. Repair of levees, dams, and flood control channels fall under Category D, but the eligibility of these facilities is restricted.

**Category E: Buildings and Equipment**

Repair or replacement of buildings, including their contents and systems; heavy equipment; and vehicles.

**Category F: Utilities**

Repair of water treatment and delivery systems; power generation facilities and distribution lines; and sewage collection and treatment facilities.

**Category G: Parks, Recreational Facilities, and Other Items**

Repair and restoration of parks, playgrounds, pools, cemeteries, and beaches. This category also is used for any work or facility that cannot be characterized adequately by Categories A-F

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## EMERGENCY OPERATIONS PLAN

### TYPES OF RECOVERY PROGRAMS

The matrix below depicts some of the recovery programs that may become available during the recovery phase.

<b>NO PROCLAMATION REQUIRED:</b>			
Emergency Loan Program	Farmers Ranchers Aquaculturists	U.S.D.A. Farm Services Agency	At least 30 percent crop production or physical loss. US Secretary of Agriculture has discretionary authority to consider other factors.
Physical Loss Loans	Individuals Businesses	U.S. Small Business Administration (SBA)	A minimum of 25 homes and/or businesses, each sustaining uninsured losses of 40 percent or more of value.
Economic Injury Loans	Businesses	SBA	Governor (or designee) must certify that at least five business concerns have experienced substantial economic injury as a result of disaster.
Fire Management Assistance Grant	State and Local Government	Federal Emergency Management Agency (FEMA)	Reimbursement of fire suppression costs that exceed state threshold.
<b>LOCAL EMERGENCY PROCLAMATION REQUIRED:</b>			
California Disaster Assistance Act - Director's Concurrence	Local Governments	CALOES	Requires concurrence of the CALOES Secretary. Reimbursement limited to Permanent restoration costs.
<b>GOVERNOR'S STATE OF EMERGENCY PROCLAMATION REQUIRED:</b>			
California Disaster Assistance Act	Local Governments	CALOES	Permanent restoration and emergency work reimbursed.
<b>PRESIDENTIAL EMERGENCY DECLARATION REQUIRED:</b>			
Public Assistance - Emergency Declaration	Local Governments, State agencies, Certain Non-Profits, Indian Tribes	FEMA	Reimbursement limited to emergency work costs and to \$5 million per event.
<b>PRESIDENTIAL MAJOR DISASTER DECLARATION REQUIRED:</b>			
Assistance to Individuals and Households Program (IHP)	Individuals	FEMA/State cost share	Significant impacts to real and personal property when financial assistance cannot be addressed by other means (i.e., personal insurance).
State Supplemental Grant Program	Individuals	State of California	Significant impacts to real and personal property when financial assistance cannot be addressed by other means (i.e., IHP assistance, personal insurance).
Crisis Counseling	County Mental Health	FEMA	Disaster-related mental health needs beyond local government resources.
Disaster Unemployment Assistance	Individuals	U.S. Department of Labor	Significant impacts to employment or place of work as a result of a major disaster (including self-employed and farmers)
Public Assistance - Major Disaster Declaration	Local Governments, State agencies, Certain Non-Profits, Indian Tribes	FEMA	Reimbursement for permanent restoration and emergency work.

### Individual Assistance Section

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## EMERGENCY OPERATIONS PLAN

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The CALOES Individual Assistance Section coordinates with local, state and federal entities to provide recovery assistance following a disaster that impacts individuals, businesses, and/or the agricultural community in the State of California. This may include:

- ) Providing pre-disaster guidance and training to public entities in order to maximize assistance
- ) Facilitating and coordinating preliminary damage assessments to determine the impact of disaster
- ) Coordinating the implementation of local, state, and federal assistance programs to address disaster-related needs
- ) Monitoring programmatic progress and in certain circumstances provide oversight in program administration
- ) Establishing local assistance centers in partnership with local, state, and federal entities to facilitate disaster recovery

Types of Assistance Individual Assistance Program assistance may include:

- ) Loans or grants for real and/or personal property losses
- ) Tax relief
- ) Crisis counseling
- ) Information on veteran's, Social Security, contractor, or insurance services
- ) Housing assistance
- ) Repair or replacement of real and personal property
- ) Unemployment and job training
- ) Assistance for agricultural losses
- ) Food commodities
- ) Business and personal tax relief
- ) Legal services
- ) Contractor information
- ) Insurance information
- ) Other unmet emergency needs.

Programs The following individual assistance (IA) programs are examples of assistance that may become available, dependent on the size and scope of the event.

- ) Assistance to Individuals and Households Program (IHP)
- ) State Supplemental Grant Program (SSGP)
- ) U.S. Department of Agriculture (USDA) Emergency Loans
- ) U.S. Small Business Administration (SBA) Disaster Loan Programs
- ) Disaster Unemployment Assistance (DUA)
- ) Mental Health services

## **HAZARD MITIGATION**

### **PURPOSE**

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

### **AUTHORITIES AND REFERENCES**

Activities enumerated in this enclosure will be conducted in accordance with the enabling legislation, plans, and agreements listed in **Part One, Section Four -Authorities and References.**

### **GENERAL**

Hazard mitigation is defined as any action taken to reduce or eliminate the long-term risk to human life and property from disasters. Section 322 of Public Law 106-390 requires, as a condition of receiving certain federal disaster aid, that local governments develop a mitigation plan that outlines processes for identifying the natural hazards, risks and vulnerabilities in their jurisdiction. Mitigation plans must:

- ) Describe actions to mitigate hazards, risks and vulnerabilities identified under the plan.
- ) Establish a strategy to implement those plans.

Specific plan requirements are listed in 44 CFR Section 201.6. Local jurisdictions without an approved hazard mitigation plan will not be eligible to receive funds for the Hazard Mitigation Grant (HMGP), Pre-Disaster Mitigation (PDM) or Flood Mitigation Assistance (FMA) programs

Local mitigation plans are the jurisdiction's commitment to reduce risks from natural hazards and guide decision makers as they commit resources to reduce the damage from natural hazards. Hazard mitigation planning and actions are continuous year-round efforts.

### **Pre-Disaster Mitigation (PDM)**

The Pre-Disaster Mitigation (PDM) grant program may provide financial assistance to local jurisdictions to develop and update plans or identify and mitigate pre-disaster conditions to reduce vulnerability.

PDM funding is provided through the National Pre-Disaster Mitigation Fund and is subject to Congressional appropriations. PDM projects are nationally competitive and opportunities to apply for grants are announced once a year by CalOES.

### **Hazard Mitigation Grant Program**

Following a disaster, mitigation opportunities and financial assistance may be available through the Hazard Mitigation Grant Program (HMGP). The program funds projects that are cost-effective and which substantially reduce the risk of future damage, hardship, loss or suffering as a result of a natural disaster. The HMGP is funded for each disaster; total allocation is based

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## EMERGENCY OPERATIONS PLAN

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upon a sliding scale of between 7.5 and 15 percent of the Federal Emergency Management Agency's (FEMA) estimate of all public infrastructure damages (not emergency work) and individual assistance costs in a particular disaster. As an incentive to encourage the development of local plans, DMA2000 permits local government to be eligible for up to a 20 percent share of the total damages estimated in the Public and Individual Assistance programs if they have an approved local hazard mitigation plan. HMGP awards are competitive among jurisdictions that are part of the disaster declaration.

### **Flood Mitigation Assistance Program (FMA)**

FEMA's Flood Mitigation Assistance Program (FMA) provides funding to communities to reduce or eliminate the long-term risk of flood damage to buildings, manufactured homes and other structures insurable under the National Flood Insurance Program (NFIP). The program provides grants for mitigation planning, projects and technical assistance to reduce claims under the NFIP. A priority of the FMA Program is to fund flood mitigation activities that reduce the number of repetitive loss structures insured by the NFIP. Repetitive loss structures are those that have sustained two or more losses, each exceeding \$1000, within a ten year period. FEMA encourages communities to develop plans that address repetitive loss properties.

The federal contribution for an individual HMGP, PDM or FMA project can be up to 75 percent of the cost of the proposed project with applicants providing match funding through a combination of either state, local or private sources. Awards go to projects that best demonstrate the goals and objectives of local mitigation programs. HMGP funding may not be used to fund any mitigation project that is eligible under Public Assistance or other federal programs, though it may be used to complement or enhance mitigation funded under Individual or Public Assistance.

### **IMPLEMENTATION**

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

- ) Evaluate or have the applicant evaluate specific natural hazards in the disaster area, and make appropriate recommendations to mitigate them.
- ) Follow up with applicants to ensure that the appropriate hazard mitigation actions are taken.
- ) Follow up with applicants to ensure that the appropriate hazard mitigation plan or plans are developed and submitted to the FEMA Regional Director for concurrence.
- ) Review and update as necessary disaster mitigation portions of emergency plans.

A hazard mitigation officer is appointed for the state and local applicant. These individuals will constitute the hazard mitigation survey team which will:

- ) Identify significant hazards in the affected areas, giving priority to disaster-related hazards.

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## EMERGENCY OPERATIONS PLAN

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- ) Evaluate impacts of these hazards and recommend mitigation measures.

The hazard mitigation survey team uses information from Project Worksheets (PWs) and visits selected sites where significant damage has occurred. The state and local representatives on the hazard mitigation survey team are responsible for ensuring that there is adequate consultation among interested federal, state, and local parties.

The hazard mitigation survey team also prepares a hazard mitigation plan which is submitted to the FEMA Regional Director through the Governor's authorized representative within 180 days after a Presidential declaration. The plan:

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

The State sets mitigation priorities and awards for HMGP grants. FEMA conducts the final eligibility review to ensure that all projects are compliant with Federal regulations. This includes the Federal law that requires States and communities to have FEMA-approved mitigation plans in place prior to receipt of HMGP project funds.

### Responsibilities

Hazard mitigation measures include avoidance, reduction and land use regulations. Key responsibilities of local governments are to:

- ) **Participate** in the process of evaluating hazards and adoption of appropriate hazard mitigation measures, including land use and construction standards.
- ) **Appoint** a Local Hazard Mitigation Officer, if appropriate.
- ) **Participate** on Hazard Mitigation Survey Teams and Inter-agency Hazard Mitigation Teams, as appropriate.
- ) **Participate** in the development and implementation of section 409 plans or plan updates, as appropriate.
- ) **Coordinate and monitor** the implementation of local hazard mitigation measures.

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**EMERGENCY OPERATIONS PLAN**

STATE OF CALIFORNIA  
CALIFORNIA EMERGENCY MANAGEMENT AGENCY  
Cal EMA 130

Disaster No: \_\_\_\_\_  
Cal EMA ID No: \_\_\_\_\_

**DESIGNATION OF APPLICANT'S AGENT RESOLUTION  
FOR NON-STATE AGENCIES**

BE IT RESOLVED BY THE \_\_\_\_\_ OF THE \_\_\_\_\_  
(Governing Body) (Name of Applicant)

THAT \_\_\_\_\_ OR  
(Title of Authorized Agent)

\_\_\_\_\_ OR  
(Title of Authorized Agent)

\_\_\_\_\_  
(Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the \_\_\_\_\_, a public entity  
(Name of Applicant)

established under the laws of the State of California, this application and to file it with the California Emergency Management Agency for the purpose of obtaining certain federal financial assistance under Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act.

THAT the \_\_\_\_\_, a public entity established under the laws of the State of California,  
(Name of Applicant)  
hereby authorizes its agent(s) to provide to the California Emergency Management Agency for all matters pertaining to such state disaster assistance the assurances and agreements required.

Please check the appropriate box below:

- This is a universal resolution and is effective for all open and futures disasters up to three (3) years following the date of approval below.
- This is a disaster specific resolution and is effective for only disaster number(s) \_\_\_\_\_

Passed and approved this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
(Name and Title of Governing Body Representative)

\_\_\_\_\_  
(Name and Title of Governing Body Representative)

\_\_\_\_\_  
(Name and Title of Governing Body Representative)

**CERTIFICATION**

I, \_\_\_\_\_, duly appointed and \_\_\_\_\_ of  
(Name) (Title)

\_\_\_\_\_, do hereby certify that the above is a true and correct copy of a  
(Name of Applicant)

Resolution passed and approved by the \_\_\_\_\_ of the \_\_\_\_\_  
(Governing Body) (Name of Applicant)

on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

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# EMERGENCY OPERATIONS PLAN

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STATE OF CALIFORNIA  
CALIFORNIA EMERGENCY MANAGEMENT AGENCY  
Cal EMA 89

Disaster No: \_\_\_\_\_

Cal EMA ID No: \_\_\_\_\_

DUNS No: \_\_\_\_\_

## PROJECT ASSURANCES FOR FEDERAL ASSISTANCE

SUBGRANTEE'S NAME: \_\_\_\_\_  
(Name of Organization)

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

AUTHORIZED AGENT: \_\_\_\_\_ TITLE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

### ASSURANCES – CONSTRUCTION PROGRAMS

Note: Certain of these assurances may not be applicable to all of your projects. If you have questions, please contact the California Emergency Management Agency. Further, certain federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the subgrantee named above:

1. Has the legal authority to apply for federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-federal share of project costs) to ensure proper planning, management, and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the state, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title, or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the federal interest in the title of real property in accordance with awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with federal assistance funds to assure nondiscrimination during the useful life of the project.
4. Will comply with the requirements of the assistance-awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progress reports and such other information as may be required by the assistance awarding agency or state.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gains.
8. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.), which prohibits the use of lead based paint in construction or rehabilitation of residence structures.
9. Will comply with all federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color, or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-1683 and 1685-1686) which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794) which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101-6107) which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 93-

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## EMERGENCY OPERATIONS PLAN

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255) as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616) as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§ 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3) as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. § 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental, or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) which may apply to the application.

10. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced or whose property is acquired as a result of federal and federally assisted program. These requirements apply to all interests in real property acquired for project purposes regardless of federal participation in purchases.
11. Will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$5,000 or more.
12. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.O. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved state management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§ 1451 et seq.); (f) conformity of federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. § 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.O. 93-205).
13. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§ 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
14. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and preservation of historic properties), and the Archeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq.).
15. Will comply with Standardized Emergency Management (SEMS) requirements as stated in the California Emergency Services Act, Government Code, Chapter 7 of Division 1 of Title 2, Section 8507.1(e) and CCR Title 19, Sections 2445, 2446, 2447, and 2448.
16. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984 and the Single Audit Act Amendments of 1996.
17. Will comply with all applicable requirements of all other federal laws, Executive Orders, regulations and policies governing this program.
18. Has requested through the State of California, federal financial assistance to be used to perform eligible work approved in the subgrantee application for federal assistance. Will, after the receipt of federal financial assistance, through the State of California, agree to the following:
  - a. The state warrant covering federal financial assistance will be deposited in a special and separate account, and will be used to pay only eligible costs for projects described above;
  - b. To return to the State of California such part of the funds so reimbursed pursuant to the above numbered application, which are excess to the approved actual expenditures as accepted by final audit of the federal or state government.
  - c. In the event the approved amount of the above numbered project application is reduced, the reimbursement applicable to the amount of the reduction will be promptly refunded to the State of California.
19. Will not make any award or permit any award (subgrant or contract) to any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549 and 12689, "Debarment and Suspension."

"I, the official named below, CERTIFY UNDER PENALTY OF PERJURY that I am duly authorized by the above named subgrantee to enter into this agreement for and on behalf of the said subgrantee, and by my signature do bind the subgrantee to the terms thereof."

\_\_\_\_\_  
SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE

**EMERGENCY OPERATIONS PLAN**

U.S. DEPARTMENT OF HOMELAND SECURITY FEDERAL EMERGENCY MANAGEMENT AGENCY <b>PROJECT WORKSHEET</b>			OMB No. 1660-0017 Expires October 31, 2008		
<b>PAPERWORK BURDEN DISCLOSURE NOTICE</b> Public reporting burden for this form is estimated to average 90 minutes per response. Burden means the time, effort and financial resources expended by persons to generate, maintain, disclose, or to provide information to us. You may send comments regarding the burden estimate or any aspect of the collection, including suggestions for reducing the burden to: Information Collections Management, U.S. Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC 20472, Paperwork Reduction Project (OMB Control Number 1660-0017). You are not required to respond to this collection of information unless a valid OMB number appears in the upper right corner of this form. <b>NOTE: Do not send your completed questionnaire to this address.</b>					
DISASTER FEMA-_____-DR-_____-	PROJECT NO.	PA ID NO.	DATE	CATEGORY	
DAMAGED FACILITY			WORK COMPLETE AS OF _____ : _____ :_____		
APPLICANT		COUNTY			
LOCATION			LATITUDE	LONGITUDE	
DAMAGE DESCRIPTION AND DIMENSIONS					
SCOPE OF WORK					
Does the Scope of Work change the pre-disaster conditions at the site? <input type="checkbox"/> Yes <input type="checkbox"/> No Special Considerations issues included? <input type="checkbox"/> Yes <input type="checkbox"/> No      Hazard Mitigation proposal included? <input type="checkbox"/> Yes <input type="checkbox"/> No Is there insurance coverage on this facility? <input type="checkbox"/> Yes <input type="checkbox"/> No					
<b>PROJECT COST</b>					
ITEM	CODE	NARRATIVE	QUANTITY/UNIT	UNIT PRICE	COST
				<b>TOTAL COST</b> ●	
PREPARED BY		TITLE	SIGNATURE		
APPLICANT REP.		TITLE	SIGNATURE		

FEMA Form 90-91, FEB 06

REPLACES ALL PREVIOUS EDITIONS.

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# EMERGENCY OPERATIONS PLAN

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## PROJECT WORKSHEET INSTRUCTIONS

The Project Worksheet must be completed for each identified damaged project. A project may include damages more than one site.

After completing all Project Worksheets, submit the worksheets to your Public Assistance Coordinator.

### Identifying Information

**Disaster:** Indicate the disaster declaration number as established by FEMA (i.e. "FEMA 1136-DR-TN", etc.).

**Project No.:** Indicate the project designation number you established to track the project in your system (i.e. 1,2,3, etc.).

**PA ID No.:** Indicate your Public Assistance identification number on this space. This is optional.

**Date:** Indicate the date the worksheet was prepared in MM/DD/YY format.

**Category:** Indicate the category of the project according to FEMA specified work categories (i.e., A,B,C,D,E,F,G). This is optional.

**Applicant:** Name of the government or other legal entity to which the funds will be awarded.

**County:** Name of the county where the damaged facility is located. If located in multiple counties, indicate "Multi-County."

**Damage facility:** Identify the facility and describe its basic function and pre-disaster condition.

**Work Complete as of:** Indicate the date the work was assessed in the format of MM/DD/YY and the percentage of work completed to that date.

**Location:** This item can range anywhere from an "address," "intersection of..." "1 mile south of...on..." to "county wide." If damages are in different locations or different counties please list each location. Include latitude and longitude of the project if known.

**Damage Description and Dimensions:** Describe the disaster-related damage to the facility, including the cause of the damage and the area or components affected.

**Scope of Work:** List work that has been completed, and work to be completed, which is necessary to repair disaster-related damage.

**Does the Scope of Work change the pre-disaster conditions of the site:** If the work described under the Scope of Work changes the site conditions (i.e. increases/decreases the size or function of the facility or does not replace damage components in kind with like materials), check (x) yes. If the Scope of Work returns the site to its pre-disaster configuration, capacity and dimensions check (x) no.

**Special Considerations:** If the project includes insurable work, and/or is affected by environmental (NEPA) or historic concerns, check (x) either the Yes or No box so that appropriate action can be initiated to avoid delays in funding. Refer to *Applicant Handbook* for further information.

**Hazard Mitigation:** If the pre-disaster conditions at the site can be changed to prevent or reduce the disaster-related damage, check (x) Yes. If no opportunities for hazard mitigation exist check (x) no. Appropriate action will be initiated and avoid delays in funding. Refer to *Applicant Handbook* for further information.

**Is there insurance coverage on this facility:** Federal law requires that FEMA be notified of any entitlement for proceeds to repair disaster-related damages from insurance or any other source. Check (x) yes if any funding or proceeds can be received for the work within the Scope of Work from any source besides FEMA.

### Project Cost

**Item:** Indicate the item number on the column (i.e. 1, 2, 3, etc.). Use additional forms as necessary to include all items.

**Code:** If using the FEMA cost codes, place the appropriate number here.

**Narrative:** Indicate the work, material or service that best describes the work (i.e. "force account labor overtime", "42 in. RCP", "sheet rock replacement", etc.).

**Quantity/Unit:** List the amount of units and the unit of measure ("48/cy", "32/lf", "6/ea", etc.).

**Unit Price:** Indicate the price per unit.

**Cost:** This item can be developed from cost to date, contracts, bids, applicant's experience in that particular repair work, books which lend themselves to work estimates, such as RS Means, or by using cost codes supplied by FEMA.

**Total Cost:** Record total cost of the project.

**Prepared By:** Record the name, title, and signature of the person completing the Project Worksheet.

**Applicant Rep.:** Record the name, title, and signature of Applicant's representative.

### Records Requirements

Please review the *Applicant Handbook, FEMA 329* for detailed instructions and examples.

For all completed work, the applicant must keep the following records:

- \*Force account labor documentation sheets identifying the employee, hours worked, date and location;
- \*Force account equipment documentation sheets identifying specific equipment, operator, usage by hour/mile and cost used;
- \*Material documentation sheets identifying the type of material, quantity used and cost;
- \*Copies of all contracts for work and any lease/rental equipment costs.

For all estimated work, keep calculations, quantity estimates, pricing information, etc. as part of the records to document the "cost/estimate" for which funding is being requested.



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**EMERGENCY OPERATIONS PLAN**

<b>EOC Change of Shift Briefing Worksheet</b>		
<b>Section: Operations</b>		<b>Position: Section Coordinator</b>
Operational period	Date:	<input type="checkbox"/> Initial <input type="checkbox"/> Update <input type="checkbox"/> Final
For shift from	AM to	PM
Off-going employee:		Relief Employee:
Disaster name:		
EOC Director:		
Section Coordinator:		
Description of problem:		
Cause:		
Area involved:		
Injuries (unofficial)		
Deaths (unofficial):		
Est. \$ public damage:		
Est. \$ private damage:		
Current threat:		
Status of incident(s):		
Other jurisdiction(s) involved:		
Staging location:		
Weather situation:		
Your assigned task:		
Your EOC phone #:		
Equipment assigned to you:		
Equipment available at:		
Meals available at:		
Medical care available at:		
Lodging available at:		
Supplies available at:		
Fuel available at:		
Autos available from:		
Other information:		

Each off-going person should use this worksheet to brief their EOC replacement.

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DISASTER LABOR RECORD (SAMPLE)

DEPARTMENT OF HOMELAND SECURITY FEDERAL EMERGENCY MANAGEMENT AGENCY <b>FORCE ACCOUNT LABOR SUMMARY RECORD</b>										PAGE ____ OF ____		O.M.B. No. 1660-0017 Expires December 31, 2011	
APPLICANT					PA ID NO.			PROJECT NO.		DISASTER			
LOCATION/SITE							CATEGORY		PERIOD COVERING				
DESCRIPTION OF WORK PERFORMED													
NAME	DATES AND HOURS WORKED EACH WEEK								COSTS				
	DATE								TOTAL HOURS	HOURLY RATE	BENEFIT RATE/HR	TOTAL HOURLY RATE	TOTAL COSTS
NAME	REG.												
JOB TITLE	O.T.												
NAME	REG.												
JOB TITLE	O.T.												
NAME	REG.												
JOB TITLE	O.T.												
NAME	REG.												
JOB TITLE	O.T.												
TOTAL COSTS FOR FORCE ACCOUNT LABOR REGULAR TIME												_____	\$
TOTAL COST FOR FORCE ACCOUNT LABOR OVERTIME												_____	\$
I CERTIFY THAT THE INFORMATION ABOVE WAS OBTAINED FROM PAYROLL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.													
CERTIFIED					TITLE					DATE			



DISASTER FORCE ACCOUNT EQUIPMENT RECORD (SAMPLE)

DEPARTMENT OF HOMELAND SECURITY FEDERAL EMERGENCY MANAGEMENT AGENCY FORCE ACCOUNT EQUIPMENT SUMMARY RECORD				PAGE ____ OF ____		O.M.B. No. 1660-0017 Expires April 30, 2013					
APPLICANT		PA ID NO.	PROJECT NO.		DISASTER						
LOCATION/SITE			CATEGORY		PERIOD COVERING						
DESCRIPTION OF WORK PERFORMED											
TYPE OF EQUIPMENT		OPERATOR'S NAME	DATES AND HOURS USED EACH DAY						COSTS		
INDICATE SIZE, CAPACITY, HORSEPOWER, MAKE AND MODEL AS APPROPRIATE			EQUIPMENT CODE NUMBER	DATE						TOTAL HOURS	EQUIPMENT RATE
			HOURS								
			HOURS								
			HOURS								
			HOURS								
			HOURS								
			HOURS								
			HOURS								
			HOURS								
<b>GRAND TOTAL</b>											
I CERTIFY THAT THE ABOVE INFORMATION WAS OBTAINED FROM PAYROL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.											
CERTIFIED			TITLE						DATE		





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**ANNEX A**

**CITY OF CULVER CITY ANIMALS IN DISASTER RESPONSE PLAN**

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**CITY OF CULVER CITY  
ANIMALS IN DISASTER  
RESPONSE PLAN**



**PREPARED BY THE CITY OF CULVER CITY  
POLICE AND EMERGENCY MANAGEMENT DEPARTMENTS**

September 27, 2016

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## 1.0 STATEMENT OF PURPOSE

The primary purpose of this plan is to provide guidance to all agencies and individuals concerned with animal care and safety disaster relief actions within the City of Culver City. While Culver City is surrounded by other cities in the greater metropolitan Los Angeles area, this plan is directed at the care and support of pets belonging to residents of Culver City specifically during and after a disaster.

This plan is intended to serve as an annex to the **City of Culver City: Emergency Operations Plan (EOP)**. The Office of Emergency Management is the coordinating office for the City of Culver City. The City will activate its Emergency Operations Center (herein referred to as “EOC”) as needed and/or when unified internal response is necessary. All animal rescue and services are to be directed and controlled through the Emergency Operations Center’s Operations Section.

This plan is intended to protect all lawful and household pets, as defined by the City of Culver City Municipal Code, found within the City of Culver City.

## 1.1 OBJECTIVES

- ) To provide for a safe environment for all household pets (herein referred to as “animals”) located within the jurisdiction of the City of Culver City during a disaster.
- ) To provide for a safe environment (free from threatening animals at large) for emergency personnel and the citizens and employees of the City of Culver City during a disaster.
- ) To provide transportation and housing for displaced animals in a disaster, until they can be reunited with their owners at a safe and humane site.
- ) To provide evaluation and emergency veterinary care for animals who appear to be in need of medical evaluation and/or care due to a disaster.
- ) To recommend procedures that will protect the displaced population and pets in a disaster.

## 1.2 ASSUMPTIONS

- ) All animal-related laws (CCMC TITLE 9 and LACC TITLE 10) may be enforced during a disaster.
- ) All animal issues are to be under the control of Culver City Animal Services. In a large-scale emergency and/or upon activation of the Emergency Operations Center, this function will be under the control of the Police branch, with oversight by the Emergency Operations Center’s Operations Section.

- ) Police: Animal Services is responsible for monitoring and regulating plan implementation.
- ) Per the Culver City Municipal Code 9.01.010, household pets refer only to dogs, cats, canary, parrots, and any other kindred animal and bird usually and ordinarily kept as a household pet, on any real property within the City.
- ) It shall be unlawful for any animal guardian or shelter within the City to keep a vicious dog. Proof that a dog has bitten a person shall be deemed to be prima facie evidence that the dog is vicious; provided further, a dog may be shown to be vicious even though it is not proven to have bitten any person. All vicious dogs shall be immediately and safely contained and removed from the City (CCMC 9.01.065) and transported to the contract animal shelter for observation.
- ) The City will take all possible actions, within reason, to accommodate pets owned by individuals living in a Culver City-operated shelter.
- ) Whenever possible, animals in need of medical evaluation and/or care will be taken to designated collection sites where evaluation and emergency treatment and hospital care can be provided as necessary.

## 2.0 ANIMAL COLLECTION

Animal guardians, whenever possible, will be responsible for control and transportation of their animals. In the event that the containment of animals on private property cannot be provided for by the animal guardian, or, in the event that an animal requires medical attention, said animal guardian may request assistance by contacting the City of Culver City EOC hotline.

- ) As an additional resource, Culver City Animal Services may request assistance from the Contract Service Provider for field services related to the collection of animals.
- ) Culver City Animal Services shall also seek the assignment of transportation of organic assets from the Transportation Unit of the EOC when needed.
- ) Additional resources such as transportation vehicles and equipment may be acquired when available through the Police and Public Works Department for the purpose of transporting animals and supplies.

## 2.1 COLLECTION SITES

The following are locations pre-chosen by the City of Culver City to serve as points of animal collection during an emergency. Animals requiring medical attention must be sent to the collection site noted specifically for medical evaluation and treatment.

**Animals requiring medical evaluation/treatment:**

Parking lot of Culver City Animal Hospital at 5830 Washington Boulevard  
Parking lot of Culver Palms Animal Hospital at 4477 South Sepulveda Boulevard  
Parking lot of City of Angels Veterinary Specialty Center at 9599 Jefferson Boulevard

**Found animals requiring temporary housing until united with Guardian:**

Veteran's Memorial Park Tennis Courts  
Culver City Park  
Fox Hills Park Tennis Courts

**Animals from the aforementioned group, but no medical attention may also be directed to:**

Contract Service Provider-approved shelters with appropriate documentation for boarding of animals.

## **2.2 CARE AND HOLDING FACILITIES**

The primary shelter for the collection and boarding of healthy animals in a disaster will be the Veteran's Memorial Park Tennis Courts. The Contract Service Provider may also have a mobile shelter which can be set up per request, at a collection point on Culver Boulevard or at a facility located at the specific park/shelter where humans are sheltered.

- ) Animal's guardians are encouraged to find shelter for their animals whenever possible.
- ) The veterinary hospitals at Culver City Animal Hospital (5830 Washington Boulevard), Culver Palms Animal Hospital (4477 South Sepulveda Boulevard) and City of Angels Veterinary Specialty Center (9599 Jefferson Boulevard) will be available for veterinary care and hospitalization.
- ) Contract Service Provider and collection agents of the City of Culver City will check all found animals for identification tags or microchips and attempt to contact the animal guardian for retrieval in a timely manner.
- ) Any person inquiring of such animals will be directed to call an Emergency Hotline number for any information pertaining to the retrieval of said animal.

## **3.0 ANIMAL CARE**

The City of Culver City reserves the right to ensure the safety and well-being of all citizens, employees, and household pets of the City of Culver City, by any means necessary, as deemed appropriate by an agent of the City, or delegate thereof.

### **3.1 IDENTIFICATION OF ANIMALS**

- ) Animals received at collection points will be identified by a temporary ID band placed around the neck containing the alleged owner's name, if known, description (breed,

- color, sex) and name, if known. Animal ID numbers will be given and also placed on the band. There will be a master card prepared upon receipt of each animal at each collection site. Preprinted forms available in the EOC will be used and if the owner is present, signed. The forms will contain the alleged owner's name, address, phone number (home and office), if known, or location where the animal was captured and the animal's description (breed, weight, color, sex).
- ) Animals having ID chips can be positively identified provided the owners have a record of the chip's type and number.
  - ) Animal with ID chips can be positively identified by photographs or ID tags located on their collars.
  - ) In the event that an animal has not been claimed by the legal guardian in a to-be-determined reasonable amount of time, the animal will be transported to the spcaLA Hawthorne Shelter for further board.

### 3.2 ANIMALS UNDER MEDICAL CARE

- ) Animals with known owners are to be released to the guardians, once identified. Guardians must sign for animals taken back into their custody.
- ) Animals with unknown owners are to be transferred to a Contract Service provider shelter upon release by the attending veterinarian. Transportation will be arranged by the Transportation unit of the Operations Section of the Emergency Operations Center.

### 3.3 SUPPLES AND STORAGE

- ) Two fixed cages may be found in the Parking Lot of the Culver City Police Department.

### 4.0 DISPOSITION OF DEAD ANIMALS

- ) **Animals positively identified and owner's location known:**
  - o Owners may retrieve animals from the collection point if they have not already been transferred.
  - o All deceased animals will be transferred to a permanent Contract Service Provider facility or a temporary Contract Service Provider facility as soon as possible using City of Culver City vehicles. Master record will be updated as to time transfer is made and to which location. Additional holding facilities can be authorized by Police as they become available.
- ) **Animals unidentified:**
  - o Master cards will be prepared with as much data on the animal as available. Transfer to a contract Service provider shelter will be made as soon as all identified animals are transferred from the collection location. Additional

holding facilities can be used if authorized by the Care and Shelter branch of the Emergency Operations Center.

- If Polaroid camera(s) and film are available, each unidentified animal will be photographed before they leave the collection point, and the back of the film annotated with a description of the animal to include approximate weight, age, color, breed and sex.

## **5.0 IMPORTANT PHONE NUMBERS**

**Emergency HOTLINE: To be determined at time of emergency**

**LA CITY AC: (888) 452-7381**

**LACO AC: (562) 728-4610**

**EOC: OPERATIONS, (310) 253-6855**

**CULVER CITY ANIMAL SERVICES: (310) 253-6143**

**SPCA LA HAWTHORNE SHELTER: (310) 676-1149**

**SPCA LA HAWTHORNE (MANAGER ALMA VERA-LIMA): (323) 353-5461**

**CULVER CITY ANIMAL HOSPITAL (DEAN GEBROE, DVM): (310) 480-0713**

**CULVER PALMS ANIMAL HOSPITAL (OWNER TONY ALDANA): (310) 398-7256**

**CITY OF ANGELS VETERINARY SPECIALTY CENTER (CHIEF OPERATIONS OFFICER  
RACHELLE SURRENCY): (714) 421-2856**

**CITY OF ANGELS VETERINARY SPECIALTY CENTER (CEO & MEDICAL DIRECTOR DR.  
RICH MILLS): (949) 310-1411**

**CITY OF ANGELS VETERINARY SPECIALTY CENTER (HOSPITAL ADMINISTRATOR  
CLARIZCEL PEREZ): (310) 558-6100**

**REDROVER: (916) 429-2457**

**REDROVER (EMERGENCY SERVICES MANAGER BETH GAMMIE): (916) 429-2457  
EXTENSION 305**

## **5.1 ACTIVATION**

During a disaster or emergency, the primary contacts for the Culver City Animal Services are:

- ) Animal Services Sergeant (310) 253-6262
- ) Animal Services Officer Corolla Fleeger (310) 253-6143

If the Animal Services Officer is off-duty at the time of the disaster or emergency, the Animal Services Officer can be reached via the Watch Commander at (310) 253-6202.

The spcaLA is the official animal disaster response agency for the City of Culver City's domestic animal emergency response. If the spcaLA is unable or unwilling to respond, the City of Culver City should contact the Red Rover Emergency Animal Response Program.

**6.0 AUTHORIZATION**

The City of Culver City Animals in Disaster Response Plan is hereby authorized in its entirety by Christine Parra, Emergency Preparedness Coordinator, on this 18<sup>th</sup> Day of March, 2013.

---

And so accepted as a revision to the City of Culver City Emergency Operations Plan on this \_\_\_\_\_  
Day of \_\_\_\_\_, 2015 by the City Council of the City of Culver City.

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Mayor

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City Council Member

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City Council Member

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City Council Member

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City Council Member

**ANNEX B**  
**LIST OF FORMS**

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## List of Forms

### **Management Supporting Documentation (forms found in support documentation section)**

- Resolution Proclaiming Existence of a Local Emergency (by City Council)
- Resolution Proclaiming Existence of a Local Emergency (by Director of Emergency Services)
- Resolution Confirming Existence of a Local Emergency
- Resolution Requesting Governor to Proclaim a State of Emergency
- Resolution Proclaiming Existence of a Local Emergency and Requesting Governor to (1) Proclaim a State of Emergency; and (2) Request a Presidential Declaration
- Local Resolution Requesting State Director, Office of Emergency Services' Concurrence in Local Emergencies
- Resolution Proclaiming Termination of Local Emergency
- EOC Visitation Request Form
- EOC Change of Shift Briefing Worksheet
- Activity Log

### **Operations Support Documentation (forms found in support documentation section)**

- Daily Shelter Activity Report
- EOC Change of Shift Briefing Worksheet
- Activity Log

### **Planning/Intel Support Documentation (forms found in support documentation section)**

- EOC Action Plan
- After Action/Corrective Action (AA/CA) Report Survey Template
- EOC Change of Shift Briefing Worksheet
- Activity Log

### **Logistics Support Documentation (forms found in support documentation section)**

- EOC Change of Shift Briefing Worksheet
- Activity Log
- EOC Resource Request
- Procurement Form
- EOC Radio Communications Plan

**Finance/Admin Support Documentation (forms found in support documentation section)**

- State of CA - Designation of Applicant's Agent Resolution for Non-State Agencies
- State of CA - Project Assurances for Federal Assistance
- US Dept. of Homeland Security - Project Worksheet
- EOC Check-in List
- EOC Change of Shift Briefing Worksheet
- Activity Log
- US Dept. of Homeland Security - Force Account Labor Summary Record
- US Dept. of Homeland Security - Disaster Materials Record
- US Dept. of Homeland Security - Disaster Force Account Equipment Record
- US Dept. of Homeland Security - Disaster Rented Equipment Record
- US Dept. of Homeland Security - Contract Work Summary Record

**Culver City EOC Forms (forms contained herein in Annex B)**

1. CC EOC-1 Initial Damage Estimate
2. CC EOC-2 Critical Government Facilities Status
3. CC EOC-3 EOC Activation Status
4. CC EOC-4 Highway Transportation Status
5. CC EOC-5 Disaster Information Report
6. CC EOC-6 Daily Section Time Log
7. CC EOC-7 Resource Request Form
8. CC EOC-8 Available Community Resources
9. CC EOC-9 Natural/Technical Hazards Status
10. CC EOC-10 Hospital First Aid Facility & Mortuary Status
11. CC EOC-11 Special Needs Services
12. CC EOC-12 Utility & Special Situations Status
13. CC EOC-13 Evacuation Closed Area & Shelter Status
14. CC EOC-14 Individual Job Log
15. CC EOC-15 Assisting Agency - Mutual Aid Status
16. CC EOC-16 Change of Shift Briefing Worksheet
17. CC EOC-17 Weather & Logistics Status
18. CC EOC-18 Media Briefing Check List
19. CC EOC-19 Critical Resource Request Status
20. CC EOC-20 Incident Summary

21. CC EOC-21 Disaster Cost Accounting Checklist
22. CC EOC-22 Major Business & Commercial Status
23. CC EOC-23 Sign In Organization Chart
24. CC EOC-24 Public and Private School Status
25. CC EOC-25 Major Incident Status Board
26. CC EOC-26 Mental Health - Faith Based - Community Agency Status
27. CC EOC-27 Action Plan
28. CC EOC-28 Summary of Objectives for Operational Period
29. CC EOC-29 General Message
30. CC EOC-30 Resolution Proclaiming Existence of Local Emergency (by City Council)
31. CC EOC-31 Resolution Proclaiming Existence of a Local Emergency (by Director of Emergency Services)
32. CC EOC-32 Resolution Confirming Existence of a Local Emergency
33. CC EOC-33 Resolution Requesting Governor to Proclaim a State of Emergency
34. CC EOC-34 Resolution Proclaiming Existence of a Local Emergency and Requesting Governor to (1) Proclaim a State of Emergency; and (2) Request a Presidential Declaration
35. CC EOC-35 Local Resolution Requesting State Director, Office of Emergency Services' Concurrence in Local Emergencies
36. CC EOC-36 Resolution Proclaiming Termination of Local Emergency

## Initial Damage Estimate for the City of Culver City

Event \_\_\_\_\_

Date: \_\_\_\_\_

<b>Declarations</b>		
City	Date Proclaimed	
	Date Requested	Date Granted
County Concurrence		
Directors Concurrence		
Gubernatorial		
Small Business Administration		
Presidential		
Individual Assistance		
Public Assistance		

<b>Individual Assistance (IA) Damages</b>						
	Destroyed	Major Damage	Minor Damage	Affected (no physical damage)	Estimated Loss \$	Estimated % covered by insurance
Primary residence (include mobile homes)						
Business						
Other (i.e. Out buildings, etc.)						
Comments						

<b>Agricultural Damage</b>			
	Acres Impacted	Number Impacted	Estimated Loss \$
Crops/Grazing Lands			
Farm Buildings & Machinery			
Livestock			

<b>Public Assistance (PA) Damage</b>		
Category	Number of Sites	Estimated Loss \$
Category A: Debris Removal & Disposal		
Category B: Emergency Protective Measures		
Category C: Road & Bridge Systems (non-Federal)		
Category D: Water Control Facilities (levees, dams, & channels)		
Category E: Public Buildings & Equipment		
Category F: Public Utilities (water & power, etc.)		
Category G: Park/Recreational/Other		
Comments		

<b>Federal Program Damages</b>		Estimated Costs \$
Federal Highways (Emergency Relief Program) (Damages to Federal highway systems)		
U.S. Army Corps of Engineers (PL 84-99) (For emergency flood control projects)		
Natural Resources Conservation Service (For emergency watershed rehabilitation)		
Other (describe)		

<b>Reporting Agency Point of Contact</b>	
Name	
Phone	
Pager	
Fax	
Alt. Phone	
E-Mail	

When known, enter estimated date to commence Preliminary Damage Assessments (PDA)	
Community Relations: Need for special language considerations?	No Yes
If "Yes", please describe	



# Culver City EOC Activation Status

<b>Date:</b>		<b>Time:</b>		<b>A.M. / P.M.</b>
<b>Time</b>	<b>EOC Activated to Level 1 at:</b>		<b>To Level 2 at:</b>	<b>To Level 3 at:</b>
	<b>District Mgmt Area Coordinator (DMAC) Notified</b>		<b>DMAC Phone #</b>	
	<b>Operational Area (Op Area) Notified via OARRS or Sheriff's Station</b>			
	<b>Recon Report Submitted to Op Area</b>			
	<b>City Status Report Submitted to Op Area</b>			
	<b>Op Area EOC Activated</b>			
<b>Other Local Area EOCs Activated</b>	<b>City</b>		<b>City</b>	
	Date	Time	Date	Time
	<b>City</b>		<b>City</b>	
	Date	Time	Date	Time

## Declaration Status

	<b>Date</b>	<b>Boundary / Area(s)</b>
<b>Local Proclamation</b>		
<b>State Declaration</b>		
<b>Federal Declaration</b>		



## Disaster Information Report - City of Culver City

<b><i>This form is used for taking reports from field personnel and / or the general public                  *****For major incidents, information in boxes marked with this symbol (☐) needs to be                  posted to the appropriate Status Board*****</i></b>			
Incident address: ☐		Facility/building name: ☐	
Description of problem: ☐			
<b>Priority:</b>	<input type="checkbox"/> critical / life safety	<input type="checkbox"/> urgent	<input type="checkbox"/> routine
Damage reported by:		Agency / dept: phone #:	
Incident type:			
Damage report date: ☐		Report time: ☐	
Damage report taken by:		EOC position:	
Requires response?      Then send to <b><u>Operations</u></b>		Information only?      Then send to <b><u>Planning</u></b>	
Action taken:			
Follow up needed:			
Comments: ☐			
Originator: Any EOC/DOC position. Retain Copy			
Routing: Appropriate OPS section for response, Ops to retain copy. Then send to Situation Status (Plans/Intel Section)			
<b>For major incidents, information in boxes marked with this symbol (☐) needs to be posted to the appropriate Status Board</b>			

EOC - 011

# Daily Section Time Log

DISASTER NAME \_\_\_\_\_

DISASTER # \_\_\_\_\_

Page \_\_\_\_\_ of

Day <b>S M T W Th F S</b> From _____ AM to _____ PM Date _____								Section Coordinator: _____	
Section (circle one): <b>Management</b> <b>Operations</b> <b>Plans/Intel</b> <b>Logistics</b> <b>Finance/Admin</b>									
EOC Position	Employee Name	Dept./Agency	Check-In / Out Time		Hours		Specific Tasks		
					Reg	OT			
<b>Originator: All Section Coordinators - Retain copy.</b>				<b>Routing: Time Unit (Finance / Admin Section) at end of each shift.</b>					
<b>To be filled out by Section Coordinator for all Section personnel. Note: All Section Coordinators should appear on the Management Section Time Log.EOC-</b>									

Signed/Section Coordinator \_\_\_\_\_

This form is for internal use in the City EOC  
Do Not send this form to the Operational Area EOC

# Resource Request

This form is used to request all resources, for field and EOC use.

An attempt should be made to fill all resource requests through Operations Branches before sending to Logistics

Resource Requested:

**Priority:**

Critical / Life Safety

Urgent

Routine

Incident Address:

Incident Type:

Resource Requested by:

Agency / Dept:

Duration Needed:

Phone:

Staging/Delivery Location:

Delivery Contact:

Form Prepared By:

EOC Position:

Latest Acceptable Delivery: (Date / Time)

Purpose / Use:

Suggested Source(s):

Approval by Section Coordinator:

Filled By Operations?

Send to Logistics?

**Section below to be filled out by supplying agency / dept.**

Resource Ordered From:

Vendor/Agency Address:

Vendor/Agency Contact Person:

Phone:

Date Ordered:

Time Ordered:

Estimated Date/Time of Arrival:

Inv./ Resource Order #:

Comments:

Initialed By Operations:

Logistics:

Finance:

**Originator: Any EOC position. Originator to retain copy.**

**Routing: Approval by Section Coordinator, then send to Logistics.**

**Additional Notes:**

EOC - 010

# Available Community Resources

Date: \_\_\_\_\_ Time: \_\_\_\_\_ A.M. / P.M.

This is a current listing of available key resources donated by the Community

Item	Qty	Donor	Contact Person	Phone	Available At

# Natural Hazards Status

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **A.M. / P.M.** \_\_\_\_\_

Under Natural Hazards include known exposures to flooding, landslides, dam failures, brush fires etc.

Hazard	Location	Time / Date Checked	Problems

# Technical Hazard Status

Under Technical Hazards include known exposures to hazardous materials facilities, petroleum pipe lines, rail road lines etc.

Hazard	Location	Time / Date Checked	Problems

# Hospital - First Aid - C.C.P. & Mortuary Status

Date: \_\_\_\_\_ Time: \_\_\_\_\_ A.M. / P.M.

Include health care facilities that are unable to provide services because of the disaster,  
AND those that are able to provide services. Also list Casualty Collection Points (CCPs) and mortuaries as appropriate.

Facility	Address / Phone	OK	Problems

EOC-310

# Special Needs Services

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **A.M. / P.M.**

<b>Situation:</b>	<b>Services Available at:</b>	<b>Phone #</b>	<b>Comments</b>
<b>Visually Impaired</b>			
<b>Mobility</b> “			
<b>Hearing</b> “			
<b>Day Care</b>			
<b>Seniors Care</b>			
<b>Conv. Care</b>			
<b>Pharmacy / Meds</b>			
<b>Victim Location</b>			
<b>Crisis Counseling</b>			
<b>Financial Aid</b>			
<b>Bus Service</b>			

# Culver City Utility Status

Date: \_\_\_\_\_ Time \_\_\_\_\_ A.M. / P.M.

	Phone	OK	Due On	Problems
Water (Fire Mains)				
Water(Potable)				
Electricity				
Phones				
Natural Gas				
Sewers				
Storm Drains				
Cable T.V.				

## Special Situations Status


EOC-314

# Evacuation & Closed Area Status

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **A.M. / P.M.**

Evacuation/ Area Name	Evacuation / Area Boundaries	Number Evacuated	Evacuation / Closure Status

## Shelter Status

Shelter Address	Phone Number	Special Needs Populations 306 Evac Closed Area & Shelter Status	Notes







## EOC Change of Shift Briefing Worksheet\*

Operational Period	Date:	9 Initial	9 Update	9 Final
For shift from	AM to	PM	Or from	PM to AM
Off-going Employee		Relief Employee		
Disaster Name				
EOC Director				
Section Coordinator				
Description of Problem				
Cause				
Area Involved				
Injuries (unofficial)				
Deaths (unofficial)				
Est. \$ Public Damage				
Est. \$ Private Damage				
Current Threat				
Status of Incident(s)				
Other jurisdiction(s) Involved				
Staging Location				
Weather Situation				
Your Assigned Task				
Your EOC phone #				
Equipment assigned to you				
Equipment available at				
Meals available at				
Medical Care available at				
Lodging available at				
Supplies available at				
Fuel available at				
Autos available from				
Other information				

\* Each off-going person (or shift) should use this worksheet to brief their EOC replacement

# Weather Status

Date: \_\_\_\_\_ Time: \_\_\_\_\_ A.M. / P.M.

Last Report Date: \_\_\_\_\_ Last Report Time: \_\_\_\_\_

	Weather Now	24 Hour Projection
Temperature		
Wind Direction		
Wind Speed		
Humidity		
Precipitation		

# Logistics Status

Commodity	Available At:
Diesel Fuel	
Gasoline	
Water (Pre-packaged)	
Water Bulk	
Staging Area(s)	

EOC-315

# Media Briefing Check List

<b>Event:</b>	<b>Date:</b>	<b>Next Briefing at:</b>	<b>A .M. / P.M.</b>
<b>Major Incidents:</b>	<b>Water:</b>	<b>First Aid:</b>	
<b>Deaths:</b>	<b>Phone:</b>	<b>Shelter:</b>	
<b>Injuries:</b>	<b>Electricity:</b>	<b>Meals:</b>	
<b>Trapped / Missing:</b>	<b>Nat. Gas:</b>	<b>Water:</b>	
<b>Evacuations:</b>	<b>Trash P/U:</b>	<b>Mental Health:</b>	
<b>Private Damage:</b>	<b>Sewer:</b>		
<b>Public Damage:</b>		<b>Special 1:</b>	
<b>Gov't Bldgs:</b>	<b>Resources:</b>	<b>Special 2:</b>	
<b>Schools:</b>	<b>Mutual Aid:</b>		
<b>Hospitals:</b>	<b>Red Cross:</b>	<b>EOC Status:</b>	
<b>Business:</b>	<b>State: CHP</b>	<b>Proclamation:</b>	
<b>Highways:</b>	<b>State: Cal Trans</b>	<b>Disaster Assistance:</b>	
<b>Transportation:</b>	<b>State: OES</b>		
	<b>Nat'l Guard:</b>	<b>Federal Agencies:</b>	





Originator: Situation Status Unit (Plans/Intel Section)

Routing: Documentation Unit (Plans/Intel Section)

List all incidents chronologically. Updates or changes should be logged as separate entries and refer to the incident address.

EOC-002

# Disaster Cost Accounting File Checklist

## **One site per folder**

Use a Pendaflex hanging folder or expanding file folder, with a tab color coded by type of damage (A-H.) Use a separate color coding for private sector damage. Use the Disaster Record Filing Worksheet as a reference.

## **Documentation of Damage**

- 9 ATC-20 Preliminary Damage Assessment
- 9 ATC-20 Detailed Damage Assessment
- 9 Pre-disaster photographs of structure and contents
- 9 Dated photographs of damage (Take additional photos when new damage is uncovered)
- 9 Floor plan of building marked with photograph references
- 9 Site map of facility
- 9 Dated (silent) video tape of damage. (Take additional video tape anytime new damage is discovered.
- 9 Incident report(s)
- 9 Copy of insurance policy
- 9 Insurance adjuster's reports
- 9 Inventory of building contents furnishings and equipment
- 9 Inventory of supplies and materials in building
- 9 Original architectural / engineering drawings (if available)
- 9 Press clippings / news video footage
- 9 Information of special considerations i.e., asbestos contamination, soil contamination
- 9 Facility and site maintenance records

## **Documentation of emergency work done at the site**

- 9 Worker time sheets\*
- 9 Materials bills\*
- 9 Equipment time sheets\*
- 9 Contracts for emergency work (FEMA Category A & B - Debris clearance and protective measures)
- 9 Invoices for emergency work (FEMA Category A & B)

*\* Include both paid and donated labor, equipment and materials for Category A & B work*

## **Construction documents for repair and reconstruction**

- 9 Bid documents
- 9 Contract documents
- 9 Contract change-orders
- 9 Architectural and engineering documents
- 9 Permits and clearances
- 9 Photographic - video record of repairs / re-construction

## **Other**

- 9 Environmental and historic clearance letters
- 9 FEMA Special considerations questions
- 9 Environmental Impact Reports
- 9 Records of donated goods and services
- 9 Hazard mitigation proposals

9 Mutual aid agreement and records of mutual aid provided at the site



**City of:** \_\_\_\_\_

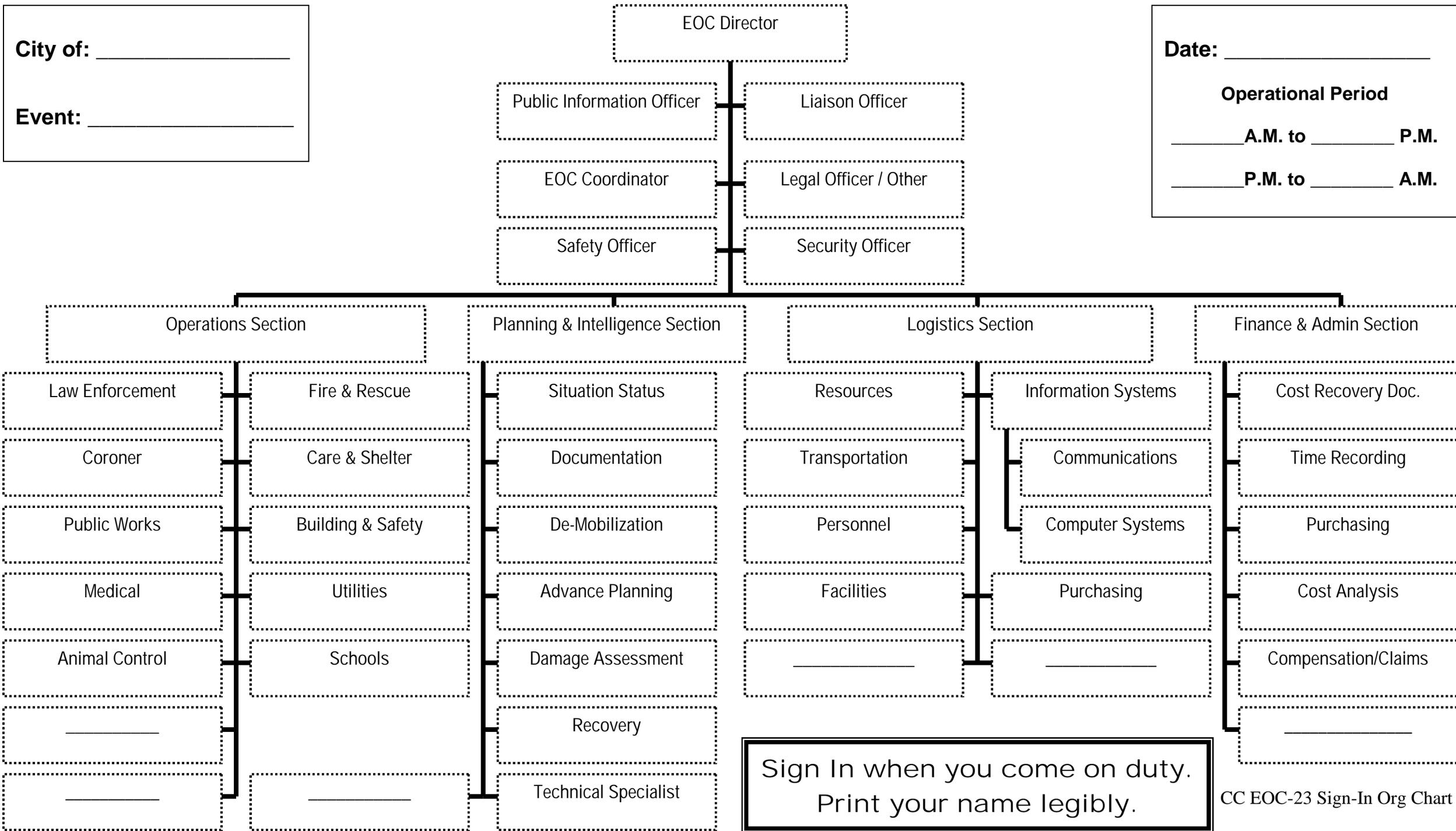
**Event:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Operational Period**

\_\_\_\_\_ **A.M.** to \_\_\_\_\_ **P.M.**

\_\_\_\_\_ **P.M.** to \_\_\_\_\_ **A.M.**



**Sign In when you come on duty.  
Print your name legibly.**







# CITY OF CULVER CITY

## EOC ACTION PLAN

<b>Disaster/Event Name:</b>			
<b>Plan Prepared by:</b>			
<b>Plan Reviewed by:</b> (Plans/Intel Chief)			
<b>Plan Approved by:</b> (EOC Director)			
<b>Operational Period:</b> Morning section	<b>Date:</b>	<b>From:</b>	<b>To:</b>
<p>The City's Emergency Management Policy is to provide effective life safety measures, reduce property loss, and protect the environment; provide a basis for the direction and control of emergency operations; plan for continuity of government, provide for the rapid resumption of impacted businesses and community services; provide accurate documentation and records required for cost recovery efforts; provide for the protection, use and distribution of remaining resources; coordinate operations with the emergency service organizations of other jurisdictions, if necessary.</p>			
<b>Situation Summary:</b>			
<b>Major Events/Incidents:</b>			
<b>Safety Issues:</b>			
<b>Resources Needed:</b>			
<b>Other Information:</b>			

**Section Objectives:**

#	Objective	% Completed	Est Completed Date
<b>Management</b>			
<b>Planning &amp; Intelligence Section</b>			
<b>Operations Section</b>			
<b>Logistics Section</b>			
<b>Finance Administration &amp; Recovery Section</b>			

**Attachments:**

- Organization Chart       Telephone Numbers       Weather Forecast       Maps
- DAC Locations       Incident Map       Safety Plan       Transportation Plan
- Medical Plan       Operating Facilities Plan       Communication Plan       Other\_\_\_\_\_

*Based on situation and resources available, develop an Action Plan for each Operational Period.*

# City of Culver City

## SUMMARY OF OBJECTIVES FOR OPERATIONAL PERIOD

SUMMARY OF OBJECTIVES FOR OP PERIOD #1 – (TODAY FROM      TO      HRS)		
<b>SECTION</b>	<b>Section, Branch, or unit assigned</b>	<b>Time of Completion</b>
<b>MANAGEMENT</b>		
<b>OPERATIONS</b>		
<b>PLANNING AND INTELLIGENCE</b>		
<b>LOGISTICS</b>		
<b>FINANCE AND ADMINISTRATION</b>		

# City of Culver City General Message

To:	Position:	
From:	Position:	
Subject:	Date:	Time:
Message:		
Signature:	Position:	
Reply:		
Date:	Time:	Signature/Position:

**RESOLUTION PROCLAIMING EXISTENCE OF A LOCAL EMERGENCY  
(by City Council)**

WHEREAS, Chapter 3.09 of the City of Culver City's Municipal Code empowers the City Council to proclaim the existence or threatened existence of a local emergency when said city is affected or likely to be affected by a public calamity; and

WHEREAS, said City Council does hereby find:

That conditions of extreme peril to the safety of persons and property have arisen within said city, caused by \_\_\_\_\_;  
*(fire, flood, storm, epidemic, riot, earthquake, drought, energy shortage, or other causes)*  
commencing on or about (Time) the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_); and

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

NOW, THEREFORE, IT IS HEREBY PROCLAIMED that a local emergency now exists throughout the City of Culver City and

IT IS HEREBY FURTHER PROCLAIMED AND ORDERED that during the existence of said local emergency the powers, functions, and duties of the Director of Emergency Services and the emergency organization of this city shall be those prescribed by state law, by ordinances, and resolutions of this city and approved by the City Council on \_\_\_\_\_, 20\_\_\_\_.

IT IS FURTHER PROCLAIMED AND ORDERED that said local emergency shall be deemed to continue to exist until its termination is proclaimed by the City Council of the City of Culver City, State of California.\*

Dated: \_\_\_\_\_

CITY COUNCIL

ATTEST: \_\_\_\_\_

City of Culver City

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\* Section 8630 of the Government Code provides: "...The governing body shall review, at least every 21 days until such local emergency is terminated, the need for continuing the local emergency and shall proclaim the termination of such local emergency at the earliest possible date that conditions warrant."

**RESOLUTION PROCLAIMING EXISTENCE OF A LOCAL EMERGENCY\***  
**(by Director of Emergency Services)**

WHEREAS, Chapter 3.09 of the City of Culver City's Municipal Code empowers the Director of Emergency Services to proclaim the existence or threatened existence of a local emergency when said city is affected or likely to be affected by a public calamity and the City Council is not in session; and

WHEREAS, the Director of Emergency Services of the City of Culver City does hereby find;

That conditions of extreme peril to the safety of persons and property have arisen within said city, caused by \_\_\_\_\_; and \_\_\_\_\_;  
*(fire, flood, storm, epidemic, riot, earthquake, drought, energy shortage, or other causes)*

That the City Council of the City of Culver City is not in session (and cannot immediately be called into session);

NOW, THEREFORE, IT IS HEREBY PROCLAIMED that a local emergency now exists throughout the City of Culver City; and

IT IS FURTHER PROCLAIMED AND ORDERED that during the existence of said local emergency the powers, functions, and duties of the emergency organization of this city shall be those prescribed by state law, by ordinances, and resolutions of this city, and by the City of Culver City Emergency Operations Plan, as approved by the City Council on \_\_\_\_\_, 20\_\_\_\_.

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
Director of Emergency Services  
City of Culver City

\* Section 8630 of the Government Code provides: "...Whenever a local emergency is proclaimed by an official designated by ordinance, the local emergency shall not remain in effect for a period in excess of seven days unless it has been ratified by the governing body ..."

**RESOLUTION CONFIRMING EXISTENCE OF A LOCAL EMERGENCY\***

WHEREAS, Chapter 3.09 of the City of Culver City’s Municipal Code empowers the Director of Emergency Services to proclaim the existence or threatened existence of a local emergency when said city is affected or likely to be affected by a public calamity and the City Council is not in session, subject to ratification by the City Council within seven days; and

WHEREAS, conditions of extreme peril to the safety of persons and property have arisen within this city, caused by \_\_\_\_\_  
*(fire, flood, storm, epidemic, riot, earthquake, drought, energy shortage, or other causes)*  
commencing on or about \_\_\_\_\_.m. on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at which time the City Council of the City of Culver City was not in session; and

WHEREAS, said City Council does hereby find that the aforesaid conditions of extreme peril did warrant and necessitate the proclamation of the existence of a local emergency; and

WHEREAS, the Director of Emergency Services of the City of Culver City did proclaim the existence of a local emergency within said city on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_;

NOW, THEREFORE, IT IS HEREBY PROCLAIMED AND ORDERED that said local emergency shall be deemed to continue to exist until its termination is proclaimed by the City Council of the City of Culver City, State of California.\*\*

Dated: \_\_\_\_\_

CITY COUNCIL  
City of Culver City

ATTEST: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\* This form may be used by the City Council to ratify the proclamation of existence of a local emergency, issued by the Director of Emergency Services.

\*\* Section 8630 of the Government Code provides: "...The governing body shall review, at least every 21 days until such local emergency is terminated, the need for continuing the local emergency and shall proclaim the termination of such local emergency at the earliest possible date that conditions warrant."

**RESOLUTION REQUESTING GOVERNOR TO  
PROCLAIM A STATE OF EMERGENCY**

WHEREAS, on \_\_\_\_\_, 20\_\_\_\_, the City Council of the City of Culver City found that due to \_\_\_\_\_;  
*(fire, flood, storm, epidemic, riot, earthquake, drought, energy shortage, or other causes)*  
a condition of extreme peril to life and property did exist within said city; and

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

WHEREAS, it has now been found that local resources are unable to cope with the effects of said emergency;

NOW, THEREFORE, IT IS HEREBY PROCLAIMED AND ORDERED that a copy of this resolution be forwarded to the Governor of California with the request that he proclaim the City of Culver City to be in a state of emergency; and

IT IS FURTHER ORDERED that a copy of this resolution be forwarded to the Secretary of the California Office of Emergency Services; and

IT IS FURTHER RESOLVED that \_\_\_\_\_, (Title)\_\_\_\_\_,  
is thereby designated as the authorized representative for public assistance and \_\_\_\_\_, (Title)\_\_\_\_\_, is hereby designated as the authorized representative for individual assistance for Culver City for the purpose of receipt, processing, and coordination of all inquiries and requirements necessary to obtain available state and federal assistance.

Dated : \_\_\_\_\_

CITY COUNCIL

ATTEST: \_\_\_\_\_

City of Culver City

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**RESOLUTION PROCLAIMING EXISTENCE OF A LOCAL EMERGENCY  
AND REQUESTING GOVERNOR TO (1) PROCLAIM A STATE OF  
EMERGENCY; AND (2) REQUEST A PRESIDENTIAL DECLARATION**

WHEREAS, Chapter 3.09 of the City of Culver City's Municipal Code empowers the Director of Emergency Services to proclaim the existence or threatened existence of a local emergency when said city is affected or likely to be affected by a public calamity; and

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

WHEREAS, said City Council does hereby find:

That conditions of extreme peril to the safety of persons and property have arisen within said city, caused by \_\_\_\_\_; and  
*(fire, flood, storm, epidemic, riot, earthquake, drought, energy shortage, or other causes)*

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

NOW, THEREFORE, IT IS HEREBY PROCLAIMED that a local emergency now exists throughout said city; and

IT IS FURTHER PROCLAIMED AND ORDERED that during the existence of said local emergency the powers, functions, and duties of the Director of Emergency Services\* and the emergency organization of the city shall be those prescribed by state law, by ordinances, and resolutions of this city approved by the City Council on \_\_\_\_\_.

WHEREAS, it has now been found that local resources are unable to cope with the effects of said emergency;

NOW, THEREFORE, IT IS HEREBY PROCLAIMED AND ORDERED that a copy of this resolution be forwarded to the Governor of California with the request that he proclaim the City of Culver City to be in a state of emergency; and further that the Governor request a Presidential Declaration.

IT IS FURTHER ORDERED that a copy of this resolution be forwarded to the Secretary of the California Office of Emergency Services.

IT IS FURTHER RESOLVED that \_\_\_\_\_, (Title) \_\_\_\_\_,  
is designated as the local Hazard Mitigation Coordinator of the City of Culver City for the purpose of assessing damage within said city and consulting with Federal/State survey teams about hazard mitigation actions; and

IT IS FURTHER RESOLVED that \_\_\_\_\_, (Title) \_\_\_\_\_,  
is hereby designated as the authorized representative for public assistance and  
\_\_\_\_\_, (Title) \_\_\_\_\_ is hereby designated as the authorized  
representative for individual assistance of the City of Culver City for the purpose of receipt, processing,  
and coordination of all inquiries and requirements necessary to obtain available state and federal  
assistance.

Dated: \_\_\_\_\_

CITY COUNCIL

ATTEST: \_\_\_\_\_

City of Culver City

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**LOCAL RESOLUTION REQUESTING STATE DIRECTOR, OFFICE OF  
EMERGENCY SERVICES' CONCURRENCE IN LOCAL EMERGENCIES**

WHEREAS, on \_\_\_\_\_, 20\_\_\_\_, the City Council of the City of Culver City found that due to \_\_\_\_\_;  
*(fire, flood, storm, epidemic, riot, earthquake, drought, energy shortage, or other causes)* a condition of extreme peril to life and property did exist within said city; and

WHEREAS, in accordance with state law the City Council now proclaims an emergency does exist throughout said City;

NOW, THEREFORE, IT IS HEREBY PROCLAIMED AND ORDERED that a copy of this resolution be forwarded to the Secretary of the California Office of Emergency Services with a request that he find it acceptable in accordance with provisions of the California Disaster Assistance Act; and

IT IS FURTHER RESOLVED that \_\_\_\_\_, (Title) \_\_\_\_\_, is hereby designated as the authorized representative of the City of Culver City for the purpose of receipt, processing, and coordination of all inquiries and requirements necessary to obtain available state assistance.

Dated: \_\_\_\_\_

CITY COUNCIL

ATTEST: \_\_\_\_\_

City of Culver City

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\* \_\_\_\_\_  
Proclamation of local emergency must be made within 10 days of the disaster occurrence in order to qualify for assistance under the California Disaster Assistance Act.

**Note:** Attach list of damaged Public Facilities showing location and estimated cost of repairs.

**RESOLUTION PROCLAIMING TERMINATION OF LOCAL EMERGENCY**

WHEREAS, a local emergency existed in the City of Culver City in accordance with the resolution thereof by the City Council on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, or

Director of Emergency Services on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, and its ratification by the City Council on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, as a result of conditions of extreme peril to the safety of persons and property caused by

\_\_\_\_\_; and  
*(fire, flood, storm, epidemic, riot, earthquake, drought, energy shortage, or other causes)*

WHEREAS, the situation resulting from said conditions of extreme peril is now deemed to be within the control of the normal protective services, personnel, equipment, and facilities of and within said City of \_\_\_\_\_;

NOW, THEREFORE, the City Council of the City of Culver City, State of California, does hereby proclaim the termination of said local emergency.

Dated: \_\_\_\_\_

CITY COUNCIL  
City of Culver City

ATTEST: \_\_\_\_\_

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