

City of Hermosa Beach

# Emergency Operations Plan



Updated  
4/1/2016



### **PROMULGATION**

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The City of Hermosa Beach has updated its Emergency Operations Plan (EOP) to ensure the most effective and economical allocation of resources for the maximum benefit and protection of life, property, and the environment during an emergency. This plan supersedes any previous plan(s) promulgated for this purpose.

The objective of the EOP is to coordinate all the facilities and personnel of the City into an efficient organization capable of responding to any emergency. As such, this plan provides a framework for the City of Hermosa Beach to use in performing emergency functions before, during, and after an emergency event, natural disaster or technological incident—regardless of cause, size or complexity. While no plan can prevent death and destruction, good plans carried out by knowledgeable and well trained personnel will minimize losses. Therefore, this plan describes the emergency organization, assigns tasks, and specifies policies, procedures, and the coordination of planning efforts of staff utilizing the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS). In accordance with SEMS and NIMS, this EOP is an extension of the State of California Emergency Plan and the Los Angeles County Operational Area EOP. It has been reviewed by staff and will be tested (through training and exercise), revised and updated as necessary. As per the City's Emergency Services Ordinance (Municipal Code, Chapter 2.56, Emergency Services), the City Manager is ultimately responsible for the development and maintenance of the EOP.

This plan is intended to be in accordance with all existing Federal, State and local statutes. All Federal, State, and local laws supersede the policies and procedures listed in this plan. All recipients are requested to advise the City of Hermosa Beach regarding recommendations for improvement.

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

This document is hereby approved and promulgated as the City of Hermosa Beach Emergency Operations Plan.



## DEPARTMENT CONCURRENCES

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### SIGNED CONCURRENCE BY DEPARTMENTS AND AGENCIES WITH PRIMARY RESPONSIBILITIES IDENTIFIED IN THE EMERGENCY OPERATIONS PLAN

The **City Manager's Office** concurs with the City of Hermosa Beach's Emergency Operations Plan. As needed, revisions will be submitted to the City's Disaster Council.

Department/Agency City Manager's Office

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Title \_\_\_\_\_

The **Fire Department** concurs with the City of Hermosa Beach's Emergency Operations Plan. As needed, revisions will be submitted to the City's Disaster Council.

Department/Agency Fire Department

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Title \_\_\_\_\_

The **Police Department** concurs with the City of Hermosa Beach's Emergency Operations Plan. As needed, revisions will be submitted to the City's Disaster Council.

Department/Agency **Police Department**

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Title \_\_\_\_\_



The **Community Development Department** concurs with the City of Hermosa Beach's Emergency Operations Plan. As needed, revisions will be submitted to the City's Disaster Council.

Department/Agency Community Development Department

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Title \_\_\_\_\_

The **Public Works Department** concurs with the City of Hermosa Beach's Emergency Operations Plan. As needed, revisions will be submitted to the City's Disaster Council.

Department/Agency Public Works Department

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Title \_\_\_\_\_

The **Finance Department** concurs with the City of Hermosa Beach's Emergency Operations Plan. As needed, revisions will be submitted to the City's Disaster Council.

Department/Agency Finance Department

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Title \_\_\_\_\_



The **Community Resources Department** concurs with the City of Hermosa Beach's Emergency Operations Plan. As needed, revisions will be submitted to the City's Disaster Council.

Department/Agency Community Resources Department

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Title \_\_\_\_\_

The **City Clerk's Office** concurs with the City of Hermosa Beach's Emergency Operations Plan. As needed, revisions will be submitted to the City's Disaster Council.

Department/Agency City Clerk's Office

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Title \_\_\_\_\_

The **Human Resources/Risk Management Department** concurs with the City of Hermosa Beach's Emergency Operations Plan. As needed, revisions will be submitted to the City's Disaster Council.

Department/Agency Human Resources/Risk Management Department

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Title \_\_\_\_\_



**APPROVAL**

**RESOLUTION NO. 16-7022**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HERMOSA BEACH, CALIFORNIA, TO ADOPT THE UPDATED CITY OF HERMOSA BEACH EMERGENCY OPERATIONS PLAN**

**RECITALS.**

A. Government at all levels has the responsibility to prepare for, plan for and respond to emergencies resulting from hazards which are known to threaten the jurisdiction.

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

C. The City of Hermosa Beach has established an Emergency Operations Plan to provide overall planning and coordination for emergencies.

D. The Emergency Operations Plan provides specific guidelines to City Departments during emergencies while complying with the requirements of the National Incident Management System (NIMS) as established by the Federal Emergency Management Agency (FEMA).

**THE CITY OF HERMOSA BEACH RESOLVES AS FOLLOWS:**

**SECTION 1.** Pursuant to the City of Hermosa Beach Emergency Services Ordinance, Municipal Code Chapter 2.56, the document entitled "City of Hermosa Beach Emergency Operations Plan" is adopted as the City's emergency plan.

**SECTION 2.** This Resolution shall take effect immediately upon its passage and adoption. The City Clerk shall certify to the passage and adoption of this Resolution, shall enter



### IMPLEMENTATION

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The City of Hermosa Beach has a commitment to the safety of its citizens. Their safety and security depend upon the continuation of public services before, during, and after an emergency/disaster.

The City of Hermosa Beach is mandated by federal, state, and local laws to ensure that mitigation efforts are enhanced, preparedness is encouraged, responsiveness is assured, and recovery is achieved efficiently and effectively, before, during, and after man-made or natural disasters (e.g., earthquakes, chemical spills, floods, etc.) which may occur within the City, or have an impact on the City.

One of the primary responsibilities of the City Manager supported by the Disaster Council is to develop an Emergency Operations Plan, update the plan and maintain a record of changes. This plan seeks to address, to the extent possible, emergency response functions of City departments, supporting agencies, public officials, and other public and private organizations during emergencies/disasters.

Based on FEMA's Comprehensive Preparedness Guide 101 Version 2.0, this plan was developed with the cooperation of all City departments, and agencies including the County of Los Angeles Office of Emergency Management - Area G Disaster Management Area Coordinator (DMAC). Many such external organizations play a pivotal and functional role in responding to emergencies/ disasters.

The EOP consists of this Basic Plan and functional and hazard-specific Annexes. The Basic Plan includes:

- The purpose and scope of the plan;
- A description of the City's hazards, or the situation overview, and planning assumptions;
- The general Concept of Operation for emergency activities within the City, to include a description of the City's emergency management organization, assigned roles and responsibilities and continuity of government principles;
- The coordination mechanism, or direction and control mechanisms, utilized in the emergency management process;
- Information collection, analysis and dissemination methods;
- Communications methods;
- Administration, finance, and logistics
- Plan maintenance procedures; and
- Authorities and references.

A series of Attachments are also provided in the EOP. These attachments include:

- Acronyms and Glossary of Terms
- Continuity of Government
- Mutual Aid

The EOP supporting functional and hazard-specific Annexes describe the emergency functions of the responsible departments, agencies and organizations. Additional Annexes may be added in the future as administrative needs and hazards change.



## RECORD OF CHANGES

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| DATE OF REVISION | REVISION DESCRIPTION  | SECTION/COMPONENT  | REVISION COMPLETED BY                                |
|------------------|---|--|--|
| April 2016       | Update EOP to align with Federal, State, Operational Area Plans | Basic Plan   | Emergency Manager and Emergency Planning Consultants |
| April 2016       | Develop Annexes   | Emergency Management Annex<br>EOC Activation Annex<br>Emergency Public Information Annex | Emergency Manager and Emergency Planning Consultants |





## RECORD OF DISTRIBUTION

| Title/Department                              | Agency   |
|---|--|
| Mayor   | City of Hermosa Beach                            |
| City Councilmembers                           | City of Hermosa Beach                            |
| City Manager                                  | City of Hermosa Beach                            |
| City Manager's Office                         | City of Hermosa Beach                            |
| City Clerk                                    | City of Hermosa Beach                            |
| Community Development                         | City of Hermosa Beach                            |
| Finance                                       | City of Hermosa Beach                            |
| Fire  | City of Hermosa Beach                            |
| Human Resources                               | City of Hermosa Beach                            |
| Police  | City of Hermosa Beach                            |
| Public Works                                  | City of Hermosa Beach                            |
| County of Los Angeles                         | Disaster Management Area Coordinator<br>– Area G |
| Hermosa Beach City School District            |  |
| California Office of Emergency Services (OES) |  |

The EOP and its annexes are also available to City of Hermosa Beach employees on the shared City network drive F:\B95\EMERGENCY MANAGEMENT\PLANS in soft copy format. Printed copies are housed in the primary and back-up EOC locations with the EOC materials in the “EOC in a Box”. Printed copies are of particular importance in the event of power loss or other emergency where the network drive is not accessible. Individual departments should print and store any or all parts of the EOP as may be necessary or required for the performance of their plan-related duties.



### **DISCLOSURE EXEMPTIONS**

The information in this document is sensitive in nature and public disclosure of this document would have a reasonable likelihood of threatening public safety and security of the City of Hermosa Beach employees and facilities. Therefore, the information contained herein is exempt from the provisions of the California Public Records Act (California Government Code §§ 6250 - 6276.48). Accordingly, the City of Hermosa Beach is withholding this Plan from full public disclosure. Refer any request for a copy of this document to the City's Emergency Manager.



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### INTRODUCTION

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Saving lives and the protection of life, the environment and property are the primary goals of governmental public safety agencies. Emergency plans provide the basis for response and recovery operations. The success of these plans depends largely, in part, on the collaboration of the agencies and jurisdictions responsible for the development and maintenance of these plans. The formation of an emergency organization, policies, and roles and responsibilities are essential aspects of all effective emergency plans.

Utilizing the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS), successful emergency planning utilizes a comprehensive approach to prepare and plan for all-hazards, disasters and emergencies. Much like other cities in the United States, the City of Hermosa Beach faces challenges unlike any that have been seen before. The City of Hermosa Beach is vulnerable to a host of natural hazards including earthquakes, floods, drought, tsunamis, and windstorms; technological hazards including hazardous materials spills, major transportation accidents, and utility emergencies; and human-caused events including civil unrest, terrorism, and disease pandemics. The threat of major disasters and events, such as the historical 7.9 magnitude earthquake along the San Andreas Fault, coastal and urban flooding as a result of El Niño or other severe storm/climate change consequences, or technological and human-caused disasters necessitates this all-hazards approach.

In recent history, major disasters and events provide 'lessons learned' that demonstrate the value of ongoing preparedness; such as, the 2015 Illapel Earthquake (Chile), Hurricane Patricia in 2015, Boston Marathon Bombing in 2013, the more than 200+ 'soft target' shootings/mass casualty events at churches/houses of worship, schools and colleges and hotels, parades, malls and other public locations since 2012, Superstorm Sandy in 2012, the 2011 Pacific Southwest Blackout Event, the 2003 and 2007 Southern California Firestorms, Hurricanes Katrina, Rita and Wilma in 2005, and the destruction of the World Trade Center on September 11, 2001, and many other events throughout the world on a near daily basis.

Per Municipal Code, Chapter 2.56, Emergency Services, the City's Disaster Council is charged with ensuring the City is prepared for all hazards and emergencies. Accordingly, the Disaster Council is responsible for review, development and recommendation for adoption by the City Council of the City's Emergency Operations Plan (EOP).

The EOP was developed utilizing the guidance provided in FEMA's Comprehensive Preparedness Guide 101 Version 2, and best practices from jurisdictions within California. In accordance with SEMS and NIMS, the City of Hermosa Beach has reviewed the Los Angeles County Operational Area (OA) Emergency Response Plan to ensure that the City's EOP is consistent.

The EOP seeks to recognize that planning and preparedness are ongoing, and building resiliency within the City requires continual effort from the collective community that is "Hermosa Beach".



### EOP PURPOSE

The City of Hermosa Beach Emergency Operations Plan (EOP) describes a comprehensive emergency management system which provides for a planned response to disaster situations associated with natural disasters, technological incidents, terrorism and nuclear-related incidents. It delineates operational concepts relating to various emergency situations, identifies components of the Emergency Management Organization, and describes the overall responsibilities for protecting life and property and assuring the overall well-being of the population.

The Plan also details the coordination of response services and support within the City and the City's relationships, obligations and dependencies with other response organizations and governmental entities, to include mutual aid and specific statutory authorities, as well as state and federal agencies and the private sector. It provides detail regarding reporting requirements, as well as an overview of the City's concept of operation for all hazards disaster management and coordination. ***This plan is designed to be flexible enough so that the City's capabilities can adapt to a changing response environment and to the needs of supporting organizations.***

The plan is supported by annexes, which are categorized as:

- Mission-specific or ***Functional Annexes*** (including Emergency Operations Center Activation, Emergency Management, Emergency Public Information); and
- ***Hazard-specific Annexes*** are currently under development (including Earthquake, Tsunami).

Collectively, these annexes describe the operational actions, roles, and responsibilities of departments, agencies, and supporting organizations for a particular function, response or site.

In addition, there are stand-alone emergency plans and assessments that exist or may be developed in the future as components or references for a Comprehensive Emergency Management Program. These plans are or will be, by reference, a part of this plan. Brief descriptions of each plan are included below:

1. ***City of Hermosa Beach Hazard Mitigation Plan (HMP)***. The Hazard Mitigation Plan documents all of the ongoing and future actions that contribute to minimizing or eliminating threats associated with natural hazards. The Plan is federally mandated and ensures the City's eligibility for public assistance funds following a major regional disaster. An important component in the Mitigation Plan is a thorough analysis of the natural hazards and their impacts on City-owned facilities and the City at large. The City's first HMP was adopted by City Council in 2007 and is slated for update during 2016.
2. ***City of Hermosa Beach Continuity of Operations Plan (COOP)***. The COOP is designed to ensure the continuity of government and performance of essential functions during and after an emergency, disaster or other disruption to normal City of Hermosa Beach business operations. The COOP serves as a tool to help the City effectively resume its critical and essential functions within 12 hours of an emergency (with or without advance warning), and to sustain continuous operations for the entire cycle of the incident up to 30 days. Like the EOP, the COOP takes an all-hazards approach. In cooperation with DMAC Area G, the City will begin work on a COOP in the near future.



- 3. City of Hermosa Beach General Plan Safety Element.** The aim of the Safety Element is to reduce the potential risk of death, injuries, property damage, and economic and social dislocation resulting from fires, floods, earthquakes, landslides, and other hazards. Other locally relevant safety issues, such as airport land use, emergency response, hazardous materials spills, and crime reduction, may also be included. Some local jurisdictions have even chosen to incorporate their hazardous waste management plans into their safety elements.

### SCOPE

The City of Hermosa Beach's EOP applies to any extraordinary emergency associated with any hazard, natural or human-caused, which may affect the City and result in a planned, coordinated response by multiple departments and/or supporting agencies. The EOP establishes an emergency organization and defines responsibilities for all departments and individuals (public and private) having roles in emergency preparedness, response, recovery and/or mitigation in the City. The EOP is designed to be compliant with SEMS and NIMS. The "City" consists of the City's geographic boundaries, to include all citizens, governmental entities and departments, businesses and non-profit organizations within the bounds of the City, and/or those individuals and entities operating or transiting the City.

The City contracts key services that have a direct bearing on the City's emergency response organization; specifically, non-emergency hazardous materials compliance (Los Angeles County Fire Department), animal control (long-term care), trash (Athens Services) Urban Search and Rescue (USAR), and lifeguard services (Los Angeles County Fire Department). As such, close planning and coordination with these agencies and organizations is essential to the preparedness and response capabilities of the City.

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

This EOP has been developed to provide guidance for the City of Hermosa Beach based on the following objectives:

- Establish the City's policy and procedures for response to emergencies.
- Describe the City's Emergency Response Organization and establish an integrated system for the effective management of emergencies.
- Describe how people (unaccompanied minors, individuals with disabilities, others with access and functional needs (AFN), individuals with limited English speaking proficiency, and service animals and household pets) and property are protected and addressed.
- Describe the City's dependencies and relationships with outside agencies and jurisdictions, as it relates to emergency response activities in the City.
- Identify lines of authority and relationships.
- Assign tasks and responsibilities.



- Describe the resources available and means to acquire additional resources to support emergency response activities in the City.
- Provide a framework to allow for the smooth transition from the response phase to the recovery phase.
- Describe the functionality of the City's EOC.

### SITUATION AND PLANNING ASSUMPTIONS

#### Situation

The City of Hermosa Beach is located in the southwest portion of Los Angeles County and encompasses an area of 1.43 square miles. It has a population of approximately 20,000, but can easily swell to 70,000 or more on holiday weekends and during the summers. The City is bounded on the north by Manhattan Beach, on the west by the Pacific Ocean, on the east and on the south by Redondo Beach.

Elevations in the City range from a high of 200 feet above sea level to a low of 14 feet above sea level. The terrain of the City is combination of both hills and flat plains. Average rainfall is 12.1 inches per year and the average temperature ranges from 55 to 74 degrees.

The City is served by the San Diego Freeway (Interstate 405). The major arterial highway is Pacific Coast Highway (PCH; Highway 1) which runs north and south through the City. The western terminus of State Highway 91 (Artesia Boulevard) is at Pacific Coast Highway.

The three highest employment industries in Hermosa Beach are food services, administrative and support, and retail trade. No major manufacturing or industrial developments are located within the City's boundaries.

According to the 2000 Census figures, the demographic makeup of the City is as follows:

Caucasian: 89.6%  
Hispanic: 6.7%  
African American: 0.08%  
Asian: 4.4%  
Native American: 0.04%

#### Planning Assumptions

1. The City of Hermosa Beach is responsible for emergency response operations and will commit all available resources to save lives, minimize injury to persons, protect the environment, and minimize damage to property.
2. The City will use SEMS and NIMS principles in its emergency management activities.
3. The Director of Emergency Services (City Manager) serves as the EOC Director during times of activation, coordinating the City's disaster response in conformance with the City's Municipal Code, Chapter 2.56, Emergency Services.
4. The City is a member of, and will participate, in the Los Angeles County Operational Area.
5. City resources will be made available to local agencies and citizens to cope with disasters affecting this area.
6. Mitigation activities conducted prior to the occurrence of a disaster result in a potential reduction in loss of life, injuries, and damage.





7. Mutual aid assistance will be requested when emergency requirements exceed the City's ability to meet them; and will be provided as available.
8. The City is dependent upon external and/or contracted services for some of its primary emergency response-related activities; specifically, the City is contracted with the Los Angeles County Fire Department for non-emergency hazardous materials compliance and lifeguard services, and the City also depends upon the Los Angeles County Health and Human Services Department for public health services. The City also contracts its trash/refuse, fleet fuel, tree trimming, ambulance and most of its animal control services.
9. Supporting plans and procedures are updated and maintained by responsible parties.

### HAZARD ASSESSMENT

The City is exposed to a number of hazards, all of which have the potential for disrupting communities, causing damage, and creating casualties. The most significant natural hazards include earthquakes, coastal and urban flooding, drought, tsunami, and windstorms. Also, technological hazards including hazardous materials releases, major transportation accidents, and utility emergencies, and human-caused hazards including terrorism, civil unrest, and disease pandemics can impact the City.

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

- An earthquake could significantly impact either segments of or the total population.
- The City faces the potential for damages resulting from severe weather conditions including Santa Ana windstorms and tropical storms.
- Isolated area in the City may be subject to flooding due to urban flooding (storm drain failure/infrastructure breakdown) or coastal flooding.
- A transportation accident such as a major air crash could impact areas within the City.
- A terrorist event could impact the City.

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

The following hazards are specifically addressed in the Hazard Analysis (for additional information on natural hazards please refer to the Hazard Mitigation Plan):

- Earthquake – Newport Inglewood Fault
- Transportation Accident – Major Air Crash
- Flood – Coastal and Urban
- Severe Weather
- Terrorism

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

- History
- Probability
- Maximum threat to community





- Warning time
- Vulnerability of people
- Vulnerability of property
- Vulnerability of government services

**Hazard Analysis Matrix**

|                       | <b>Earthquake</b><br><i>Newport Inglewood Fault</i> | <b>Transportation</b><br><b>Accident</b><br><i>Major Air Crash</i> | <b>Flooding</b><br><i>Coastal</i> | <b>Flooding</b><br><i>Urban</i> | <b>Severe</b><br><b>Weather</b> | <b>Terrorism</b> |
|-----------------------|---|--|-----------------------------------|---------------------------------|---------------------------------|------------------|
| <b>History</b>        |   |  |                                   |                                 |                                 |                  |
|                       | <b>10</b>   | <b>1</b>   | <b>10</b>                         | <b>10</b>                       | <b>10</b>                       | <b>1</b>         |
| <b>Probability</b>    |   |  |                                   |                                 |                                 |                  |
|                       | <b>10</b>   | <b>5</b>   | <b>10</b>                         | <b>10</b>                       | <b>10</b>                       | <b>1</b>         |
| <b>Maximum Threat</b> |   |  |                                   |                                 |                                 |                  |
|                       | <b>20</b>   | <b>1</b>   | <b>1</b>                          | <b>1</b>                        | <b>20</b>                       | <b>20</b>        |
| <b>Vulnerability</b>  |   |  |                                   |                                 |                                 |                  |
| <i>People</i>         | <b>20</b>   | <b>20</b>  | <b>1</b>                          | <b>1</b>                        | <b>1</b>                        | <b>20</b>        |
| <i>Property</i>       | <b>10</b>   | <b>5</b>   | <b>1</b>                          | <b>1</b>                        | <b>5</b>                        | <b>5</b>         |
| <i>Services</i>       | <b>10</b>   | <b>5</b>   | <b>5</b>                          | <b>5</b>                        | <b>5</b>                        | <b>10</b>        |
| <b>Warning Time</b>   |   |  |                                   |                                 |                                 |                  |
|                       | <b>20</b>   | <b>20</b>  | <b>5</b>                          | <b>5</b>                        | <b>5</b>                        | <b>20</b>        |
| <b>Score</b>          |   |  |                                   |                                 |                                 |                  |
|                       | <b>100</b>  | <b>57</b>  | <b>33</b>                         | <b>33</b>                       | <b>56</b>                       | <b>59</b>        |
| <b>Ranking</b>        |   |  |                                   |                                 |                                 |                  |
|                       | <b>1</b>  | <b>3</b>   | <b>5</b>                          | <b>5</b>                        | <b>4</b>                        | <b>2</b>         |



### **Hazard Analysis Matrix Key**

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

#### History

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

#### Probability – Chances Per Year of a Disaster

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

#### Maximum Threat – Area of Community Impacted

- Minimal (1 point)* – <10%
- Low (5 points)* – 10% to 25%
- Moderate (10 points)* – 25% to 50%
- High (20 points)* – > 50%

#### Vulnerability – People

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

#### Vulnerability – Property

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

#### Vulnerability – Services

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

#### Warning Time

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

Refer to the City's Hazard Mitigation Plan and General Plan Safety Element for specific information regarding the hazards.



In light of the City's susceptibility and vulnerability to natural and other hazards, continuing emphasis will be placed on emergency planning, training of full-, part-time and reserve personnel, public awareness and education, and assuring the adequacy and availability of sufficient resources to cope with such emergencies. The City is engaged in ongoing public education programs, to include programs administered under the Los Angeles County Office of Emergency Management Disaster Management Area Coordinator (DMAC), of which the City is a member of "Area G". The programs focus on the need of individuals to be knowledgeable about the nature of disasters and proper responses to those disasters. They also encourage citizens to make the necessary preparations for disasters and emergencies.

### **HAZARD MITIGATION**

The City of Hermosa Beach will place emphasis on mitigation measures to reduce losses from disasters, including the development and enforcement of appropriate land use, design and construction regulations.

The purpose of the HMP is to enhance public awareness and understanding, create a decision tool for management, promote compliance with State and Federal program requirements, document and enhance City policies for hazard mitigation capability, and provide inter-jurisdictional coordination of mitigation-related programming. The Mitigation Plan is slated for an update during 2016.

### **WHOLE COMMUNITY STRATEGY AND INCLUSION**

The whole community concept is a process by which residents, emergency management representatives, organizational and community leaders, and government officials can understand and assess the needs of their respective communities and determine the best ways to organize and strengthen their resources, capacities, and interests. Engaging in whole community emergency management planning builds a more effective path to societal security and resilience. This plan supports the following whole community principles:

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

In keeping with the whole community approach, this plan was developed with the guidance of representatives from City departments, County departments/agencies, law enforcement, fire services, emergency management, the access and functional needs communities, business and industry, and various other stakeholders. The effectiveness of the emergency response is largely predicated on the preparedness and resiliency of the collective community.

Community resiliency consists of three key factors:

1. The ability of first responder agencies (e.g. fire, law, EMS, public works) to divert from their day-to-day operations to the emergency effectively and efficiently.
2. The strength and inclusivity of the emergency management system and organizations within the City, to include the Emergency Operations Center (EOC), and emergency public information systems and tools (e.g., mass notification and communication systems, etc.).
3. The civil preparedness of the City's citizens, businesses and community organizations.



Focusing on enhancing all three of these components constantly focuses the City on improving overall resiliency.

A cornerstone of the City's whole community activities is the existence of two organizations dedicated to community outreach and education: Emergency Preparedness Advisory Commission and CERT (Community Emergency Response Team). The City also organizes town hall meetings and brings guest speakers to educate the public on potential disaster impacts.

During the course of this plan's development, a "Whole Community" meeting was conducted to specifically solicit information and input for the Emergency Operations Plan. Invitees included members of the City's Emergency Preparedness Advisory Commission (EPAC), representatives from schools/districts, Fire/EMS, Law Enforcement, DAFN experts and advocates, non-governmental and community-based organizations (NGO/CBOs), local businesses and enterprises, religious leaders, Kiwanis, Rotary Club, Beach Cities Health District, School District Superintendent, American Red Cross, Hermosa Beach Chamber of Commerce, CERT, Neighborhood Watch, and Hermosa Beach Amateur Radio Association.

The mission of the Emergency Preparedness Advisory Commission is to educate and prepare the public to survive, endure and recover from a natural or manmade disaster. Among other goals and objectives, they are working on a robust preparedness campaign intended to reach out to residents, businesses, schools and visitors. More information about the EPAC is available on the City's website.

The Emergency Preparedness Advisory Commission meets on a monthly basis with a total of seven members selected by the City Council. The group is a perfect medium for presenting and discussing community matters pertaining to disaster management and engagement. Input from these meetings will continue to be documented, and where appropriate, incorporated into emergency policies and planning documents, inclusive of this EOP and its annexes (both complete and planned). Through participation in this group, opportunities for organizations to develop/update their own plans, and participate in trainings and exercises will be provided.

The City will also continue to dedicate a prominent and easily-referenced section of its Fire Department portion of the City's website to the provision of emergency management-related information to the public. To be included will be references to this EOP, Hermosa Beach-specific hazard and threat information, and resources, information and links to tools and resources to support individual and collective readiness and resiliency. A special effort will be made to provide citizens with access to the State of California's "My Hazards" website, GIS-based online software that provides site-specific hazard information including proximity to earthquake faults, floodplains, landslide areas, and tsunami inundation areas.



The City of Hermosa Beach recognizes and understands that the collective community that is "Hermosa Beach" is only as strong as its most vulnerable members and seeks to ensure that all



persons regardless of socioeconomic status, physical or cognitive ability, language, age, race, ethnicity, sexual orientation, gender, or residence have equal access to emergency systems and resources in the event of a disaster.

Given, however, the diverse needs of the City it is also understood that “government” alone cannot accomplish this. Therefore, the City calls upon all its members (citizens and businesses/organizations) to engage, participate, and take ownership of the collective preparedness and resiliency effort in and for the City.

### **PUBLIC AWARENESS AND EDUCATION**

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

Pre-disaster awareness and education programs must be viewed as equal in importance to all other preparation for emergencies and receive an adequate level of planning.

The City of Hermosa Beach places a high priority on public disaster education. The City’s volunteer-based Emergency Preparedness Advisory Commission is an advocate for disaster training of residents, such as Community Emergency Response Team (CERT), cardiopulmonary resuscitation (CPR) the automatic external defibrillator (AED) Program which includes training and amateur radio classes.

The City of Hermosa Beach also has several emergency volunteer programs in which the citizens of the City may participate. A few examples are:

- Community Emergency Response Team (CERT) – CERT volunteers must attend the 21-hour course to participate on CERT. Graduates are trained to help themselves, their families and their neighborhoods during a disaster and are also trained to work effectively with emergency responders. Hermosa Beach CERT (HBCERT) meets on a monthly basis for training and conducts an annual exercise. Also, the group coordinates and supports an annual training with the Emergency Manager.
- Emergency Preparedness Advisory Commission (EPAC) – This volunteer commission meets regularly with the Emergency Manager, Fire Chief, Police representative, and Area G Office of Disaster Management in formal public meetings that are broadcast to the community via television local channel 8 and the internet.
- Hermosa Beach Amateur Radio Association (HBARA) – In an emergency, ham radio operators who belong to HBARA provide emergency communication for the City. HBARA members help maintain the City’s EOC, meet monthly and participate in the annual National Field Day for HAM radio operators in North America.
- Hermosa Beach Neighborhood Watch (HBNW) – Neighborhood Watch has a direct link with disaster preparedness through its Block Captain network. Block Captains are trained to evaluate the well-being of their neighbors in the event of a major emergency through the Map Your Neighborhoods program. They can also communicate needs to emergency personnel or directly to the EOC through an HBNW liaison.
- Map Your Neighborhood (MYN) is FEMA-endorsed and has been successfully implemented in 22 states. MYN is a program designed to help neighborhoods prepare for disaster.



Neighbors learn to work together as a team to evaluate their neighborhood following a disaster to increase neighbors' capacity to survive and be self-sufficient for the first 72 hours after a disaster. This is particularly important when local police, fire, paramedic, and other professional responder services are overwhelmed. Studies have shown that 90% of all survivors of disasters are rescued by other survivors.

- Volunteers in Police Service (VIPS) – The VIPS program is managed through the City's Police Department and is very active in community outreach. VIPS member tasks include: checking on homes of those out of town or those requesting check-in (see "not alone program" on PD's website) and they provide a "police presence" at events.

## CONCEPT OF OPERATIONS

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It is the responsibility of government to undertake an ongoing comprehensive approach to emergency management in order to mitigate the effects of hazardous events. The ultimate goals of emergency management (inclusive of prevention, mitigation, preparedness, response and recovery) are to:

- 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.

Local government has the primary responsibility for emergency management activities within its jurisdiction. When an emergency exceeds the local government's capability to respond, assistance is requested from other local jurisdictions, and State and Federal governments. In any case, incident command and response operations remain with the local jurisdiction.

All jurisdictions within California operate under the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS). ***In the State of California, the use of SEMS is mandatory to be eligible for reimbursement of response-related personnel costs.*** The basic frameworks for SEMS and NIMS incorporate the use of the Incident Command System (ICS) and the Multi-Agency Coordination System (MACS). This EOP is based on SEMS and NIMS. It is understood that in an emergency scenario, the day-to-day activities, which do not contribute directly to the emergency operation, may need to be suspended for the duration of the emergency.

## OPERATING UNDER SEMS/NIMS: WHAT IT MEANS FOR HERMOSA BEACH

Fully activated, SEMS consists of the emergency management systems of all local jurisdictions (including special districts), Operational Areas (county-wide), California Mutual Aid Regions (two or more counties) and State Government. **Exhibit 1** identifies the five organizational SEMS levels, which are activated as necessary: field response, local government, operational area, region, and State.

As a local jurisdiction, the City of Hermosa Beach is responsible for directing and/or coordinating emergency operations within the City, with the other levels being responsible for coordinating with, and/or providing support to the City, and other local jurisdictions.

- **What "Field" and "Local" mean to Hermosa Beach:** Under SEMS/NIMS, the City is responsible for two (2) of the five (5) levels—namely, the "field response" and "local





government”. At the field response level, all department and agencies will use the Incident Command System (ICS) to standardize the emergency response and report emergency related information to the emergency management organization in the City’s Emergency Operations Center (the EOC is what SEMS refers to as “local government”). The EOC manages the overall city response to major disasters and coordinates inter-departmental activity, implements city policy, determines the mission and priorities, and provides direction and the authority to act. EOC personnel engage in long range planning and coordination with outside agencies. The EOC also is the source of information coordination for dissemination to the public, and provides support for cost recovery efforts for the city, by tracking and reporting the personnel, supplies and equipment used by the city departments.

***The City of Hermosa Beach Emergency Management Organization is described in more detail in Organization and Assignment of Responsibilities.***

- What the **“Operational Area”** means to the **City of Hermosa Beach**: The City’s EOC reports to the Los Angeles County Operational Area EOC, which is managed by the Los Angeles County Office of Emergency Management. In the event that needed resources exceed the capabilities of the City EOC, requests will be sent to the OA EOC.
- What **“Region”** means to the **City of Hermosa Beach**: The OA EOC reports to the Southern Regional Emergency Operations Center (REOC), which has additional resources in the event that OA EOC resources are exceeded. The OA (and by extension, the City of Hermosa Beach) is in Region I, which includes Los Angeles, Orange, Ventura, Santa Barbara, and San Luis Obispo Counties. Region VI is also a part of the Southern Region and includes Riverside, Imperial and San Diego counties.
- What **“State”** and **“Federal”** mean to the **City of Hermosa Beach**: From the REOC, additional assistance can be requested from the State, who can then request Federal assistance if necessary.

EXHIBIT 1: SEMS ORGANIZATIONAL LEVELS

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



## EMERGENCY RESPONSE LEVELS

Based on SEMS, the State of California and the Los Angeles Operational Area Emergency Response Plan (OA ERP) identify three levels of emergencies used to categorize the response to an emergency. This categorization is also utilized by the City of Hermosa Beach. These levels are common to all annexes in this plan. It is noted that the Federal government uses levels that are in REVERSE of this local/state system. These are noted below in ***Exhibit 2: Emergency Response Levels.***

### EXHIBIT 2: EMERGENCY RESPONSE LEVELS

| HERMOSA BEACH   LOS ANGELES OA   STATE OF CALIFORNIA |  |
|--|--|
| <b>LEVEL 1</b>                                       | A minor to moderate incident wherein local resources are adequate and available. A <b>LOCAL EMERGENCY</b> may or may not be proclaimed.  |
| <b>LEVEL 2</b>                                       | A moderate to severe emergency wherein local resources are not adequate and mutual aid may be required on a regional or even statewide basis. A <b>LOCAL EMERGENCY</b> may or may not be proclaimed and a <b>STATE OF EMERGENCY</b> might be proclaimed.   |
| <b>LEVEL 3</b>                                       | A major disaster wherein resources in or near the impacted area are overwhelmed and extensive state and/or federal resources are required. A <b>LOCAL EMERGENCY</b> and a <b>STATE OF EMERGENCY</b> will be proclaimed and a <b>PRESIDENTIAL DECLARATION OF EMERGENCY</b> or <b>MAJOR DISASTER</b> may be requested. |

Details regarding the City of Hermosa Beach's proclamation process can be found in the ***Emergency Management Annex.***





## ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

The City of Hermosa Beach has the overall responsibility to provide an effective emergency response in the City. The City uses SEMS and NIMS for incident management. These emergency management systems provide not only for the on-scene management of an incident, but also for the coordination of response activities between the City and other jurisdictions (such as neighboring cities, the OA EOC, supporting agencies, etc.).

The City of Hermosa Beach's emergency management structure and organization cover all emergency management phases, specifically – mitigation, preparedness, response and recovery.

***All references within this section are as defined, and/or derived from the description and authority in the City's Municipal Code, Chapter 2.56, Emergency Services.***

### GENERAL

The structure of the emergency organization is based on the following principles:

- Compatibility with the structure of governmental and private organizations
- Use of SEMS/NIMS
- All-hazards approach
- Clear lines of authority and channels of communication
- Simplified functional structure
- Incorporation into the emergency organization of all available personnel resources having disaster capabilities
- Formation of special purpose units to perform those activities particular to major emergencies
- Inclusive of mitigation, preparedness, response and recovery

A major emergency can change the working relationships between government and industry and among government agencies. For example:

- Consolidation of several departments under a single chief, even though such departments normally work independently.
- Formation of special purpose units (situation intelligence, emergency information, management to perform functions not normally required). Personnel assigned to such units may be detached from their regular employment when the units are activated.
- Formation of multiple agencies or multiple jurisdiction commands to facilitate the response to an emergency.

### EMERGENCY DEFINED

“**Emergency**’ means the actual or threatened existence of conditions of disaster or of extreme peril to the safety of persons and property within [the City of Hermosa Beach] caused by such conditions as air pollution, fire, flood, tsunami, storm, epidemic, riot, hazardous materials spill or earthquake, or other conditions, including conditions resulting from war or imminent threat of war, but other than conditions resulting from labor controversy, which conditions are or are likely to be beyond the control of the services, personnel, equipment and facilities of the city, requiring the combined forces of other political subdivisions to combat.”

~ Municipal Code §2.56



Changes in the emergency organization as designed may be required for an effective response to specific incidents. Specific operational concepts, including the emergency response actions of City departments and supporting agencies, are reflected in the annexes and supplemental guides to this plan.

### **CITY OF HERMOSA BEACH DISASTER COUNCIL**

The City of Hermosa Beach Disaster Council consists of the following entities:

- City Manager (Director of Emergency Services) - Chair
- Fire or Police (as determined by City Manager) – Vice Chair
- Emergency Manager (Emergency Services Coordinator)
- Department Heads (as determined by City Manager)
- Representatives of civic, business, labor, veteran, professional or other organizations having official emergency responsibilities (as determined by City Manager or Disaster Council)

### **ASSIGNMENT OF RESPONSIBILITIES**

#### **Disaster Council**

The Disaster Council has the following powers and duties:

- Oversee the preparedness of city departments, ensuring unity of purpose. This includes preparation and approval of plans, training for employees for preparedness and disaster-related functions and other preparedness activities.
- Empowered, to review, 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.
- Be advised by the Director of Emergency Services as to the preparation and maintenance of the plan in whole or in part at times of local emergency.
- Comply with the California Emergency Services Act and abide by the California Disaster and Civil Defense Master Mutual Aid Agreement.
- Formulate and maintain plans for use during emergency conditions, including a written plan for activation of the department as part of, and which carried out its role in the City Emergency Response Organization.
- Ensure that department personnel are trained in emergency management operations and that designated personnel participate in regular training and emergency exercises.

The Disaster Council shall meet at least once per fiscal year. See Municipal Code Chapter 2.56 for details and further information.

#### **Director of Emergency Services**

The City Manager is designated as the Director of Emergency Services. The City Manager (or their designated successor or agent) will direct the City's emergency management organization. In this role, the Director of Emergency Services provides for the overall management and policy direction of prevention, mitigation, preparedness, response, and recovery operations in the City.

The Director of Emergency Services is empowered to a range of powers and duties to be executed before and during emergencies. Refer to Municipal Code Chapter 2.56 Emergency Services.



## LINES OF SUCCESSION – DIRECTOR OF EMERGENCY SERVICES AND DEPARTMENTAL

### Director of Emergency Services

All levels of government are required to provide for the continuity of government in the event that current officials are unable to carry out their responsibilities. (Municipal Code 2.56.080.A)

Should the Director of Emergency Services be unavailable or unable to serve, the positions listed below, in order, shall act as the Director of Emergency Services, with all the same powers and authorities. Only these alternates will be empowered to exercise the powers and authorities of the Director of Emergency Services. Specifically, only these individuals are authorized to activate the City’s Emergency Operations Plan and act as the Director of Emergency Services. The individual who serves as Acting Director shall have the Director’s authority and powers and will serve until the Director is again able to serve or until the City Council appoints a successor.

| ORDER OF SUCCESSION            | TITLE            | DEPARTMENT            |
|--------------------------------|------------------|-----------------------|
| Director of Emergency Services | City Manager     | City Manager’s Office |
| First Alternate                | Police Chief     | Police                |
| Second Alternate               | Finance Director | Finance               |
| Third Alternate                | Fire Chief       | Fire                  |

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

### Departmental

| DEPARTMENT                       | TITLE   |
|----------------------------------|---|
| City Attorney’s Office           | <ol style="list-style-type: none"> <li>1. City Attorney</li> <li>2. Other attorney from law firm</li> <li>3. Other attorney from law firm</li> </ol>          |
| City Clerk’s Office              | <ol style="list-style-type: none"> <li>1. City Clerk</li> <li>2. Deputy City Clerk</li> <li>3. Clerk Typist</li> </ol>  |
| City Manager’s Office            | <ol style="list-style-type: none"> <li>1. City Manager</li> <li>2. Finance Director</li> <li>3. Police Chief</li> </ol>                                       |
| Community Development Department | <ol style="list-style-type: none"> <li>1. Community Development Director</li> <li>2. Building/Code Enforcement Official</li> <li>3. Senior Planner</li> </ol> |
| Community Resources Department   | <ol style="list-style-type: none"> <li>1. Community Resources Manager</li> <li>2. Recreation Coordinator</li> <li>3. Youth Programs Coordinator</li> </ol>    |
| Finance Department               | <ol style="list-style-type: none"> <li>1. Finance Director</li> <li>2. Accounting Supervisor</li> <li>3. Administrative Assistant</li> </ol>                  |
| Fire Department                  | <ol style="list-style-type: none"> <li>1. Fire Chief</li> <li>2. Fire Captain</li> </ol>  |



|                            |   |
|----------------------------|---|
| Human Resources Department | <ol style="list-style-type: none"> <li>1. Human Resources Manager</li> <li>2. Personnel Assistant</li> <li>3. Secretary</li> </ol>                |
| Police Department          | <ol style="list-style-type: none"> <li>1. Police Chief</li> <li>2. Captain</li> <li>3. Lieutenant</li> </ol>                                      |
| Public Works Department    | <ol style="list-style-type: none"> <li>1. Public Works Director</li> <li>2. Public Works Superintendent</li> <li>3. Associate Engineer</li> </ol> |

### TEMPORARY CITY SEAT

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

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

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

It is incumbent upon all levels of government to designate temporary seats of government in the event the normal location is not available. For example, the normal seat of government for the City is located at City Hall, 1315 Valley Drive Hermosa Beach, CA 90254. In the event this location is not available, additional sites have been identified, in priority order, as the temporary seat of government. These sites shall have the capacity and capability to conduct operations, inclusive of the necessary equipment, communications, planning and response tools necessary to function as the seat of government.

- **First Alternate:** Hermosa 5-0, 710 Pier Avenue
- **Second Alternate:** Hermosa Valley School, Multi-Purpose Room, 1645 Valley Drive

### EMERGENCY OPERATIONS CENTER ORGANIZATIONAL STRUCTURE

In this plan, emergency operations are divided into the emergency functions indicated in **EOC Departmental Staffing Assignments** below. Specific details on functional, organizational and operational concepts, responsibilities for providing support to or accomplishing a given function, and applicable policies and procedures are provided in the annexes.

**EOC Departmental Staffing Assignments** also identifies the agencies and private organizations responsible to the City for the functions listed below.



**EOC Departmental Staffing Assignments**

Primary (P), and Support (S) Departmental Position Assignments

(Note: Section Chiefs may choose to assign more than one “position” to staff under their leadership and “\*” indicates responsibility is contracted outside of City staff)

|   | City Clerk | City Manager | Community Development | Community Resources | Finance | Fire | Human Resources / Risk Management | Police | Public Works |
|---|------------|--------------|-----------------------|---------------------|---------|------|-----------------------------------|--------|--------------|
| <b>Functions</b>  |            |              |                       |                     |         |      |                                   |        |              |
| MANAGEMENT CHIEF (EOC Director)   |            | P            |                       |                     |         |      |                                   | S      |              |
| EOC Coordinator / Safety Officer/ Disability, Access and Functional Needs Officer |            |              |                       |                     |         | P/S  |                                   |        |              |
| Public Information Officer  |            | P/S          |                       |                     |         |      |                                   |        |              |
| Legal Officer *   |            |              |                       |                     |         |      |                                   |        |              |
| Liaison Officer   |            |              |                       |                     |         |      |                                   | P/S    |              |
| OPERATIONS CHIEF  |            |              |                       |                     |         |      |                                   | P      | S            |
| Fire Branch   |            |              |                       |                     |         | P/S  |                                   |        |              |
| Law Branch  |            |              |                       |                     |         |      |                                   | P/S    |              |
| Care and Shelter Branch   |            |              |                       | P/S                 |         |      |                                   |        |              |
| Construction and Engineering Branch   |            |              |                       |                     |         |      |                                   |        | P/S          |
| Damage / Safety Assessment Unit   |            |              | P/S                   |                     |         |      |                                   |        |              |
| Debris Management Unit  |            |              |                       | S                   |         |      |                                   |        | P            |
| Public Works / Utilities Unit   |            |              |                       |                     |         |      |                                   |        | P/S          |



# EMERGENCY OPERATIONS PLAN - *Basic Plan*

| <b>Functions</b>  | <b>City Clerk</b> | <b>City Manager</b> | <b>Community Development</b> | <b>Community Resources</b> | <b>Finance</b> | <b>Fire</b> | <b>Human Resources / Risk Management</b> | <b>Police</b> | <b>Public Works</b> |
|---|-------------------|---------------------|------------------------------|----------------------------|----------------|-------------|--|---------------|---------------------|
| <b>PLANNING and INTELLIGENCE CHIEF</b>                  |                   |                     | P/S                          |                            |                |             |  |               |                     |
| Situation Analysis / Resource Status / Tracking Unit    |                   |                     | P/S                          |                            |                |             |  |               |                     |
| GIS Unit  |                   |                     | S                            |                            |                |             |  | S             | P                   |
| Documentation / Advanced Planning / Demobilization Unit | P                 | S                   |                              |                            |                |             |  |               |                     |
| Social Media  |                   | P                   | S                            |                            |                |             |  |               |                     |
| Technical Specialists *                                 |                   |                     |                              |                            |                |             |  |               |                     |
| <b>LOGISTICS CHIEF</b>                                  |                   |                     |                              |                            |                |             |  |               | P/S                 |
| Communications / Information Systems Unit               |                   | P                   |                              |                            |                |             |  | S             |                     |
| Transportation / Facilities Unit                        |                   |                     |                              | P/S                        |                |             |  |               |                     |
| Personnel / Food Unit                                   |                   |                     |                              |                            | S              |             | P  |               |                     |
| Supply / Procurement Unit                               |                   |                     |                              |                            | P/S            |             |  |               |                     |
| Donations Management / Volunteer Coordination Unit      |                   |                     |                              | P/S                        |                |             |  |               |                     |
| <b>FINANCE and ADMINISTRATION CHIEF</b>                 |                   |                     |                              |                            | P/S            |             |  |               |                     |
| Time Keeping / Cost Recovery Unit                       |                   |                     |                              |                            | P/S            |             |  |               |                     |
| Cost Accounting / Purchasing Unit                       |                   |                     |                              |                            | P/S            |             |  |               |                     |
| Compensation / Claims Unit                              |                   |                     |                              |                            |                |             | P/S                                      |               |                     |



### **DIRECTION, CONTROL, AND COORDINATION**

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

### **LOCAL RESPONSE STRUCTURE**

All incidents will be managed at the lowest possible level. Responders will use ICS to manage response operations. In accordance with SEMS/NIMS, the City will exhaust its resources, enact established mutual aid agreements, and then seek support from the Los Angeles County Operational Area (OA). In the event the needs of the City exceed that of the OA, the OA will then request regional, and if needed State/Federal support.

### **CITY OF HERMOSA BEACH EMERGENCY OPERATIONS CENTER (EOC)**

The decision to activate the EOC will be made by the Director of Emergency Services, when there is a significant incident in the City (e.g. a major incident resulting in discontinuation of City services and or the displacement of City residents or businesses for an extended time); there is an incident that has occurred or is likely to occur that will require a large commitment of resources by two or more city departments over an extended period of time; or where additional resource support and/or coordination of response assets is necessary.

The decision to activate the EOC may also come upon receiving a request from an Incident Commander (in charge of the field Incident Command Post) who determines that additional resources or capabilities are needed for incident response.

See above (Section 5.4. Lines of Succession) for the individuals with authority to activate the EOC.

The EOC will help to form a common operating picture of the incident; assist on-scene command with external coordination and the securing of additional resources; and coordinate/liaise with other jurisdictions and special districts, to include the County OA.

Core functions of the EOC include coordination, communications, resource allocation and tracking, and information collection, analysis, and dissemination. To accomplish this, the EOC will be activated and staffed to the appropriate level necessary for the response.

The EOC is organized into five (5) sections, each responsible for carrying out different aspects of the response, specifically: Management, Operations, Planning and Intelligence, Logistics, and Finance and Administration.

- **Management Section.** Responsible for overall management of the emergency and for providing policy and guidance for the emergency response. The Management Section is responsible for coordinating the overall response/recovery effort (prioritizing, decision-making, coordination, tasking, conflict resolution). This includes ensuring reporting to City





Council. In addition to the EOC Director, EOC Coordinator, Public Information Officer, Legal Advisor, and Liaison Officer(s) are also included in the Management Section.

- **Operations Section.** Responsible for coordinating all incident related tactical operations as directed by the Management Section and in accordance with incident objectives. The Operations Section coordinates priority missions with the Branch Coordinators and ensures resource deployment is consistent with City objectives.
- **Planning and Intelligence Section.** Responsible for preparing the EOC Action Plan, maintaining resource status, and the collecting, analyzing and displaying incident related information in order to provide the overall Common Operating Picture. The Planning Section helps to set the “operational tempo” of the EOC, and conducts all EOC briefings to ensure all staff is aware of the current response effort and objectives.
- **Logistics Section.** Responsible for providing communications services, resource tracking, and procuring the equipment, supplies, personnel, transportation, and facilities needed to support the response.
- **Finance and Administration Section.** Responsible for ensuring all financial records are maintained and all incident-associated costs are tracked, to include personnel time and cost recovery.

### ON-SCENE COMMAND AND MANAGEMENT

An Incident Commander will be responsible for all response activities, including the development of strategies and tactics and the ordering and release of resources. The Incident Commander has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site. When multiple command authorities are involved, the incident may be led by a unified command comprised of officials who have jurisdictional authority or functional responsibility for the incident under an appropriate law, ordinance, or agreement. The unified command provides direct, on-scene control of tactical operations. At the tactical level, on-scene incident command and management organization are located at an Incident Command Post, which is typically comprised of local and mutual aid responders.

### INFORMATION COLLECTION, ANALYSIS, AND DISSEMINATION

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The EOC serves as the hub for information collection, analysis, and dissemination of information relating to the incident or event.

Establishing a common operating picture and maintaining situational awareness are essential to effective incident management. Information gathered by responders on scene, by communications centers and dispatch centers, the media, and the public in general will be analyzed by stakeholders, departments, agencies, and organizations and verified.

Information needing to be disseminated to responders will be disseminated via the on-scene incident command staff and information needing to be disseminated to the public will be disseminated via the City Public Information Officer (PIO) and the PIO group or their designee. The PIO will utilize available media outlets, to include social media, to get necessary information to the public as soon as possible.

Periodic EOC briefings will be held to update agencies, departments, organizations, and other entities of the current status of the incident, event, or disaster. The briefings will take place as





often as necessary, determined by the EOC Director, and guided by the “Planning P” (See ***Emergency Management Annex***). Briefings should occur at least once per shift, with the understanding that the schedule may be, and will be, adjusted to suit the needs of the situation.

The Joint Information Center (JIC) plays a large role in the collection, analysis, and dissemination of information, and provides support to the City. See ***Emergency Public Information and Warning Annex*** for additional information regarding the City’s JIC/emergency public information system.

Information needing to be shared with other levels of government, other agencies and departments outside the city, and the private sector will be shared as necessary to ensure public safety, economic integrity, and effective resources for response and recovery.

### ESSENTIAL ELEMENTS OF INFORMATION

Essential Elements of Information (EEl)s are the critical items of information required by senior leaders within a particular timeframe that, when related to other available information and intelligence, may be used to reach a logical decision. A detailed list of EEl)s that may be common in all emergencies affecting the City can be found in ***Emergency Management Annex***. EOC personnel and City planners can use the EEl)s to enhance mitigation, preparedness, response, and recovery capabilities. Specifically, in the event of an emergency, the EEl)s can help EOC staff to quickly prioritize key tasks and information requests.

### COMMUNICATIONS

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

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

Communication will be coordinated between the City EOC and all responding departments and supporting agencies through various forms of communications devices, channels and methods. If the EOC is activated, all incident related information, updates, resource requests, etc. will be done in accordance with communications policies and procedures outlined in the ***Emergency Management Annex***. Communications with the Los Angeles OA EOC include OARRS in addition to other methods chosen to communicate, and as requested by the OA EOC.

Currently, the City maintains alternate systems for emergency communications. The EOC is equipped with a variety of communications systems in addition to the public dial network (phone and Internet access). The systems, inclusive of amateur radio (e.g., “ham radio”), analog, VOIP, and cellular, provides alternate modes of communications to City departments and support agencies and to a broad range of OA, State and other agencies. In addition to radio- and



cellular-based communications, staff has been issued Government Emergency Telecommunications Service (GETS) cards allowing for priority phone dialing.

The Fire, Police, and Public Works Departments possess the greatest number (volume) and types of communication devices in the City inclusive of phones, cellular devices, computers, radios, etc.

## **ADMINISTRATION, FINANCE, AND LOGISTICS**

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### ADMINISTRATION

All assets (human resources, facility, and equipment resources) of the City will become the purview of the EOC to direct in any way necessary to respond to an emergency.

Incident Command in the field will be instrumental in monitoring and documenting needs and requests to the EOC. Personnel in the EOC will handle and document available resources and requests, as well as keep disaster records in relation to damage, expenses, time, assistance and recovery. Accounting is necessary to keep records dealing with documentation, damages, and costs associated with the incident.

On a day-to-day basis, the following departments provide financial, accounting, procurement and human resource management services:

- **Finance.** The Finance Department is responsible for all cash management functions, accounting functions, purchasing (as per the City's Purchasing Ordinance), and ensuring compliance with the annual adopted budget.
- **Public Works.** The Public Works Department frequently is involved in conducting bids for major capital projects and professional services. This is accomplished in strict compliance with the Purchasing Ordinance. The Purchasing Ordinance requires informal bids for anything over \$1,000 up to \$14,999 and formal bids for over \$15,000. Depending on the nature of work being bid, and the estimated value of the resulting purchase or contract, the Public Works Department may directly seek informal bids in order to secure the product or service. Other products or services of a higher value may require joint participation with the Finance Department and ultimate approval of the City Manager or City Council.
- **Human Resources.** The Human Resources Department is responsible for personnel recruitment and selection activities, labor negotiations, job classification and compensation analysis, employee benefits administration, organizational development and training, Employee Assistance Program (EAP), discipline and grievance handling, and employee recognition.

In an incident, personnel from these departments will fulfill roles within the Finance and Administration and Logistics Sections of the EOC. The Finance Department will provide lead and support services to the Finance and Administration Section.

The Public Works Department will serve as the lead Department for the Logistics Section.

Applicable City of Hermosa Beach Municipal Codes addressing all purchasing procedures can be found in Chapter 3.12. As to disaster related purchasing and bidding protocols, the City of Hermosa Beach will comply with the following Codes of Federal Regulations (CFR) for Documentation, Time, Compensation and Cost Accounting, and Purchasing and emergency



procedures as outlined in the California Emergency Services Act (CESA) Legal Authority for Emergency Expenditures and the California Disaster Assistance Act (CDAA), as noted below:

- 2 CFR Part 200 (§200.333 Record Retention through §200.337 Restrictions on public access to records. (Documentation)
- 2 CFR Part 200 (§200.430 Compensation—personal services through §200.439 Equipment and other capital expenditures. (Time, Compensation and Cost Accounting)
- 2 CFR Part 200 (§200.318 General procurement standards through §200.326 Contract provisions. (Purchasing)
- CESA, Article 16 (§8654.b Authority of Governor during emergency or major disaster)
- CDAA, Article 4 Allocations to Local Agencies and Article 5 – Funds

The City of Hermosa Beach should comply with their own procurement procedures in accordance with applicable state and local laws and regulations, provided they conform to applicable federal laws and standards. If there is a question regarding applicable law(s), ordinance(s), etc., the more stringent policy shall apply.

### FINANCIAL MANAGEMENT

State and local entities do not normally integrate emergency expenditures into their budgeting process. Nevertheless, events occur on a periodic basis requiring substantial and necessary unanticipated obligations and expenditures.

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

Disaster-related expenditures and obligations of state agencies, local jurisdictions and organizations may be reimbursed under a number of federal programs. The federal government may authorize reimbursement of approved costs for work performed in the restoration of certain public facilities after a major disaster declaration by the President of the United States under the statutory authority of certain federal agencies.

The Finance and Administration Section in the EOC is responsible for the following functions, which depending upon the size and scale of the incident, and in accordance with SEMS principles, may be represented by specific Units by the same name(s) within the Section:

- Time Keeping / Cost Recovery Unit
- Cost Accounting / Purchasing Unit
- Compensation / Claims Unit

The Finance and Administration Section documents:

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



- Cost accounting

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

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

In the City of Hermosa Beach, event documentation shall be captured and tracked by various methods which may include activating one or more “Emergency Activity Codes” and/or establishing a “Disaster Fund” in the City’s financial accounting system based upon the size and complexity of the emergency response required. In the City’s financial accounting system, activities are used to track all of the expenses associated with a particular function.

### LOGISTICS

Logistics provides guidance for coordinating resources needed to support planned events, emergency response, and recovery operations. Logistics primarily addresses protocols, processes, and systems for requesting, utilizing, tracking and reporting resources that are outside the standard practices of pre-existing discipline-specific mutual aid agreements (e.g., fire, law enforcement, public works).

For the purposes of this document, and its associated annexes, a “resource” is defined as “personnel, teams, equipment, facilities, and supplies needed to achieve an identified task.”

The Logistics Section is responsible for the coordination and management of citywide resources during an event. Logistics main functions include, but are not limited to:

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

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

Additional details regarding the EOC Logistics Section may be found in the **Emergency Management Annex**.



### PLAN DEVELOPMENT AND MAINTENANCE

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#### PLAN REVISION AND MAINTENANCE CYCLE

The objective of any Emergency Management Organization is efficient and timely response during emergencies. The City EOP is the first step toward that objective. The Disaster Council is responsible for making revisions to the plan that will enhance the conduct of response operations and will prepare, coordinate, publish and distribute any necessary changes to the plan to all entities as shown on the record of distribution list of this Plan. Basic Plan changes will be approved by the City of Hermosa Beach City Council. To ensure the EOP is a relevant, up-to-date tool, and in compliance with State-level regulations, the City of Hermosa Beach EOP will be reviewed and updated every three (3) years.

Changes to improve the plan will be incorporated into the plan based on deficiencies during drills, exercises or actual emergencies and/or best practices/lessons learned from jurisdictions outside the City. Significant changes at the local (City and/or County/OA), state and/or federal levels may precipitate an out of cycle emergency update and/or review.

Annexes to the Plan are designed to be able to readily adapt to changes in policy, doctrine, processes and to the specifics of various hazards, which can occur frequently. As such, they are not tied to the Basic Plan maintenance process or City Council approval. Therefore, the annexes will be updated on an ongoing basis, and at a minimum, in cycle with revisions to the Basic Plan on annual basis.

The EOP Basic Plan, and all Attachments, Appendices and Annexes incorporated into the Basic Plan:

1. Shall be kept as a “Master Copy” on paper and electronically on the City of Hermosa Beach network and on a memory stick in the EOC in a Box.
2. Shall be distributed to all Department Heads and key EOC staff in hard copy. A list of Plan holders will be maintained by the Fire Department – Emergency Manager.
3. Shall have at least five (5) hard and electronic memory stick copies of the Plan (one for the EOC Director and each Section Chief) kept in the EOC in a Box in the EOC supply area at both the primary and alternate EOC sites, identified in the ***Emergency Management Annex***.

#### TRAINING

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

As a member of the Operational Area (OA), all agency and department staff who may participate in emergencies in the OA EOC must receive appropriate SEMS, NIMS, and other specialized training as required by SEMS regulations, NIMS policy, or their job function, respectively. The City of Hermosa Beach has extended these recommendations to include all personnel that may be required to respond to an emergency incident in the City. Individual departments are responsible for coordinating and executing training or sending employees to attend appropriate training programs.



## EMERGENCY OPERATIONS PLAN - *Basic Plan*

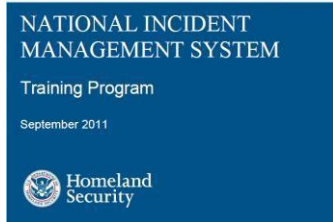
When a new City employee is hired, it is up to Human Resources to notify the employee of any required training, and to contact the Hermosa Beach Police and Fire Department Training Offices or Human Resources (for all other City employees) to coordinate.

Although some of the NIMS trainings below are available online through the FEMA's Emergency Management Institute Independent Study Program, live training deliveries provide a much richer environment for learning and sharing of important information. Following are the City of Hermosa Beach training standards for those with designated emergency roles:

| <b>NIMS/SEMS/ICS Training</b>      | <b>ICS 100: Introduction</b> | <b>ICS 200: Basic</b> | <b>ICS 300: Intermediate</b> | <b>ICS 400: Advanced</b> | <b>ICS 402: Overview for Executives &amp; Senior Officials</b> | <b>IS 700: National Incident Management System --Awareness</b> | <b>IS 701.A: NIMS Multiagency Coordination Systems</b> | <b>IS 702.A: NIMS Public Information Systems</b> | <b>IS 706: NIMS Intrastate Mutual Aid</b> | <b>IS 800: National Response Plan</b> | <b>SEMS G606: Orientation</b> | <b>SEMS G775: Emergency Operations Center</b> | <b>SEMS G191: ICS/EOC Interface Workshop</b> | <b>SEMS: EOC Section-Specific Training</b> |
|------------------------------------|------------------------------|-----------------------|------------------------------|--------------------------|--|--|--|--|---|---------------------------------------|-------------------------------|---|--|--|
| City Council                       |                              |                       |                              |                          | X  | X  |  |  |   |                                       |                               |   |  |  |
| All City Staff                     | X                            |                       |                              |                          |  | X  |  |  |   |                                       |                               |   |  |  |
| Disaster Service Worker Volunteers | X                            |                       |                              |                          |  | X  |  |  |   | X                                     |                               |   |  |  |
| Floor Monitors                     | X                            |                       |                              |                          |  | X  |  |  |   |                                       |                               |   |  |  |
| First Responders                   | X                            | X                     | X                            | X                        |  | X  |  |  |   | X                                     |                               |   |  |  |
| EOC Staff                          | X                            |                       |                              |                          |  | X  | X  |  | X   | X                                     | X                             | X   | X  | X  |
| EOC Command and General Staff      | X                            | X                     | X                            | X                        |  | X  | X  |  | X   | X                                     | X                             | X   | X  | X  |
| Public Information Officers        | X                            | X                     | X                            |                          |  | X  | X  | X  | X   | X                                     | X                             | X   | X  | X  |

According to the U.S. Department of Homeland Security *NIMS Training Program (September 2011)*, in conjunction with participating in exercises and real events, emergency management and response personnel should refresh their mandated NIMS training every three years.





Specialized training courses (e.g., tactical operations, disaster finance, etc.) for first responders are the responsibility of the primary responsible City department (ex. Police) to identify, develop, execute and attend. The Police and Fire Training Offices and Emergency Management (for all other City employees) maintain documentation of all disaster training programs, including evidence of SEMS and NIMS training.

In addition to the above-identified state and federal training requirements, the City of Hermosa Beach requires new employees attend training on their responsibilities relating to serving as a Disaster Service Worker. Each public employee takes an oath upon entrance into public service stating their knowledge and willingness

to serve as a Disaster Service Worker. The expectations and regulations relating to the service will be included in the City's DSW Training.

Another important component of the City's emergency response organization is the development of a Floor Monitor Program which includes Emergency Action Plans (EAPs) for each City-owned facility. In order to ensure a safe environment for City employees and visitors to City facilities, each floor of City Hall, the Police and Fire Departments, the Public Works Yard, the Community Center, Base 3 and all City after-school programs and camps have Emergency Action Plans. The City's Emergency Manager developed the Floor Monitor Program to support these plans. This document includes actions to be taken in staff in the event of an emergency as well as proper evacuation and response procedures for employees assigned as Floor Monitors. Floor Monitors will respond to emergencies until public safety personnel arrives on-scene.

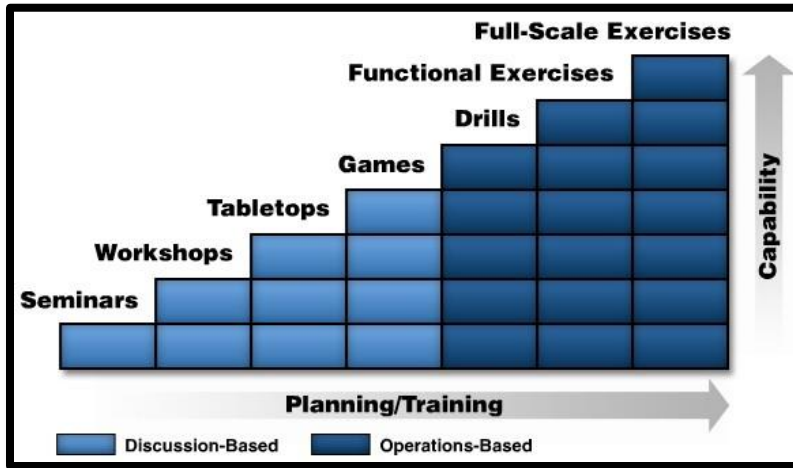
|                                    | Personal Preparedness & Disaster Service Worker | CPR, AED, and First Aid (every 2 years) | Light Search & Rescue | Fire Suppression & Utility Control |
|------------------------------------|---|---|-----------------------|------------------------------------|
| City Staff                         | X   | X                                       |                       |                                    |
| EOC Staff                          | X   | X                                       |                       |                                    |
| Disaster Service Worker Volunteers | X   | X                                       | X                     | X                                  |
| Floor Monitors                     | X   | X                                       | X                     | X                                  |
| Public Information Officers        | X   | X                                       |                       |                                    |

**EXERCISES**

The best method for putting training to the test and for allowing staff to demonstrate and practice their skills in a near real-world situation is through exercises. Exercises allow personnel to become thoroughly familiar with the procedures, facilities and systems which will be used in emergency situations.



## HSEEP EXERCISE CONTINUUM



The Homeland Security Exercise and Evaluation Program (HSEEP) is a capabilities and performance-based exercise program that provides a standardized methodology and terminology for exercise design, development, conduct, evaluation, and improvement planning.

Following HSEEP doctrine and best practices, a regular exercise program should be progressive and exercises can be accomplished in several ways, namely:

- **Tabletop Exercises** provide a convenient and low cost method of introducing officials to problem situations for discussion and problem solving. Such exercises are a good way to see if adequate emergency policies and procedures exist.
- **Functional Exercises** simulate actual emergencies. They typically involve complete emergency management staffs and are designed not only to exercise procedures, but to also test the readiness of personnel, communications, and facilities. Functional Exercises are typically conducted at least once per year in the City of Hermosa Beach.
- **Full-scale Exercises** (also known as Field Exercise) involve the actual movement of people and equipment to respond to a simulated event in the field. EOCs are activated, as well as the field component to provide all players with as realistic an experience as possible. These exercises are the final step in the exercise progression and provide all players with valuable information. These “lessons” can then be applied to existing plans to improve response. Hermosa Beach typically participates in Full-Scale Exercises once every four years.

At a minimum, the City intends to participate in one (1) exercise each year to test plan specifics such as EOC Operations, Whole Community integration and coordination, or some element of the Basic Plan and/or its Annexes.

The City of Hermosa Beach will also seek to offer at least one “whole community” event per year with the theme of “Emergency Preparedness and Resilience”. When possible these events will be in collaboration with other agencies, or emergency response organizations, such as the American Red Cross and the Los Angeles County Office of Emergency Management. This may take the form of an open house, representation/association at other public events that attract a solid number of residents and guests (e.g., booth/table with information, etc.), participation in the *Great California ShakeOut* or other event designed to involve the inclusive community in disaster preparedness. Literature and information on how to access online preparedness





resources will be provided at these events. The City will endeavor to provide these documents English and Spanish.

| <b>City of Hermosa Beach Exercise Standards for EOC</b> | <b>Annual</b> | <b>Once Every Four Years</b> |
|---|---------------|------------------------------|
| EOC Tabletop Exercise                                   | X             |                              |
| EOC Functional Exercise                                 | X             |                              |
| EOC Full-Scale Exercise (with field response)           |               | X                            |



### **AUTHORITIES AND REFERENCES**

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

#### **City of Hermosa Beach**

- Municipal Code Chapter 2.56 – Emergency Services, adopted via Ordinance 76-547 enacted January 11, 1977 by the City Council
- City of Hermosa Beach Local Hazard Mitigation Plan, 2007 (update slated for early 2016)
- City of Hermosa Beach SEMS (ord. 95-1127) and NIMS (Resolution 06-6499)

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

- Los Angeles County Operational Area Emergency Response Plan (June 2012)
- County of Los Angeles Resolution, adopting the California Master Mutual Aid Agreement, adopted November 28, 1950
- Los Angeles County Operational Area Emergency Alert System Plan (1999)
- County of Los Angeles Hazardous Materials Area Plan (1992)
- Los Angeles County Law Enforcement Mutual Aid Compact
- Los Angeles County Fire Service Operational Area Mutual Aid Plan

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

- California Emergency Services Act (Chapter 7 of Division 1 of Title 2 of the State of California Government Code)
- California State Emergency Plan (July 2009) and sub-plans/Annexes
- Governor's Orders and Regulations for a War Emergency, 1971
- Article 9, Emergency Services, Section 8605 of the Government Code, Operational Areas
- Petris (SEMS) SB 1841 Chapter 1069 - Amendments to the Government Code, Article 7, California Emergency Services Act
- California Master Mutual Aid Agreement
- California Fire and Rescue Emergency Plan (December 2014)
- California Emergency Management Mutual Aid Plan (November 2012)
- California Law Enforcement Mutual Aid Plan (2014)
- California Fire and Rescue Operations Plan
- Standardized Emergency Management System Guidelines
- California Disaster Assistance Act (California Government Code, Title 2, Division 1, Chapter 7.5)
- Disaster Assistance Procedure Manual (State Office of Emergency Services)
- California Emergency Resources Management Plan
- Emergency Managers Mutual Aid Plan (dated November 1997)

#### **Federal**

- Developing and Maintaining Emergency Operations Plans Comprehensive Preparedness Guide (CPG) 101 Version 2.0 (November 2010)



- Guidance on Planning for Integration of Functional Needs Support Services in General Population Shelter, November 2010
- A Whole Community Approach to Emergency Management: Principles, Themes and Pathways for Action (December 2011)
- Disability, Access and Functional Needs Emergency Management Planning Guidance (June 2015)
- Americans with Disabilities Act (1990)
- ADA Amendments Act (2008), P.L. 110-325, and those associated with them
- Rehabilitation Act (1973), Sections 501, 503, 504 and 508
- Older Americans Act (1965), Title III
- Emergency Management Assistance Compact (EMAC) (1996)
- Executive Order 13407 - Public Alert and Warning System
- 1995 Presidential Memorandum "Emergency Alert System (EAS) Statement of Requirements"
- Civil Defense Act
- Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, 42 U.S.C. 5121, et seq., as amended
- Homeland Security Presidential Directive 5, Management of Domestic Incidents, February 28, 2003
- Homeland Security Presidential Directive 8, National Preparedness, December 17, 2003
- The Code of Federal Regulations, Title 44, Chapter 1, Federal Emergency Management Agency, October 1, 2007
- Post Katrina Emergency Management Reform Act of 2006
- National Response Framework (As revised)
- National Incident Management System (NIMS)
- Presidential Decision Directive (PDD) 39 (*U.S. Policy on Counterterrorism*) and 62 (*Combating Terrorism*): terrorism investigations delegated to U.S. Dept. of Justice/FBI
- Debris Removal Guidelines for State and Local Officials (FEMA DAP-15)
- A Guide to Federal Aid and Disasters (DAP-19)
- Digest of Federal Disaster Assistance (DAP-21).



### ANNEXES

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While the Basic Plan covers general emergency policy and doctrine, many functions require more specific guidance. Also, various types of emergencies need more detailed guidelines and discussions of policies. The City of Hermosa Beach's EOP annexes fill these needs.

Typically, there are three kinds of annexes: functional, hazard-specific, and site-specific:

- *Functional Annexes* discuss certain functions or operations that cut across most or all emergencies, such as emergency management or public information.
- *Hazard-Specific Annexes* concern the peculiarities of certain types of emergencies, and how the general policies and doctrines in the Basic Plan may need to be modified in those circumstances.
- *Site-Specific Annexes* provide emergency coordination details regarding properties within the bounds of the City that, if impacted, could have major ramifications for the City and where additional coordination with groups external to the City are required (e.g., Beach on Fourth of July).

Due to the sensitivity of the information contained in the Annexes, these are redacted from public view.

#### FUNCTIONAL ANNEXES

- Emergency Management
- EOC Activation
- Emergency Public Information
- City Facilities' Emergency Action Plans (EAPs)
- Special Events (e.g. Fourth of July)

#### HAZARD-SPECIFIC ANNEXES

- Earthquake
- Tsunami



### **ATTACHMENT 1: CONTINUITY OF GOVERNMENT**

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

In the aftermath of a disaster or attack, during the reconstruction period, law and order must be preserved and, as much as possible, government services must be maintained. It is essential that local government continues to function. Applicable portions of the California Government Code and the State Constitution provide authority for the continuity and preservation of State and local government.

#### **RESPONSIBILITIES**

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

#### **Preservation of Local Government**

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

To this end, the Hermosa Beach Municipal Code section 2.56.100 and 2.56.110 (full text in Appendix) provides instruction on how Continuity of Government shall be met. If only one City Council member is available, he/she may designate up to three standby officers for each absent City Council Member. The standby Council Members shall have the same authority and powers as the regular Council Members. Pursuant to Section 8641 of the Government Code, each standby Council Member shall take the oath of office required for the office of City Council Member. Persons appointed as standby Council Members shall serve in their posts at the pleasure of the City Council appointing them and may be removed and replaced at any time with or without cause. Standby Council Members serve only until the regular Council Member becomes available or until a new Council Member is either elected or appointed. In the event a standby office becomes vacant because of removal, death, resignation, or other cause, the City Council shall have the power to appoint another person to fill said office.

Should all Council Members (including all standbys) be unavailable, temporary officers shall be appointed as follows:

- By the chair of the board of the county in which the political subdivision is located, or



- By the chair of the board of any other county within 150 miles (nearest and most populated down to farthest and least populated), or
- By the mayor of any city within 150 miles (nearest and most populated down to farthest and least populated).

### **PRESERVATION OF VITAL RECORDS**

In the City of Hermosa Beach, the following individuals are responsible for the preservation of vital records:

- City Clerk
- Deputy City Clerk

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

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

Vital records of the City of Hermosa Beach are routinely stored at the office of the City Clerk.

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

Each department within the city should identify, maintain and protect its own essential records.

### **REFERENCES**

- Continuity of Government in California (Article IV, Section 21 of the State Constitution).
- Preservation of Local Government (Article 15 of the California Emergency Services Act).
- Temporary Seat of State Government (Section 450, Title 1, Division 3, Chapter 1 of the Government Code).
- Temporary County Seats (Section 23600, Title 3, Division 1, Chapter 4, Article 1 of the Government Code).
- Member of the Legislature (Section 9004, Title 2, Division 2, Part 1, Chapter 1.5, Article 1 of the Government Code).
- Legislative Session after War or Enemy-Caused Disaster (Sections 9035\_9038, Title 2, Division 2, Part 1, Chapter 1.5, Article 2.5 of the Government Code).
- Succession to the Office of Governor (Article V, Section 10 of the State Constitution).
- Succession to the Office of Governor (Sections 12058\_12063, Title 2, Division 3, Part 2, Chapter 1, Articles 5.5 and 6 of the Government Code).



- Succession to Constitutional Offices (Sections 12700\_12704, Title 2, Division 3, Part 2, Chapter 7 of the Government Code).
- Preservation of State Records (Sections 14745\_14750, Title 2, Division 3, Part 5.5, Chapter 5, Articles 2 and 3 of the Government Code).





### **ATTACHMENT 2: MUTUAL AID**

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The foundation of California's emergency planning and response is a statewide mutual aid system, designed to ensure that adequate resources, facilities, and other support services are provided to jurisdictions whenever their own resource capabilities are exceeded or overwhelmed during any incident.

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. The Civil Defense Master Mutual Aid Agreement was developed in 1950 and adopted by California's incorporated cities and by all 58 counties. It created a formal structure, in which each jurisdiction retains control of its own personnel and facilities, but can give and receive help whenever it is needed. State government, on the other hand, is obligated to provide available resources to assist local jurisdictions in emergencies. The Standardized Emergency Management System (SEMS) includes mutual aid as an essential element in responding to disasters and emergencies.

Through this system, each local jurisdiction relies first on its own resources, and then calls for assistance:

- City to city,
- City to county,
- County to county, and
- County to the regional office of the OES, which relays unmet requests to the State.

To facilitate the coordination and flow of mutual aid, the state has been divided into six (6) Cal OES Mutual Aid Regions. Through this mutual aid system, Cal OES can receive a constant flow of information from every geographic and organizational area of the state. This includes direct notification from a state agency or department or from a local government official that a disaster exists or is imminent. In some cases, it also includes information that makes it possible to anticipate an emergency and mitigate its effects by accelerated preparations, or perhaps prevent an incident from developing to disaster proportions.

To further facilitate the mutual aid process, particularly during day-to-day emergencies involving public safety agencies, Fire and Rescue, and Law Enforcement Coordinators have been selected and function at the Operational Area (countywide), Mutual Aid Region (two or more counties), and at the state level. It is expected that during a catastrophic event, such as an earthquake, Coordinators will be assigned at all levels for other essential services (e.g., Medical, Care and Shelter, Rescue).

The City of Hermosa Beach is located within OES Mutual Aid Region I, and the OES Southern Administrative Region. The Southern Administrative Region contains two of the six Mutual Aid Regions, which are managed through the Cal OES Southern Regional Operations Center (REOC) (See **Figure: California Mutual Aid Regions**). 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).



Figure: California Mutual Aid Regions





The following Mutual Aid Region designations apply to Hermosa Beach:

- OES Mutual Aid Region I
- Law Enforcement Mutual Aid Region I, however, for Law Enforcement, Region I encompasses Orange and Los Angeles Counties. Region 1-A adds Ventura, Santa Barbara and San Luis Obispo Counties.
- Fire and Rescue Division Mutual Aid Region I, which includes Orange, Los Angeles, Ventura, Santa Barbara, and San Luis Obispo Counties.

## RESPONSIBILITIES

### Local Jurisdictions

Local jurisdictions are responsible for:

- Developing and maintaining current emergency plans that are compatible with the California Master Mutual Aid Agreement and the plans of neighboring jurisdictions, and are designed to apply local resources to the emergency requirements of the immediate community or its neighbors.
- Maintaining liaison with the appropriate Cal OES Mutual Aid Region Office and neighboring jurisdictions.
- Identifying Multipurpose Staging Areas (MSA) to provide rally points for incoming mutual aid and/or a staging area for support and recovery activities.
- Responding to requests for mutual aid.
- Dispatching situation reports to the appropriate Operational Area Coordinator and/or Cal OES Mutual Aid Region as the emergency develops and as changes in the emergency dictate.
- Requesting assistance from neighboring jurisdictions, and/or the Operational Area, as necessary and feasible.
- Receiving and employing resources as may be provided by neighboring jurisdictions, state, federal, and private agencies.
- Carrying out emergency regulations issued by the Governor.

### Operational Area

The Operational Area (OA) is responsible for:

- Coordinating intra-county mutual aid.
- Maintaining liaison with the appropriate Cal OES Mutual Aid Region Coordinator, the local jurisdictions within the county, and neighboring jurisdictions.
- Identifying Multipurpose Staging Areas (MSA) to provide rally points for incoming mutual aid and/or staging areas for support and recovery activities.
- Channeling local mutual aid requests which cannot be satisfied from within the county to the appropriate Cal OES Mutual Aid Region Coordinator.
- Dispatching reports to the appropriate OES Mutual Aid Region Coordinator as the emergency develops and as changes in the emergency dictate.
- Receiving and employing resources provided by other counties, state, federal, and private agencies.
- Carrying out emergency regulations issued by the Governor.



### **Cal OES Mutual Aid Region**

Cal OES Mutual Aid Region is responsible for:

- Coordinating inter-county mutual aid.
- Maintaining liaison with appropriate state, federal, and local emergency response agencies located within the Region.
- Providing planning guidance and assistance to local jurisdictions.
- Responding to mutual aid requests submitted by jurisdictions and/or Operational Area Coordinators.
- Receiving, evaluating, and disseminating information on emergency operations.
- Providing the State Director, OES, with situation reports and, as appropriate, recommending courses of action.

### **California Governor's Office of Emergency Services**

California Governor's Office of Emergency Services (Cal OES) is responsible for:

- Performs executive functions assigned by the Governor.
- Coordinates the extraordinary emergency activities of all state agencies.
- Receives, evaluates, and disseminates information on emergency operations.
- Prepares emergency proclamations and orders for the Governor and disseminates to all concerned.
- Receives, processes, evaluates, and acts on requests for mutual aid.
- Coordinates the application of state mutual aid resources and services.
- Receives, processes, and transmits requests for federal assistance.
- Directs the receipt, allocation, and integration of resources supplied by federal agencies and/or other states.
- Maintains liaison with appropriate state, federal, and private agencies.
- Coordinates emergency operations with bordering states.

### **Other State Agencies**

Other State Agencies may provide mutual aid assistance to local jurisdictions based on capabilities and available resources.

### **Interstate**

The Emergency Management Assistance Compact (EMAC) defines the interstate mutual aid system. EMAC is a congressionally ratified mutual aid compact that legally establishes a national system to facilitate resources across state lines during an emergency or disaster. In 1996, EMAC was ratified as Public Law 104-321, making EMAC the first national disaster compact to be ratified by Congress since the Civil Defense Act of 1950. Through EMAC (which is administered through the National Emergency Management Association [NEMA]), assistance can be offered during governor-declared states of emergency through a system that allows states to send personnel, equipment, services, and commodities to help disaster relief efforts in other states. EMAC covers all hazards, and may also be used to support special events—so long as they are governor-declared emergencies by the requesting State.



### **POLICIES AND PROCEDURES**

#### **Hermosa Beach-Specific Policies and Procedures**

The City of Hermosa Beach requests mutual aid (except fire and law) through the Los Angeles Operational Area EOC. The Operational Area then requests public works, emergency managers or other mutual aid through its regular channels. Mutual aid for fire and law response is requested by Hermosa Beach Fire or Police Department respectively through the designated Regional Coordinator. During local emergencies, mutual aid will be requested by the Incident Commander or their liaison.

- If mutual aid is not available due to a lack of communications, lack of an existing system, or the City of Hermosa Beach has been so devastated that managers are not sure of what steps to take, a request for Operational Area support will be made to the Operational Area.
- The Operational Area will inform the requesting City of Hermosa Beach the status of the request and also provide updated information to the EOC in a periodic Situation Report.
- Existing mutual aid agreements and financial protocols will be followed.

#### **General Mutual Aid System Policies and Procedures**

- Mutual aid resources will be provided and utilized in accordance with the California Master Mutual Aid Agreement and supporting separate agreements.
- During a proclaimed emergency, inter-jurisdictional mutual aid will be coordinated at the appropriate Operational Area or Mutual Aid Regional level whenever the available resources are:
  - Subject to state or federal control
  - Subject to military control
  - Located outside the requesting jurisdiction
  - Allocated on a priority basis
- Due to the variety of radio communications systems, local agencies should coordinate, where possible, with incoming mutual aid forces to provide an interoperable communications plan.
- Requests for and coordination of mutual aid support will normally be accomplished through established channels (cities to Operational Areas, to Mutual Aid Regions, to State). Requests should include, as applicable:
  - Number of personnel needed
  - Type and amount of equipment
  - Reporting time and location
  - Authority to whom they are to report
  - Access routes
  - Estimated duration of operations

### **REFERENCES**

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

- State of California Fire and Rescue Emergency Plan
- State of California Law Enforcement Mutual Aid Plan



- Local Mutual Aid Agreement
- Federal Disaster Relief Act of 1974. (Public Law 93\_288) (Provides federal support to state and local disaster activities.)
- State of California Emergency Management Mutual Aid Plan



## ATTACHMENT 3: ACRONYMS AND GLOSSARY OF TERMS

### Acronyms

| <b>A</b> |   |
|----------|---|
| AAR      | After-Action Report                                       |
| ADA      | Americans with Disabilities Act                           |
| ADES     | Assistant Director of Emergency Services                  |
| AFN      | Access and Functional Needs                               |
| ARC      | American Red Cross  |
| <b>B</b> |   |
|          |   |
| <b>C</b> |   |
| CA-EF    | California Emergency Functions                            |
| Cal OES  | California Office of Emergency Services                   |
| CAR      | Corrective Action Report                                  |
| CBO      | Community-Based Organizations                             |
| CBRNE    | Chemical, Biological, Radiological, Nuclear, or Explosive |
| CDAA     | California Disaster Assistance Act                        |
| CERT     | Community Emergency Response Team                         |
| CESA     | California Emergency Services Act                         |
| CHP      | California Highway Patrol                                 |
| COG      | Continuity of Government                                  |
| COOP     | Continuity of Operations Plan                             |
| CPG 101  | Comprehensive Preparedness Guide 101, Version 2.0         |
| <b>D</b> |   |
| DAFN     | Disability, Access and Functional Needs                   |
| DES      | Director of Emergency Services                            |
| DoD      | United States Department of Defense                       |
| DSW      | Disaster Service Worker                                   |
| <b>E</b> |   |
| EAP      | Employee Assistance Program                               |
| EI       | Essential Elements of Information                         |
| ELF      | Earth Liberation Front                                    |
| EMAC     | Emergency Management Assistance Compact                   |
| EMO      | Emergency Management Organization                         |
| EMS      | Emergency Medical Service                                 |
| EMSA     | Emergency Medical Services Agency                         |
| EOC      | Emergency Operations Center                               |
| EOG      | Emergency Operations Guide                                |
| EOP      | Emergency Operations Plan                                 |
| ESF      | Emergency Support Function                                |
| <b>F</b> |   |
| FEMA     | Federal Emergency Management Agency                       |
| <b>H</b> |   |
| HAZMAT   | Hazardous Materials                                       |
| HMA      | Hazardous Materials Assessment                            |
| HSEEP    | Homeland Security Exercise and Evaluation Program         |
| <b>I</b> |   |
| ICP      | Incident Command Post                                     |
| ICS      | Incident Command System                                   |





## EMERGENCY OPERATIONS PLAN - *Basic Plan*

| <b>J</b> |  |
|----------|--|
| JFTB     | Joint Forces Training Base                             |
| JIC      | Joint Information Center                               |
| <b>M</b> |  |
| MAA      | Mutual Aid Agreement                                   |
| MACS     | Multi-Agency Coordination System                       |
| MSA      | Multi-Purpose Staging Areas                            |
| <b>N</b> |  |
| NEMA     | National Emergency Management Association              |
| NGO      | Non-Governmental Organization                          |
| NHMP     | Natural Hazards Mitigation Plan                        |
| NIMS     | National Incident Management System                    |
| <b>O</b> |  |
| OA       | Operational Area                                       |
| <b>P</b> |  |
| PIO      | Public Information Officer                             |
| POD      | Points of Dispensing                                   |
| <b>R</b> |  |
| RACES    | Radio Amateur Civil Emergency Service                  |
| REOC     | Regional Emergency Operations Center                   |
| <b>S</b> |  |
| SCE      | Southern California Edison                             |
| SCEC     | Southern California Earthquake Center                  |
| SEAACA   | Southeast Area Animal Control Authority                |
| SEMS     | Standardized Emergency Management System               |
| SoCalGas | Southern California Gas Company                        |
| SOP      | Standard Operating Procedure                           |
| SPRR     | Southern Pacific Railroad                              |
| <b>U</b> |  |
| UASI     | Urban Areas Security Initiative                        |
| <b>W</b> |  |
| WEROC    | Water Emergency Response Organization of Orange County |
| WMD      | Weapons of Mass Destruction                            |
| WNV      | West Nile Virus  |
| WVA      | Water Vulnerability Assessment                         |



### Glossary

**Activation:** (1) The notification and recall of jurisdiction staff to respond to an emergency. (2) Bringing a facility or resource into operation.

**After-Action Report (AAR):** A post-incident report covering response actions, application of SEMS, modifications to plans and procedures, training needs, and recovery activities. AARs are required under SEMS after any emergency which requires a declaration of an emergency. Reports are required within 90 days of the emergency's end.

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

**Agency Administrator or Executive:** 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 been delegated authority to make decisions on matters affecting that agency's participation at the incident or at the EOC. Agency Representatives report to the Liaison Officer at the incident, or to the Liaison Coordinator at SEMS EOC levels.

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

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

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

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

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

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



may be designated as Coordinators. At EOCs, the functions may also be established as Sections, or Branches to accommodate subsequent expansion.

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

**Continuity of Operations Planning:** Helps ensure that the facility can sustain operations that are absolutely vital including administrative and business components immediately following a crisis or disaster situation.

**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, utilities, 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.

**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.

**Department Operations Center (DOC):** A facility used by a distinct discipline, such as flood operations, fire, medical, hazardous material, or a unit, such as Department of Public Works, or Department of Health. DOCs may be used at all SEMS levels above the field response level depending upon the needs of the emergency.

**Deputy:** 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.

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

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

**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 Services Director / Emergency Management Director:** The individual within each political subdivision that has overall responsibility for jurisdiction emergency management. For cities and counties, this responsibility is commonly assigned by local ordinance.

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

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

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

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

**Finance 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.

**Function:** In ICS, function refers to the five major activities in the ICS, i.e., Command, Operations, Planning, Logistics and Finance. 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."

**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 and Intelligence Section Chief
- Logistics Section Chief
- Finance and Administration Section Chief

**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.

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

**Incident Command Post (ICP):** The location at which the primary command functions are executed. The ICP may be 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 Objectives:** Statements of guidance and direction necessary for the selection of appropriate strategy(s), and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished when all allocated resources have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow for strategic and tactical alternatives.

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

**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., police department, health department, etc.). (See Multi-jurisdiction)

**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.



**Local Government:** Means local agencies per Article 3 of the SEMS regulations. The Government Code 8680.2 defines local agencies as any city, city and county, county, school district or special district.

**Local Government Advisory Committee (LGAC):** Committees established by the Director of OES 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 OES 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.

**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 resource 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.

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

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

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

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

**Mutual Aid 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.

**National Incident Management System (NIMS):** A system mandated by HSPD-5 that provides a consistent nationwide approach for Federal, State, local, and tribal governments; the private sector; and nongovernmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among Federal, State, local, and tribal capabilities, the NIMS includes a core set of concepts, principles, and terminology. HSPD-5 identifies these as the ICS; multiagency coordination systems; training; identification and management of resources (including systems for classifying types of resources); qualification and certification; and the collection, tracking, and reporting of incident information and incident resources.

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

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

**Operational Period:** The period of time scheduled for execution of a given set of operation actions as specified in the Incident 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 is responsible for all tactical operations at the incident, or for the coordination of operational activities at an EOC. The Operations Section at the SEMS Field Response Level can include Branches, Divisions and/or Groups, Task Forces, Teams, Single Resources and Staging Areas. At the EOC levels, the Operations Section would contain Branches or Divisions as necessary because of span of control considerations.

**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 and Intelligence Section:** One of the five primary functions found at all SEMS levels. Responsible for the collection, evaluation, and dissemination of information related to the incident or an emergency, and for the preparation and documentation of Incident or EOC Action Plans. The section also maintains information on the current and forecasted situation, and on the status of resources assigned to the incident. At the SEMS Field Response level, the Section will include the Situation, Resource, Documentation, and Demobilization Units, as well as technical specialists. Other units may be added at the EOC level.

**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.

**Public Information Officer (PIO):** A member of the Command Staff responsible for interfacing with the public and media or with other agencies requiring information directly from the incident. There is only one Public Information Officer per incident. The PIO may have assistants. This position is also referred to as Public Affairs or Information Officer in some disciplines. At SEMS EOC levels, the information function may be established as a Coordinator or as a section or branch reporting directly to the EOC Director.

**Region Emergency Operations Center (REOC):** Facilities found at State OES Administrative Regions. REOCs are used to coordinate information and resources among operational areas and between the operational areas and the state level. The Southern Region REOC is located at Joint Training Base Los Alamitos.

**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.

**Recovery:** The development, coordination, and execution of service-and site-restoration plans; the reconstitution of government operations and services; individual, private-sector, nongovernmental, and public-assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration; evaluation of the incident to identify lessons learned; post-incident reporting; and development of initiatives to mitigate the effects of future incidents.

**Response:** Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. Response also includes the execution of emergency operations plans and of mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes.

**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, Finance & Administration.

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

**Service Branch:** A Branch within the Logistics Section responsible for service activities at the incident. Includes the Communications, Medical and Food Units.

**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.

**Staging Area:** 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.

**Standardized Emergency Management System (SEMS):** A system required by California Government Code for managing response to multi-agency and multi-jurisdiction emergencies in California. SEMS consists of five organizational levels which are activated as necessary: Field Response, Local Government, Operational Area, Region, State.

**State Operations Center (SOC):** An EOC facility operated by the Governor's Office of Emergency Services at the state level in SEMS.

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

**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 Unified Command.)

**Unified Command:** In ICS, Unified Command is a unified team effort which allows all agencies with responsibility for the incident, either geographical or functional, to manage an incident by establishing a common set of incident objectives and strategies. This is accomplished without losing or abdicating agency authority, responsibility or accountability.

**Unit:** An organizational element having functional responsibility. Units are commonly used in incident Planning, Logistics, or Finance sections and can be used in Operations for some applications. Units are also found in EOC organizations.

**Unity of Command:** The concept by which each person within an organization reports to one and only one designated person.