

CITY OF ARTESIA

OFFICE OF EMERGENCY SERVICES

EMERGENCY OPERATIONS PLAN

March 14, 2016



"Service Builds Tomorrow's Progress"



EMERGENCY OPERATIONS PLAN

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CITY OF ARTESIA

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Date: 03.14.2016

To: City Council, Employees, Businesses, and Residents of the City of Artesia

From: Victor Manalo, Mayor and Chair of Artesia Disaster Council

Subject: Letter of Promulgation

Local, state, and federal governments are tasked to mitigate the effects of natural, manmade, or war-caused emergencies that result in conditions of disaster or in extreme peril to life, environment, or property. The City of Artesia has prepared this Emergency Operations Plan to ensure the most effective and economical allocation of resources for the benefit and protection of the community in time of emergency.

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

Our City staff partners with the community to strengthen our preparedness and response capabilities by delivering free emergency response training to all members of our community. Our emergency operations team, including volunteers, participates in disaster training exercises throughout each year.

This plan will be reviewed and exercised periodically and revised as necessary to satisfy changing conditions and needs.

The City Council gives its full support to this plan and encourages the community to individually and collectively do their share in the emergency efforts of the City of Artesia.

EXECUTIVE SUMMARY

PURPOSE

The purpose of the Artesia Emergency Operations Plan (Artesia EOP) is to define the actions required of the City of Artesia before, during, and after a local emergency, a state of emergency, or a state of war emergency, as defined by the California Emergencies Services Act (CESA), Gov't Code § 8000 et seq., and to guide the City's response to major emergencies/disasters.

Additionally, this Plan has been prepared and adopted to comply with the Artesia Municipal Code Title 4, Chapter 1, "Civil Defense." Section 4-1.01 provides that the purposes of Chapter 1 are "to provide for the preparation and carrying out of plans for the protection of persons and property within the city in the event of an emergency; the direction of the emergency organization; and the coordination of the emergency functions of this City with all other public agencies, corporations, organizations, and affected private persons."

CONCEPT OF OPERATIONS

The City of Artesia's Emergency Operations Center (EOC) follows California's Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS) as the emergency management response structure for disaster operations. These systems provide for Management, Operations, Logistics, Planning and Intelligence, and Finance and Administration Sections of the organization.

The operational priorities are protecting lives, meeting human welfare needs, temporary restoration of publicly provided facilities and services, as well as those provided by private organizations and special districts, protecting property, preserving the environment, and permanent restoration of facilities.

The Artesia Office of Emergency Services (Artesia OES) identifies potential threats to life, property and the environment, and then develops plans, procedures, and guidelines to respond to those threats. Together these documents will help coordinate and support emergency response and recovery and will be tested through exercises and validated by the results of actual response. The goal is to maintain a robust emergency management organization with collaborative ties among governments, community based organizations, volunteers, public service agencies and the private sector.

Artesia OES follows the four (4) phases of Emergency Management:

Mitigation: Actions taken to reduce the exposure to, probability of, or potential loss from hazardous events. Mitigation is often accomplished in conjunction with other local, state, and/or federal agencies

Preparedness: Establishing of authorities and responsibilities for emergency actions and the garnering of resources to support them. Preparedness includes staff training, identifying possible facility, and asset needs and encompasses a program of tests, drills, and exercises. Public outreach is imperative and Community Emergency Response Team (CERT) training is an excellent vehicle to accomplish this work.

Response: Time-sensitive actions taken to save lives and protect property, including actions which stabilize the situation. Response includes notifying and activating the emergency management organization, warning, evacuating, or sheltering the local population, keeping the population informed, rescuing individuals and providing emergency medical care, maintaining law and order, assessing damage addressing mitigation issues that arise from response actions, and requesting help from outside sources, when needed.

Recovery: Efforts to restore the infrastructure, social, and economic life of the City. Recovery actions can last over an extended period of time and involve costly expenditures, including Disaster Assistance funding from state and federal sources.

THE CITY OF ARTESIA'S EMERGENCY ORGANIZATION

Municipal Leadership

The Municipal Code Sections 4-1.04 and 4-1.08 provide for the Artesia Disaster Council to develop and recommend for adoption by the City Council, emergency and mutual aid plans and agreements, including the City of Artesia Emergency Plan.

The Artesia Disaster Council meets upon call of the Chair or in his/her absence the Vice Chair. It is important to note this Council does not have a response role during times of disaster and that it acts solely in an advisory capacity. The Artesia Disaster Council is comprised of:

- Council Chair – Mayor
- Council vice Chair - Director of Emergency Services (City Manager)
- Assistant Director of Emergency Services (appointed by the Director of Emergency Services).
- Sheriff's Sergeant, Director of Public Works, and the Fire Chief Such other representatives of civic, business, labor, veterans, professional, or other organizations having an official emergency responsibility, as may be appointed by the Director of Emergency Services with the advice and consent of the City Council.

Director of Emergency Services

This position is filled by the City Manager, who according to the Municipal Code Sections 4-1.03 and 4-1.06 is empowered to make a variety of decisions and take a variety of actions during an emergency on behalf of the City when the City Council is not in session. Several, but not all, of these powers and duties include:

- Request the City Council proclaim a local emergency.
- Request the Governor proclaim a state of emergency.
- Proclaim the existence or threatened existence of a local emergency.
- Control and direct the emergency efforts of the City.
- Direct cooperation and coordination between emergency service providers
- Represent the city in all dealings with public or private agencies on matter pertaining to emergencies.
- Require emergency services of any City officer or employee in the event of a proclamation.

City Emergency Organization

All officers and employees of the City

Field Personnel

Los Angeles County Sheriff's Department

Los Angeles County Fire Department

Red Cross, Edison, and local agencies

Volunteers - Community Emergency Response Team (CERT), ARES/RACES amateur radio,

Volunteers in Policing (VIP), spontaneous volunteers while under supervision, and persons impressed into service under the provisions of Municipal Code Section 4-1.06 (a)(6)(iii).

EOC Personnel

Dedicated City staff who are trained in EOC operations

Other City staff to serve as needed

Volunteers - CERT, ARES/RACES, VIP

Fire Representative

American Red Cross Representative

Outside agencies as needed

THE EMERGENCY OPERATIONS PLAN

I. THE PLAN

The City of Artesia Emergency Operations Plan (Artesia EOP) is an all hazards document describing the City's Emergency Operations organization, compliance with relevant legal statutes, other guidelines, and critical components of the Emergency Response System. This plan is not intended to address specific emergency responses. Specific annexes to this document include Emergency Response Guidelines (ERGs) which outline hazard specific response activities.

The Artesia EOP provides for the effective mobilization of all of the resources of this City, both public and private, to meet any condition constituting a local emergency, state of emergency, or state of war emergency; and provides for the organization, powers and duties, services, and staff of the emergency organization.

It is the responsibility of the Artesia Disaster Council to develop emergency plans. The Artesia Office of Emergency Services Coordinator (OES Coordinator) prepares such emergency plans at the direction of the Artesia Disaster Council for the Artesia Disaster Council's review and recommendation. The OES Coordinator will update and seek approval of the plan as needed. The Artesia Emergency Plan takes effect upon adoption by resolution of the City Council.

The Artesia EOP addresses the planned response to and recovery from conditions of disaster or of extreme peril to the safety of persons, property and the environment, by natural or human causes, affecting the City of Artesia and its sphere of influence.

The Plan delineates the City emergency management organization and identifies policies, priorities, responsibilities, and procedures for the EOC.

The Plan also establishes the framework for implementation of SEMS within the City of Artesia and guides its relationship with other levels of government as well as with Field Level Incident Commanders.

The Plan is designed to guide the EOC staff through all phases of emergency management. It is flexible and can be used for all sorts of emergencies and will facilitate both short-term response and long-term recovery.

The Plan describes the basic concept of emergency management. It also describes the structure of the City of Artesia emergency management organization, its responsibilities, and the operational concepts for all-hazard emergencies.

II. ACTIVATION OF THE EOC

The EOC is activated by an order of the City Council if in session or Director of Emergency Services if the Council is not in session (AMC 4-1.06), in response to threats or disasters which may affect the City of Artesia.

Other times when the EOC will be activated include:

- When the Governor has proclaimed a State of Emergency in an area that includes the City of Artesia
- By a Presidential Declaration of a National Emergency
- The existence of a State of War Emergency

The Director of Emergency Services is authorized to activate the City of Artesia's EOC. In the absence of the City Manager, any of the City Department Heads may activate the EOC.

These personnel have the responsibility to determine whether the emergency condition requires the partial or full mobilization of the City Emergency Operations Organization to staff the EOC. The response to an incident affecting the City of Artesia will be dictated by the overall impact of the incident, rather than the type of incident.

General Criteria for an EOC Activation:

- Resources beyond the local capabilities are/will be required
- The emergency may be of a long duration
- Major policy decisions may be needed
- A local or state emergency has been declared
- Activation of the EOC will be advantageous to the successful management of the incident

The EOC Activation Process

Upon notification of the existence of a threat to public safety, property or the environment, (e.g. winter storm, possible flooding), the Director of Emergency Services will call together key City staff to assess the scope of the incident/emergency and make a decision regarding EOC activation and the level of activation.

These response levels are:

Level I: A minor to moderate incident which can be mitigated by available City emergency responders with standard equipment. A Local Emergency may be proclaimed by the City Council, if in session, or by the Director of Emergency Services.

Level II: A moderate to severe incident may require mutual aid. Personnel from other agencies and support staff will be requested to come to the EOC to provide coordination with other agencies.

Level III: A major local or regional incident in which the Los Angeles County Operational Area resources are overwhelmed and extensive state and/or federal assistance is required. Response and initial recovery operations will be coordinated from the EOC. A local emergency will be proclaimed.

City EOC Management, Direction and Control

The EOC is managed by the Director of Emergency Services. The City of Artesia's EOC will utilize multi/interagency coordination as defined in SEMS.

Concept of Operations

Emergency operations address the entire spectrum of contingencies, ranging from relatively minor incidents, such as a utility failure, to large scale disasters such as an earthquake. Some emergencies will be preceded by a buildup or warning period, providing sufficient time to warn the public and implement mitigation measures designed to reduce loss of life, property damage and effects on the environment. Other emergencies occur with little or no advance warning, thus requiring immediate activation of the Emergency Operations Plan and efficient and coordinated mobilization and deployment of resources. City departments and agencies must be prepared to respond promptly and effectively to any foreseeable emergency, including the provision for, and utilization of, mutual aid assets.

Coordination with Other Emergency Responders

The City of Artesia has identified the jurisdictions, special districts, community based organizations (CBOs), volunteer agencies, private agencies, including non-government organizations (NGOs) that operate within the City's geographical area and sphere of influence. Many organizations will have a response role during an incident. Their roles will be coordinated by the Artesia OES, usually through pre-established relationships, and may include:

- American Red Cross
- CERT
- Faith-based organizations
- Local medical clinics
- Local veterinary clinics
- Medical Volunteer Disaster Response (MVDR)
- Artesia Amateur Radio Emergency Services
- ABC School District (ABCSD)
- Volunteers in Patrol (VIP)

Deactivation will occur at the direction of the Director of Emergency Services or designee.

Shelter Operations

In the event of a large scale emergency or disaster, it may be necessary to open a shelter (or shelters) due to evacuation or damage to residences. People seeking care and shelter immediately after a disaster will look first to local government for assistance. Through local governments and nonprofit organizations, California law establishes a process to fund emergency or temporary shelter for people who are rendered homeless as a result of a natural disaster. (Health & Safety Code § 34070 et seq.) California law also provides certain protections from liability for cities that establish certain types of shelters. (See Civil Code § 1714.5; Gov't Code 8698 et seq.) Under SEMS, local government is the first level of response for meeting the disaster needs of people in its jurisdiction. The City will establish shelter(s) if necessary; however, the American Red Cross will join efforts as soon as they are able to respond.

III. ORGANIZATIONAL STRUCTURES

Incident Command System (ICS)

The Incident Command System (ICS) is a nationally used, standardized, on-scene emergency management system specifically designed to allow the 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 addresses both organization and process. ICS is used to manage facilities, equipment, personnel, procedures, and communications through the use of a common organizational structure and standardized procedures.

ICS was developed in California by the Fire Resources of California Organized for Potential Emergencies (FIRESCOPE) to enable successful multi-agency operations during emergency response operations. In addition, it has been adopted by the state and is specifically required for SEMS compliance. It has been adopted by the federal government and is specifically required for NIMS compliance.

Standardized Emergency Management System (SEMS)

The Standardized Emergency Management System (SEMS) is the system required by California Government Codes §8607(a) for managing response to multi-agency and multi-jurisdiction emergencies in California. Regulations related to SEMS are found in the California Code of Regulations, Title 19, Section 2400 et seq.

SEMS incorporates the use of the ICS, the Master Mutual Aid Agreement and existing mutual aid systems, the Operational Area Concept, the Operational Area Satellite Information System (OASIS), and multi-agency coordination. Local governments must use SEMS to be eligible for reimbursement of their response-related personnel costs under state disaster assistance programs.

SEMS Functions

There are five (5) designated levels in the SEMS organization: Field Response, Local Government, Operational Area, Regional, and State. Each level is activated as needed.

1. The Field Response Level commands emergency response personnel and resources to carry out tactical decisions and activities in direct response to an incident or threat.
2. The Local Government Level manages and coordinates the overall emergency response and recovery activities within its jurisdiction. The local government level includes cities, counties, and special districts.
3. The Operational Area Level manages and/or coordinates information, resources, and priorities among local governments; and serves as the coordination and communication link between the local government level and the regional level. The Operational Area includes all the jurisdictions and special districts within the county geographical area. The County of Los Angeles is the lead agency for the Operational Area.
4. The Regional Level manages and coordinates information and resources among operational areas within the mutual aid region designated and between the operational areas and the state level. This level, along with the state level, coordinates overall state agency support for emergency response activities.
5. The State Level manages state resources in response to the emergency needs of the other levels, manages and coordinates mutual aid among the mutual aid regions and between the regional level and state level, and serves as the coordination and communication link with the federal disaster response system.

Local Government Level in SEMS

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

Under SEMS, special districts are units of local government (other than a city, county, or city and county) with authority or responsibility to own, operate or maintain a project (as defined in the California Code of Regulations for purposes of natural disaster assistance). This may include joint powers authority.

The City is responsible for emergency response within its boundaries, although some services are contracted for from other agencies. All local governments are responsible for coordinating with other local governments, to their field response level, and with the operational area. The City may support its emergency response by opening its EOC and providing mutual aid within its capabilities.

The City is primarily responsible during emergencies for restoration of services that it normally provides. It is also responsible for safety of people at its facilities or on its property and for warning of hazards from its facilities or operations. Some special districts may assist other local governments in the emergency response.

SEMS Requirements for Local Governments

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

- Use SEMS when (1) a local emergency is declared or proclaimed or (2) when the City of Artesia's EOC is activated (19 CCR § 2407(a)).
- Establish coordination and communications with field incident commanders.
- Use existing mutual aid systems to assist in dealing with fire, law enforcement, and all other incidents.
- Establish coordination and communications between the City EOC when activated, to the Operational Area's EOC, and any state or local emergency response agency having jurisdiction for an incident.
- Use coordination with other agencies to facilitate decisions for emergency response activities.
- SEMS includes fulfilling the management and coordination role of local government and providing for the five (5) essential functions of Management, Operations, Planning/Intelligence, Logistics and Finance/Administration (19 CCR § 2403(c)).

National Incident Management System (NIMS)

Homeland Security Presidential Directive (HSPD) – Requires all states and local governments to adopt and implement NIMS.

NIMS include the following components:

- Command and management, including the ICS
- Communications and information management
- Preparedness
- Resource management
- Multi-Agency coordination
- Supporting technologies
- Joint Information System (JIS)
- NIMS ongoing management and maintenance

Operational Area Responsibilities under SEMS and NIMS

The implementation of SEMS and NIMS is a cooperative effort of all departments and agencies within the county, cities, and special districts that have an emergency response role.

All City staff who may work in the EOC, in a Departmental EOC or at the field level will receive appropriate SEMS/NIMS/ICS training as recommended by the Department of Homeland Security. To validate preparedness and planning efforts, the City will develop an exercise program that provides periodic exercises for EOC and DEOC personnel under SEMS/NIMS/ICS guidelines.

National Response Framework (NRF)

The National Response Framework is built upon the premise that incidents are typically handled at the lowest jurisdictional level. In the vast majority of incidents, state and local resources and interstate mutual aid will provide the first line of emergency response and incident management support. When state resources and capabilities are overwhelmed, governors may request federal assistance. The NRF provides the framework for federal interaction with state, local, tribal, private sector, and non-governmental entities in the context of domestic incident management to ensure timely and effective federal support. The NRF is the core operational plan for national incident management, and establishes national-level coordinating structures, processes, and protocols that will be incorporated into certain existing federal interagency incident- or hazard-specific plans.

Special District Involvement

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

Area Command and Unified Command

An Area Command may be established when the complexity of an incident or incident management span-of-control issues are present. An Area Command oversees the management of multiple incidents, each being handled by separate ICS organizations. These incidents may also be non-site-specific, geographically dispersed or evolve over a long period of time (e.g., a bio-terrorism incident). An Area Command organization can also be used if there are a number of incidents in the same area and of the same type, such as HAZMAT spills or wildfires. These are incidents using the same resources. Multi-jurisdictional incidents may be handled by a Unified Command wherein each jurisdiction has a representative in the command structure.

Incident Command System under SEMS

Emergency response agencies of the City operating at the field response level of an incident use the Incident Command System (ICS), incorporating the functions, principles and components of ICS. "Field response level" commands emergency response personnel and resources to carry out tactical decisions and activities in direct response to an incident or threat (19 CCR § 2403(b)(1)).

ICS under SEMS is composed of five (5) functions: Command, Operations, Planning, Logistics and Finance/Administration (19 CCR § 2405(a)).

(A) Command is the directing, ordering, and/or controlling of resources by virtue of explicit legal, agency, or delegated authority.

(B) Operations is responsible for the coordinated tactical response of all field operations directly applicable to or in support of the mission(s) in accordance with the Incident Action Plan.

(C) Planning (may be referred to as planning/intelligence) is responsible for the collection, evaluation, documentation, and use of information about the development of the incident, and the status of resources.

(D) Logistics is responsible for providing facilities, services, personnel, equipment, and materials in support of the incident.

(E) Finance (may be referred to as finance/administration) is responsible for all financial and cost analysis aspects of the incident, and for any administrative aspects not handled by the other functions.

The principles of ICS are that:

(A) The system provides for the following kinds of operation: single jurisdictional responsibility/single agency involvement, single jurisdictional responsibility with multiple-agency involvement, and multiple-jurisdictional responsibility with multiple-agency involvement.

(B) The system's organizational structure adapts to any emergency or incident to which emergency response agencies would be expected to respond.

(C) The system shall be applicable and acceptable to all user agencies.

(D) The system is readily adaptable to new technology.

(E) The system expands in a rapid and logical manner from an initial response into a major incident and contracts just as rapidly as organizational needs of the situation decreases.

(F) The system has basic common elements in organization, terminology and procedures.

The components of ICS are common terminology, modular organization, unified command structure, consolidated action plans, manageable span-of-control, pre-designated incident facilities, comprehensive resource management, and integrated communications.

(A) Common terminology is the established common titles for organizational functions, resources, and facilities within ICS.

(B) Modular organization is the method by which the ICS organizational structure develops based upon the kind and size of an incident. The organization's staff builds from the top down with responsibility and performance placed initially with the Incident Commander. As the need exists, operations, planning, logistics, and finance may be organized as separate sections, each with several units.

(C) Unified command structure 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, autonomy, responsibility or accountability.

(D) Consolidated action plans identify objectives and strategy determinations made by the Incident Commander for the incident based upon the requirements of the jurisdiction. In the case of a unified command, the incident objectives must adequately reflect the policy and needs of all the jurisdictional agencies. The action plan for the incident covers the tactical and support activities required for the operational period.

(E) Manageable span-of-control within ICS is a limitation on the number of emergency response personnel who can effectively be supervised or directed by an individual supervisor. The kind of incident, the nature of the response or task, distance and safety will influence the span of control range. The ordinary span-of-control range is between three and seven personnel.

(F) Pre-designated incident facilities are identified within ICS. The determination of the kinds and locations of facilities to be used will be based upon the requirements of the incident.

(G) Comprehensive resource management is the identification, grouping, assignment and tracking of resources.

(H) Integrated communications are managed through the use of a common communications plan and an incident-based communications center established for the use of tactical and support resources assigned to the incident.

Local Government Level

Within SEMS, the City of Artesia is the "local government level," and manages and coordinates the overall emergency response and recovery activities within its jurisdiction (19 CCR § 2403(b)(2)). As the local government level, the City provides for these functions: management, operations, planning/intelligence, logistics, and finance/administration (19 CCR § 2403(c)).

These functions are present in every EOC and mirror the ICS functions which may, or may not, be contained in Field Level Command Posts. The exact EOC organizational staffing level is decided by the Director of Emergency Services, upon consultation with the EOC Section Chiefs, with consideration given to the circumstances and scope of the emergency/disaster.

Management Section "LeadsIt:"

The Director of Emergency Services/EOC Director has responsibility for the overall management of the City's response. The Director ensures that all EOC functions are staffed by the most qualified individuals. This section sets objectives, reviews and approves action plans, provides public information, keeps track of legal concerns and makes policy decisions, subject to later ratification by the City Council. The EOC Management Section should focus on strategy and policy, not tactics. This Section also coordinates the activities of other county, state, and federal agencies with the City. The Management Section Staff consists of:

- Director of Emergency Services/EOC Director – City Manager
- EOC Coordinator – Director of Administrative Services/Planning Director
- Public Information Officer – Park & Recreation Manager/City Clerk
- Legal Advisor – City Attorney
- Safety Officer – Public Works Director/Administrative Services Manager
- Security Officer – Los Angeles County Sheriff's Sergeant
- Liaison Officer – Human Resource Manager/Finance Manager

Operations Section "Does It:"

The Operations Section Chief is responsible for the coordination and management of all branches in the Operations Section. Depending upon the type of event which is occurring, the Operations Section Chief may be from the Public Works Branch, the Law Enforcement Branch or the Fire Services Branch. This section develops the Operations Section of the EOC Action Plan to meet objectives set by the Management Section. It allocates personnel and equipment, identifies staging areas and manages mutual aid. Multi-purpose staging areas are also under the management of this section. This Section responds to field requests, anticipates needs, and coordinates information gathering in conjunction with the Plans Section.

The Operations Section Staff consists of:

- Law Enforcement Branch
- Fire and Rescue Branch
- Public Works/Utilities Branch
- Damage/Safety Assessment Unit
- Community Services Branch
- Care and Shelter Unit
- CERT Unit
- Medical/Mental Health Branch

This Section may have to deal with inmate issues (the Boys Ranch), special populations, animal control issues, hazardous materials, coroners, emergency medical, crisis counseling for emergency responders, urban search and rescue, disease control, utility restoration, flooding, damage assessment, safety assessments, sheltering and feeding, and potable water.

Planning/Intelligence Section "Plans It:"

The Planning/Intelligence Section Chief leads this Section which may be structured into several units depending upon the needs of the incident. Situation Analysis and Damage Assessment are examples of units which may be formed within this Section. The Planning/Intelligence Section is responsible for gathering, tracking, and displaying verified information which correctly describes the incident status. It compiles the status of utilities, road conditions, public buildings, schools, shelters, and damaged/destroyed buildings and homes. Planning/Intelligence maintains documentation for historical and legal records. It makes projections on the course of the event and makes forward-looking plans. The Planning/Intelligence Section is also responsible for compilation of and publication of the Incident Action Plan and ensures information reporting is accomplished to the Operational Area via the computerized WebEOC system or RIMS.

The Planning/Intelligence Section is responsible for the collection, distribution, and display of information related to the incident status. As the incident progresses, the Section anticipates the needs for demobilization long before needed.

The Planning/Intelligence Section Staff consists of:

- Situation Analysis Branch – Public Works Personnel

- WebEOC (or RIMS) Reporting Unit – Admin Personnel
- Documentation Unit – Admin Personnel
- Advanced Planning Unit – Planning Department
- Damage Assessment Unit – Building, Public Safety, Public Works Department

Logistics Section "Gets It:"

The Logistics Section Chief leads the Section and is responsible for providing all support needs to the incident. This Section maintains records of requests and the disposition of resources. It provides personnel support including volunteers, specialized equipment and contractor services not available in-house, transportation, housing, feeding, tracking of resources as they move, provision of sanitation services, information technology support, and communications. Requests for personnel, equipment, supplies, and shelters are a few examples of what this Section handles.

The Logistics Section Staff consists of:

- Personnel Branch – Human Resources Department
- Emergency Volunteer Center
- Supply/Procurement Branch – Finance Department
- Transportation Branch – Parks & Rec Department
- Resources Branch – Finance Department
- Communications Branch – Admin Personnel
- Information Technology Unit – Admin Personnel
- ARES/RACES Ham radio Unit

Finance/Administration Section "Pays for It:"

The Finance/Administration Section Chief leads this Section and is responsible for fiscal management, time-keeping on personnel and equipment, and tracking the overall cost of the incident. This Section handles procurement, the administration of vendor contracts, compensation, travel requests, and claims. Finance also prepares and maintains adequate records for cost recovery.

The Finance/Administration Section Staff consists of:

- Time Unit
- Cost Unit
- Compensation/Claims Unit
- Coordination with the Field Response Level – ICS:

Common terminology is used to describe organizational functions, resources, and facilities within ICS/SEMS.

Modular organization is the method by which the organizational structure develops based upon the kind and size of the incident. The organization's staff builds from the top down with responsibility and performance placed initially with the Incident Commander. Several sections may be covered by one person in a relatively simple organization.

Unified Command is a structure which allows all agencies with responsibility for the incident, either geographical or functional, to manage an incident by working with other agencies in establishing a common set of incident objectives. This is accomplished without losing or abdicating agency authority, autonomy, responsibility, or accountability.

An Incident Action Plan identifies objectives and strategies made by the Director of Emergency Services for the incident based upon the requirements of the jurisdiction. In the case of Unified Command, the event objectives must adequately reflect the policy and needs of all the jurisdictional agencies. The Incident Action Plan for an event documents the support activities required for the operational period. Span of control within the EOC is a limitation on the number of EOC staff positions that can effectively be supervised or directed by an individual. The span-of-control range is usually from three to seven personnel. Comprehensive resource management is the identification, grouping, assignment, and tracking of resources. Integrated communications are established through the use of a communications plan.

IV. THE ACTION PLANNING PROCESS (During an Incident):

Purpose of the Incident Action Plan

Establishes the direction and priorities for EOC operations operational objectives for each SEMS function in the EOC and tracks progress.

Establishes the operational period timeframe for completion of objectives.

Operational periods are normally in 12 hour increments except for the first and last period.

May be set by Los Angeles County Operational Area for area wide disasters.

Provides for accountability and reduces redundancy.

Provides documentation for the After Action Report.

Emergency Management Teams Action Planning Responsibilities

Director of Emergency Services: Ensures the Incident Action Plan is accomplished.

Planning/Intelligence Chief: Acts as the Facilitator for the Action Planning process. Conducts the Action Planning meeting and prepares or assigns staff to reproduce and distribute the Action Plan.

Situation Analysis Unit Leader: Assists the Planning/Intelligence Chief as required in the preparation of the Action Plan.

Documentation Unit Leader: Assists in the preparation and distribution of the Plan. Keeps a permanent record of all documents related to the incident.

All Section Chiefs provide input for the Incident Action Plan.

Planning Meeting

Reviews the initial situation immediately upon EOC activation.

Develops the incident objectives.

Decides on initial size of EOC staff.

Announces when first action planning meeting will occur. (Usually within two (2) hours of EOC activation).

Considers declaration of Local Emergency. Initial meeting is brief; usually no longer than twenty (20) minutes.

Hold the meeting at a site away from the EOC, and the Director, Command and General Staff attend, along with any Liaison Officers.

The Action Plan can be written on ICS forms or on the WebEOC template.

V. EOC OPERATIONS

The City is prepared to operate a primary or alternate EOC when emergencies occur. The locations and facilities of the primary and secondary EOCs are listed in the "EOC Location Emergency Guideline" section.

EOC Set Up

The set-up of the EOC is the responsibility of the EOC Coordinator. Instructions for the setup of the EOC will be kept in the individual position binders in the EOC.

EOC Staffing

Staffing decisions will be driven by the nature and scope of the emergency and the activation level ordered by the Director of Emergency Services. The EOC Sections must be prepared for extended operations on a twenty four (24) hour basis using two (2) 12 hour shifts. Incidents requiring extended EOC Operations may see adjustments in the staffing shift hours, staffing levels, or a combination thereof. The Safety Officer is authorized to recommend to Section Chiefs to order EOC staff members exhibiting fatigue or stress to leave the EOC.

EOC Staff assignments (at least one (1) primary and an alternate) are pre-designated by the Director of Emergency Services in the EOC Staffing Plan which is published separately and updated by the Artesia OES.

Contract agencies, special districts, utilities, Community Based Organizations (CBOs), and Non-Governmental Organizations (NGOs) may be requested to send agency liaison representatives to the EOC.

ARES volunteers play a significant role in EOC operations, donating their time, personal communications equipment, and expertise to maintain an auxiliary set of communications channels (voice/packet computer/bulletin board) with other cities/towns/special districts and the Los Angeles County EOC. A secondary or backup ARES capability may be located in the volunteer's vehicles to ensure there are no lost communications during incidents.

EOC Training

The EOC Staff will participate in an ongoing training program. The Artesia OES will make this training available to the team. This program will include the following elements:

Basic Training: Orientation to the EOC, introduction to the Emergency Operations Plan and basic SEMS/NIMS, used primarily to brief new EOC Staff members.

Specialized/Technical Training: Training focused on and emphasizing procedures such as WebEOC reporting or setting up a shelter.

Table top exercises, functional exercises, or full scale exercises may be used to involve Emergency Management Team members in the processes of emergency management. The team will have at least one (1) exercise each year, unless it is involved in an actual EOC activation during the year.

VI. DISASTER SERVICE WORKERS (EMPLOYEES AND VOLUNTEERS)

The State defines Disaster Service Workers (DSWs) as:

All public employees are disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law (Gov't Code § 3100 and 3101)..

Any person registered with an accredited Disaster Council, for the purpose of engaging in disaster service without pay or other consideration (Labor Code § 3211.9; Gov't Code § 8557(e)).

Unaffiliated persons impressed into service by competent authority during an incident (Labor Code § 3211.9; Gov't Code § 8557(e)).

Includes public employees performing disaster work that is outside the course and scope of their regular employment without pay (Labor Code § 3211.92; 19 CCR § 2570.2).

However, "disaster service worker" does not include any member registered as an active firefighting member of any regularly organized volunteer fire department, having official recognition, and full or partial support of the county, city, or district in which the fire department is located. (Labor Code § 3211.92(d).)

During Working Hours:

When an emergency occurs, all on-duty City staff must remain at work until properly relieved or excused by their supervisors.

During Non-Duty Hours:

During non-working hours, when emergencies occur, City employees with EOC or other emergency assignments should:

Immediately look to the safety and security of their families.

All City employees are designated disaster workers in the event of an emergency. As soon as possible, City employees must contact their City work station or EOC Section Chief to advise their supervisor of their family status and availability for disaster duties.

The Public Information Officer of the City, or the EOC if activated, can disseminate employee work information during an emergency by the following means:

City Hall

The City Cable Channel 36

Alert SCC

Network by telephone/email

The Emergency Alert System (all commercial radio and television stations)

The Sheriff's Department

The City Web Site: www.cityofartesia.us

Social Media (OES Facebook, Twitter)

Volunteer Organizations and Private Agencies

These groups constitute a significant part of Artesia's emergency response resources. Groups including the Los Angeles Chapter of the American Red Cross and the Salvation Army are essential elements of the public response efforts to meet the care and shelter needs of local disaster victims. Private sector medical/health resources provide emergency medical care. Government radio communication nets are backed up in the Artesia EOC by highly qualified "HAM" radio operators of the Artesia ARES/RACES who offer their own equipment and separate auxiliary nets as well as field communications units from sources such as fire stations, school campuses, and CERT.

The Emergency Volunteer Center (EVC), located at the Community and Cultural Center (CCC), will be staffed by City employees and volunteers. An Emergency Volunteer Center Emergency Guideline has been prepared for guidance in this function.

Private agencies, organized groups and service clubs which desire to volunteer to perform specific tasks during emergencies should identify their interests and goals to the OBS for pre-disaster recognition and registration processing.

Length of Enrollment and termination

The Emergency Management Team is authorized to establish enrollment periods, and to coordinate the activities of the various volunteer groups in preparing for emergencies. Spontaneous volunteers (see below for further definition) will normally be enrolled only for the length of the on-going disaster at the time they come forth to provide assistance. Termination may be accomplished if the volunteers fail to perform their responsibilities.

Pre-Registered Volunteers

Pre-registered volunteers (see registration requirements below) have been assigned specific disaster duties by nature of their registration, i.e. ARES, CERT, Volunteers in Policing (VIPs), etc. These pre-registered volunteers will work under lines of authority designated before the emergency. However, once deployed to field sites on order of the EOC Sections, these organized volunteers will report either individually or as a unit to the Incident Commander at the Incident Command Post. In certain instances, such as a major disaster, these pre-registered volunteers may operate independently but under positive communications control of their respective organizational representative present in the EOC.

Spontaneous Volunteers

Motivated civilians frequently offer their services to the City during emergency situations. Citizen-volunteers who are not pre-registered but desire to serve this community in times of actual emergencies or disasters are called convergent volunteers (19 CCR § 2570.2). Those individuals will be referred to the Artesia EVC, when activated, which will be located at the Community and Cultural Center, for screening and registration to determine their suitability for performing volunteer services, if and when needed.

Once registered, services provided by these volunteers can be simple offers of food and drink, or depending upon their qualifications and capabilities, may be physical labor or professional services and expertise. The key to successful volunteer employment is to identify individual skills and utilize the volunteers in a safe, supervised manner to the extent of their capabilities and qualifications.

The Artesia Disaster Council has delegated the power to register volunteer DSWs to the City Manager, City Clerk, Administrative Services Director, Administrative Services Manager, Public Works Director, Planning Director, Special Projects manager, and all designated personnel.

Once registered as DSWs for the event duration, these temporary DSWs will be supervised by the management of the EVC until assigned to specific duties in the field. At that time, they will come under the control of a designated team/project leader who will supervise their work efforts.

DSW volunteers registered under this program are considered to be acting within the scope of disaster service duties while assisting any unit of an emergency organization during a proclaimed emergency or during a Search and Rescue mission, or performing any activities to mitigate an imminent threat of extreme peril to life, property and resources, either:

- (a) under the authorization and supervision of a duly constituted superior in the emergency organization; or,
- (b) under the supervision and direction of the American Red Cross while carrying out its programs in consonance with state and local statements of understanding, or in carrying out a mission assigned to that agency by a responsible state or local authority. (19 CCR § 2572.2)

Additionally, DSW volunteers are considered to be performing disaster service during training necessary to engage in such activities. (19 CCR § 2570.2(b))

Registration

DSW Volunteers must have certain data registered with the City Clerk's Office and execute a signed loyalty oath or affirmation subscribed by an officer authorized to administer oaths. The City Manager, City Clerk, Administrative Services Director, Administrative Services Manager, Public Works Director, Planning Director, Special Projects manager, and all designated personnel are authorized on behalf of the Artesia Disaster Council to register disaster service workers with the Artesia Disaster Council.

The City Manager, City Clerk, Administrative Services Director, Administrative Services Manager, Public Works Director, Planning Director, Special Projects manager, and all designated personnel are authorized to administer the loyalty oath to DSWs. Upon registering a DSW, the completed registration form documenting that the oath of office has been taken by a DSW must be filed with the City Clerk by the authorized employee who registered the DSW.

Worker's Compensation Claims

All DSW volunteers are eligible to submit claims for worker's compensation for injuries sustained while performing disaster service in accordance with Labor Code § 4350 et seq., and related regulations. Injuries sustained should be reported immediately to the volunteer's supervisor who is responsible to advise the EOC Logistics Section, Personnel Branch and/or the Artesia Human Resources Director. The California Office of Emergency Services administers workers' compensation claims related to volunteer disaster service workers.

Liability Claims

Any liability claims or actions filed against a DSW-volunteer will be immediately delivered to the City Clerk or the EOC Finance Section, City of Artesia. (See Gov't Code §§ 8656-8657; Civil Code § 1714.5)

Activation of DSWs

During instances of activation of the EOC, pre-registered volunteers shall be available to assist in the disaster response based on their qualifications. These volunteers are expected to respond to notifications by phone or email, or to self-deploy, by reporting to the Mobilization Center in the City Park.

Self-deploying DSWs will be considered on duty during their direct travel time to and from the Mobilization Center/Cache or other assigned worksite.

For other incidents, requests for DSWs will be announced via:

Telephonic requests from the EOC, Sheriff's Dispatch, or Artesia OES Email announcement
AlertSCC

Announcements on the City's Public Service Television Channel- 36 Cable

Postings on the City's Web Site

Social Media (OES Facebook, Artesia CERT Facebook, Twitter)

Training

City employees may attend free CERT training or other programs offered by the Artesia OES, American

Red Cross, ARES, and other organizations involved in disaster preparedness. The OES will announce training schedules, dates, times and enrollment information as they become available.

VII. COMMUNITY EMERGENCY RESPONSE TEAM (CERT)

Artesia has an active CERT program that provides free training following FEMA's CERT curriculum.

CERT is a 30 hour course that teaches team members fire safety, basic medical operations, search and rescue, and disaster psychology.

A position of CERT Unit Leader has been established within the BOC Operations Section. This position will have direct communications to their field units and can advise the Operations Section Chief and the Director of Emergency Services on the capabilities and limitations of CERT teams.

The communication between the BOC and CERT field responders may be accomplished by landline phones, cell phones, FRS radio, ARES radio nets, and runners.

VIII. WebEOC

The City of Artesia utilizes a web-based system of information sharing and reporting. The WebEOC system is used to report emergency information to the Los Angeles County Operational Area (SCC OBS).

WebEOC is an internet-based system that assists the Emergency Management Team in capturing and reporting resource status and requests, and also has standard formats for the various ICS forms in use. These forms can be called up online, filled out and submitted electronically.

IX. EMERGENCY PROCLAMATIONS

What Constitutes an Emergency?

The California Emergency Services Act § 8550 and SEMS defines an emergency as "conditions of disaster or of extreme peril to the safety of persons and property" by natural or human causes. Environmental considerations are also a factor.

Artesia Municipal Code Section 4-1.02: defines emergency as "the actual or threatened existence of conditions of disaster or of extreme peril to the safety of persons and property within the city caused by such conditions as air pollution, fire, flood, storm, epidemic, riot or earthquake, or other conditions including conditions resulting from war or imminent threat of war, but other than conditions resulting from a labor controversy, which conditions are or are likely to be beyond the control of the services, personnel, equipment and facilities of the city, requiring the combined forces of other political subdivisions to combat."

Under state law, a Local Emergency means "the duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the territorial limits of a county, city and county, or city, caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, drought, sudden and severe energy shortage, plant or animal infestation or disease, the Governor's warning of an earthquake or volcanic prediction, or an earthquake, or other conditions, other than conditions resulting from a labor controversy, which are or are likely to be beyond the control of the services, personnel, equipment, and facilities of that political subdivision and require the combined forces of other political subdivisions to combat, or with respect to regulated energy utilities, a sudden and severe energy shortage requires extraordinary measures beyond the authority vested in the California Public Utilities Commission." (Gov't Code § 8558.)

Local Emergencies

The City Council or the Director of Emergency Services (the City Manager), or designee in the event the Director is unavailable, may proclaim a Local Emergency in Artesia when there exists conditions of disaster or of extreme peril to the safety of persons and property (as defined by Gov't Code § 8558) within the City boundaries.

The proclamation of a Local Emergency provides legal authority to:

Request that the Governor proclaim a State of Emergency, and if necessary, request a Presidential Declaration. (Gov't Code § 8625)

Put forth orders and regulations to protect life and property, including emergency orders or regulations imposing a curfew within designated boundaries where necessary to preserve the public order and safety (Gov't Code § 8634).

Provide mutual aid to any affected area in accordance with local ordinances, resolutions, emergency plans, or agreements. (Gov't Code § 8631)

Request from the Operational Area that mutual aid is provided. (Gov't Code § 8632)

Require the services of any local official or employee. (Gov't Code § 3100 et seq.)

Requisition necessary personnel and material of any department or agency.

Obtain vital supplies and equipment and, if there is an immediate need, to commandeer the same for public use.

Impose penalties for violation of lawful orders.

Conduct emergency operations without facing liability for performance or failure of performance to the extent provided by law. (Note: The California Emergency Services Act provides certain privileges and immunities, e.g., Gov't Code § 8655 et seq.)

Expend funds in connection with the emergency (Gov't Code § 53021)

In some cases, to waive public contract bidding requirements (Public Contract Sections 1102, 10101, 20168, 22050)

Pursuant to Artesia Municipal Code Section 4-1.06, the proclamation of a Local Emergency provides legal authority for the Director of Emergency Services to:

Request the Governor to proclaim a "state of emergency" when, in the opinion of the Director, the locally available resources are inadequate to cope with the emergency.

Control and direct the effort of the emergency organization of this City for the accomplishment of the purposes set forth in the Artesia Municipal Code.

Direct cooperation between and coordination of services and staff of the emergency organization of this City; and resolve questions of authority and responsibility that may arise between them.

Represent the City in all dealings with public or private agencies on matters pertaining to emergencies as defined in the Artesia Municipal Code.

To make and issue rules and regulations on matters reasonably related to the protection of life and property as affected by such emergency; provided, however such rules and regulations must be confirmed at the earliest practicable time by the City Council;

To obtain vital supplies, equipment, and such other properties found lacking and needed for the protection of life and property and to bind the City for the fair value thereof and, if required immediately, to commandeer the same for public use;

To require emergency services of any City officer or employee and, in the event of the proclamation of a "state of emergency" in the County in which this City is located or the existence of a "state of war emergency," to command the aid of as many citizens of this community as he or she deems necessary in the execution of his or her duties; such persons shall be entitled to all privileges, benefits, and immunities as are provided by State law for registered disaster service workers;

To requisition necessary personnel or material of any City department or agency; and

To execute all of his or her ordinary power as City Manager, all of the special powers conferred upon him or her by this chapter or by resolution or emergency plan pursuant hereto adopted by the City Council, all powers conferred upon him or her by any statute, by any agreement approved by the City Council, and by any other lawful authority.

Proclamations by the Director of Emergency Services of a Local Emergency must be submitted for approval to the City Council by the City Manager within specific timeframes, and all proclamations of a Local Emergency must be extended or cancelled after periodic reviews within specific timeframes. (See AMC § 4-1.06; Gov't Code § 8630.)

X. CONTINUITY OF GOVERNMENT

A major disaster could result in 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. At all levels, government is responsible for providing continuity of effective leadership and authority and for the direction of emergency operations and management of recovery operations. It is essential that the County of Los Angeles and all the cities/towns and special districts within the county continue to function as government entities.

The California Government Code and the Constitution of California (California Emergencies Act, Article 14-Local Emergency) provide the authority for state and local governments to reconstitute themselves in the event incumbents are unavailable to serve, as "unavailable" is defined below.

Lines of Succession

The California Government Code § 8635 et seq. permits the appointment of up to three (3) standby officers for each member of the governing body. This code also provides for the succession of officers who head departments responsible for maintaining law and order, or for furnishing public services relating to health and safety. The standby officers shall have the same authority and powers as the regular officers or department heads.

Standby officer no.1 fills the post for which he or she has been appointed when the regular officer is unavailable during a state of war emergency, a state of emergency or a local emergency. Standby officers Nos. 2 and 3 substitute in succession for standby officer No. 1 in the same way that standby officer No. 1 is substituted in place of the regular officer. The standby officer serves until the regular officer becomes available or until the election or appointment of a new regular officer. (Gov't Code § 8641(d).)

"Unavailable" means that an officer is either killed, missing, or so seriously injured as to be unable to attend meetings and otherwise perform his duties. Any question as to whether a particular officer is unavailable shall be settled by the City Council or any remaining available members of the City Council (including standby officers who are serving on such governing body). (Gov't Code § 8636.)

The Line of Succession for Director of Emergency Services in Artesia is as follows:

- Assistant Director of Emergency Services
- Director of Planning and Community Development
- Director of Public Works
- Director of Finance

The Acting Director of Emergency Services shall serve until the Director is available or until a successor is appointed by the City Council.

Any questions as to the availability of the Director of Emergency Services shall be decided by the City Council or any remaining available members of said body.

Reconstitution of the Governing Body

Additionally, procedures exist to assure continued functioning of political subdivisions in the event the governing bodies, including standby officers, are unavailable to serve.

The California Government Code § 8643 authorizes local governing bodies to convene, as soon as possible, whenever a State of Emergency or Local Emergency exists and at a place not necessarily within the political subdivision. The duties of a governing body during emergencies include ascertaining the damage to the jurisdiction and its personnel and property, reconstituting it and any subdivisions, performing functions in preserving law and order, and furnishing local services

The California Government Code establishes a method for reconstituting the governing body. In the case that all members, including all standbys, be unavailable, temporary officers shall be appointed by the chair of the County Board of Supervisors, in which the political subdivision is located, and if he or she is unavailable, by the Chair of the Board of Supervisors of any other county within 150 miles, and if he or she is unavailable, by the mayor of any city within 150 miles of Artesia, beginning with the nearest and most populated city and going to the farthest and least populated. (Gov't Code § 8644.)

The City Government could be reconstituted at City Hall or at any of the alternate EOC locations. If it is unsafe to convene City Council meetings at City Hall, an alternate meeting location may be designated as provided for in the Brown Act. (Gov't Code § 54954(e).)

Protection of Vital Records

In the City of Artesia, the City Clerk's Office is responsible for the preservation and protection of vital records. Each department within the City shall identify, maintain, and protect its vital records. Vital records are defined as those records that are essential to the rights and interests of individuals, governments, corporations and other entities, including vital statistics, land and tax records, license registers, articles of incorporation, and historical information. Vital records also include those records essential for emergency response and recovery operations, including utility system maps, emergency supply and equipment locations, emergency operations plans and procedures, and personnel rosters.

These vital records will be essential to the reestablishment of normal government functions, protecting the rights and interests of government. These rights and interests may include the Constitutions, charters, statutes, ordinances, court records, official proceedings, and financial records of Artesia.

Vital records of City of Artesia are routinely stored in the City Clerk's Office, in the files of the various departments, and in off-site storage.

XI. MULTI-AGENCY/INTERAGENCY COORDINATION

Multi-agency or inter-agency coordination is the participation of agencies and disciplines involved at any level of the ICS/SEMS organization working together in a coordinated effort to facilitate decision-making for overall emergency response activities, including the sharing of critical resources, information and the prioritization of incidents. The Multi-Agency Coordination System (MACS) is a decision-making system used by member jurisdictions of the Los Angeles Operational Area to prioritize and coordinate resource allocation and response to multiple incidents affecting the Operational Area.

MACS is usually implemented during a large-scale incident involving multiple agencies or jurisdictions. Multi-agency or inter-agency coordination is important for:

Establishing priorities for response

Allocating critical resources

Developing strategies for handling multi-agency response problems

Sharing information
Facilitating communications

Multi-Agency or interagency Coordination in the EOC

Multi-agency or interagency coordination is an integral part of the functioning of the City's EOC. The EOC is staffed by representatives from City departments and agencies who work together at the EOC to coordinate the City's emergency response. Representatives from outside agencies including special districts, volunteer agencies and private organizations may also participate at the EOC with departmental representatives in coordinating the City's response efforts. Coordination with agencies not represented in the EOC may be accomplished through telecommunications, emails, or faxes.

XII. MUTUAL AID SYSTEM

The foundation of California's emergency planning and response is a statewide mutual aid system which is designed to ensure that adequate resources, facilities, and other support is provided to jurisdictions whenever their own resources prove to be inadequate to cope with a given incident. The basis for the system is the California Master Mutual Aid Agreement, as provided in the California Emergency Services Act. (Gov't Code § 8615 et seq.) 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 is obligated to provide available resources to assist local jurisdictions in emergencies.

The statewide system includes several discipline-specific mutual aid systems, such as, but not limited to, fire and rescue, law, emergency managers, medical, and public works. The adoption of ICS/SEMS does not alter existing mutual aid systems. To further facilitate the mutual aid process, particularly during day-to-day emergencies involving public safety agencies, fire and rescue, and law enforcement mutual aid coordinators have been selected and function at the Operational Area, regional and state levels.

Incoming mutual aid resources may be received and processed at several types of facilities including: Incident Command Posts, staging areas, bases, camps, and mobilization centers. Units in staging areas are ready to be sent directly to the disaster site. Staging Areas are off-incident locations at which emergency response personnel and equipment are temporarily located pending assignment, release or reassignment.

During a proclaimed emergency, mutual aid will be coordinated by the Operational Area. The Los Angeles County Operational Area will coordinate mutual aid requests between the Operational Area member jurisdictions and the State OES Regional Emergency Operations Center (REOC).

Mutual Aid Agreements/County-Op Area Coordinators

Mutual Aid Policies and Procedures

Mutual aid resources will be provided and utilized in accordance with the California Master Mutual Aid Agreement and supporting separate agreements.

Due to the incompatibility of radio communications equipment between most agencies, local agencies should, where possible, provide incoming mutual aid forces with portable radios using local frequencies.

XIII. HAZARD ANALYSIS

The City of Artesia is a reasonably safe place to live and work. Natural threats to life and property include earthquakes, flooding, heat waves, environmental problems and landslides. Human-caused threats to life and property include aircraft crashes, hazardous materials incidents, utility interruptions, communicable diseases, terrorist acts, train derailments, and dam failure.

Seismic Hazards

The City of Artesia, like most of the Los Angeles Basin, is near one or more known earthquake faults, and potentially many more unknown faults, particularly so-called lateral or blind thrust faults.

The major faults that have the potential to affect the greater Los Angeles Basin, and therefore the City of Artesia are the:

San Andreas

Newport-Inglewood Palos Verdes

Whittier-Elsinore and Santa Monica

According to the Artesia General Plan, the Newport-Inglewood Fault poses the greatest threat to the City of Artesia.

The City of Artesia does not contain areas with landslide potential due to the low-lying and flat terrain. There are no slopes greater than 5.0%; therefore, there is no risk of landslides according to the Artesia General Plan.

Wildfire Hazards

Wildfires can occur in Artesia. Narrow ingress/egress routes can impede residents' escape. The access of first responders to favorable tactical positions to combat the fire's leading edges may also be limited. Failure of homeowners and tenants to trim back flammable decorative landscaping and failure to replace wood shake or shingle roofs with non-flammable roofs compound the dangers to property and lives of both residents and firefighters.

Flooding

Watersheds in mountain ranges produce creeks, streams and rivulets in the City with continual flooding potential. High water soil composition contributes to saturation during the winter rainy season, particularly during the meteorological phenomenon known as El Nino. Elevated flows, higher stream velocity, and debris accumulation may occur in watercourses. Additionally, the Whittier dam is located 14.1 miles away from the area that may also represents a threat to safety of people and property.

XIV. HAZARD MITIGATION

The Case for Hazard Mitigation

Every disaster can teach us valuable lessons about building construction, land use, and emergency response. Unfortunately, many of these lessons are soon forgotten and there is a tendency to return to poor construction, unsafe land use, and other short-sighted practices that add to the disaster's negative impact. For this reason, the federal and state governments require safe land use and construction practices as a condition of receiving federal disaster aid. Mitigation has been shown to significantly reduce emergency costs.

Hazard Mitigation Actions

Avoid the Hazard

Avoiding a hazard usually involves restricting land use near the hazard area. This can be accomplished by zoning:

Zoning is usually a function of local government, except where state or federally- owned lands are exempt from local zoning laws. Other interests may propose zoning regulations, but only local government can adopt them. By mutual agreement, state or federal restrictions may be locally adopted and enforced.

Zoning can be useful, but its powers are limited. Therefore, zoning usually reflects, rather than dictates, current land use trends. Zoning is vulnerable to political pressure. This is particularly true if an area is very attractive for development and rarely experiences major disasters.

Zoning is generally best suited to restricting the use of smaller areas (such as very steep slopes) within larger areas, as opposed to restricting large areas (such as areas of potential earthquake shaking).

Improve Building Standards

Buildings in hazardous areas can often be made safe. This can be as simple as the addition of a fireproof roof or as extensive as demolishing the building. Building standards can be implemented for a variety of reasons.

Local Standards

Building codes are usually a function of local government, except where state or federal buildings are exempt from local codes. Codes can be strengthened for hazardous areas. Usually stronger codes are enforced only for new construction or remodeling, but some recent laws require hazard related inspections for existing buildings that are considered at risk. Inspections will produce knowledge of liability, which will motivate the owners to improve their buildings.

State Standards

For state-owned facilities and schools which are outside the jurisdiction of local governments, construction standards are adopted and enforced by the responsible state agency(s). In some cases, these standards may serve as models for local governments.

Federal Standards

A federal agency may require local or state governments to adopt and enforce certain hazard mitigation regulations as a condition for federal assistance or participation in federally assisted programs.

The Governor's Office and FEMA may be involved in establishing construction standards for hazard mitigation projects.

Federal law authorizes, as a condition of any disaster loan or grant, the recipient shall agree that any repair or construction to be financed by the loan or grant shall be in accordance with applicable standards of safety, decency and sanitation, in conformity with applicable codes, specifications, and standards.

As a further condition of any loan or grant made, the state or local government shall agree that the natural hazards in the areas in which the proceeds of the grants or loans are to be used shall be evaluated and appropriate action shall be taken to mitigate such hazards, including safe land use and construction practices.

Reduce the Hazard

The hazard itself can be reduced. This depends on the type of hazard, for example; double containment of a storage tank will reduce the hazard from the chemical inside, but an earthquake or a storm cannot be stopped.

The City may decide to expend its funds to reduce hazards. The City maintains its Local Hazard Mitigation Plan (LHMP), identifying hazards.

XV. AFTER THE DISASTER

The Governor, with the federal government, may execute a Federal/State Agreement, which includes hazard mitigation measures.

Local

The City's Authorized Representative, the City Manager, is responsible for local performance of hazard mitigation measures under the terms of a Federal/State Agreement. The City Manager, in coordination with the Governor's Authorized Representative, shall:

Appoint a Local Hazard Mitigation Coordinator to work with the Federal/ State Hazard Mitigation Team. Submit adequate assurance that required hazard mitigation measures have been taken or will be completed for any project application.

Implement and enforce land use regulations and safe construction practices which are agreed upon as conditions for FEMA grants or loans, to the extent of legal authority. Cities may request state or federal advice or assistance in taking these actions.

Provide evidence of compliance with conditions for any approved FEMA grants or loans as required by the Governor's Authorized Representative.

Local Hazard Mitigation Coordinator

Working with the Federal/State Hazard Mitigation Team, the City's Hazard Mitigation Coordinator shall assess disaster damage within the local jurisdiction.

Arrange for local participation in the Federal/State Hazard Mitigation Team.

Inform local officials and citizens about significant team activities, collect any local comments on these matters, and report them to the Hazard Mitigation Coordinator.

Work with the Federal/State Hazard Team to review and update existing hazard mitigation plans, or in developing new hazard mitigation plans.

XVI. RECOVERY OPERATIONS

A recovery operation refers to certain measures undertaken by the City both during and following a disaster. Effective recovery consists of a complex array of interdependent and coordinated actions which may include federal and state disaster relief efforts.

A successful recovery starts at the beginning of the incident. There is no clearly defined separation between the response and recovery efforts.

Recovery operations are divided into three phases.

Short Term Recovery (Disaster impact to two (2) months) - The focus is on debris removal, building safety inspections, coordination of shelter services to victims, information on assistance programs, and providing basic emergency services (particularly public safety).

Mid-Term Recovery (Two (2) months to one (1) year) - The "rehabilitation" or reconstruction period between immediate response and long-term recovery.

Long Term Recovery (One (1) to 10 years and beyond) - Actions that will return the jurisdiction's social and economic situation back to normal pre-disaster levels of service or improved levels.

Short-Term Objectives

Protection of individual well-being and private/public property

Family reunification

Restoration of essential public services and public safety

Mid-Term Objectives

Restoration of infrastructure/physical recovery to pre-disaster levels

Restoration of normal government operations

Long-Term Objectives

Permanent restoration of private and public property

Economic, social, and institutional stabilization

Assess needs for, and accomplish, hazard mitigation

Update Emergency Plans based on lessons learned

Disaster Recovery Assistance Centers

Joint Federal, State and Local Assistance Center (LAC) may be set up in affected areas. These centers are staffed under the one-stop shopping concept by disaster relief agency's specialists, local officials, and representatives from private relief organizations.

Individual citizens and organizations desiring to donate money, food, clothing, and other goods or services to disaster victims may contact these LACs. Federal relief policy calls for cash donations to be given to private non-profit organizations involved in disaster relief services such as the American Red Cross, the Salvation Army, the Goodwill, or FBOs.

Additional information about Artesia's Local Assistance Center is contained in the Local Assistance Center Emergency Guideline.

Recovery Planning

As soon as the EOC is operational, recovery planning begins. The Advanced Planning Unit, under the Planning/Intelligence Section Chief, has primary responsibility for recovery planning. Recovery considerations will be reflected in the Incident Action Plans as the scope and approximate duration of the incident is identified. The City Recovery Plan will provide a road map for planning actions. Availability of funding will also dictate the exact steps in the recovery process.

Recovery Funding Federal

Federal disaster assistance is available to communities which are covered by Presidential Proclamations. This assistance, provided under the provisions of the Robert T. Stafford Disaster Relief and Emergency Assistance Act is coordinated through FEMA.

State

California's Emergency Management Agency coordinates disaster recovery and mitigation activities within California.

XVII. PUBLIC EDUCATION –DISASTER PREPAREDNESS

If the general public knows what to do before, during and after a disaster, the impact of the disaster can be greatly reduced in saved lives and preserved property. Public education is largely a local function, although the state and federal governments make a variety of educational materials available.

The Artesia OES routinely conducts or sponsors public education seminars on the subject of disaster preparedness and related topics.

The OES offers the "Map Your Neighborhood" program to assist neighborhoods in preparing for emergencies. In addition, it offers CERT training and opportunities for volunteering in a number of emergency response roles.

EARTHQUAKE SAFETY IN THE WORK PLACE

The City of Artesia has an obligation to their employees to maintain a disaster plan. An emergency evacuation area must be designed, a nearby safe area, preferably outdoor, where workers can get together after a fire or earthquake. It should be out in the open away from buildings or power lines. If there is no open space nearby, designate some other safe place.

It is very important for each employee to familiarize themselves with the evacuation diagram for their worksite. Each department has a designated meeting place in the event of an emergency evacuation. In the event of an emergency, all employees should proceed immediately to their designated evacuation meeting area. A **safety representative** has been assigned to account for all employees and provide further communication on the situation.

BE PREPARED

Identify evacuation routes and alternate routes, and keep them clear of any obstructions.

Plan assistance for people with disabilities, employees, and people who maybe visiting and conduct drills.

The City has assigned and trained teams of employees to handle basic first aid, search and rescue, fire response, evacuation, damage assessment, and security.

All employees are to be trained in earthquake preparedness and identifying safe places at work.

Safety Committee members have been appointed and trained to take leadership in emergencies.

Evacuation drills will be conduct regularly.

HAZARD HUNT – Always be on the lookout for hazards. When a hazard is identified report it immediately to a safety representative and/or your supervisor so it can be documented and corrected.

Office hazards include:

1. Tall shelves
2. Book shelves
3. Tall, heavy lamps
4. Hanging plants
5. Heavy objects on walls
6. Windows, air conditioners
7. Light fixtures
8. Desks by windows, etc.
9. Heavy pictures
10. Gas stoves
11. Unsecured TV, typewriters, computers. Attach these items to their stands with industrial strength Velcro, by bolting them to the stand, using a detachable leash attached to the wall, tie down with bicycle or bungee elastic card.
12. File cabinets – these will tip over unless they are strapped to the wall or bolted to the floor. Strapping or bolting them increases their stability. Be sure the drawers can lock when they are closed, because if a drawer slides open during an earthquake it can injure someone.
13. Ceiling partitions
14. Signs
15. Fans
16. Water tanks – on the roof can affect the load bearing capacity of the roof causing it to fail.

EARTHQUAKE DRILLS

In order for our staff to know how to respond during an earthquake, it is essential that they practice these procedures by conducting earthquake drills until they are second nature.

There are six (6) components to an Earthquake Drill.

These are the Alarm, Response, Evacuation, Assembly, Head Count or Roll Call and the Evaluation.

ALARM

During the alarm stage, those involved in the drill are alerted by a loud warning device such as a bell or buzzer. This must be a pre-arranged signal known by everyone, so that all will respond appropriately.

RESPONSE

During the response phase, everyone heads for cover. Persons get under a heavy desk, table, chair, bed or under a door jamb. Make sure you move away from windows, glass or light fixtures. If there is not cover available, crouch and try to protect your head.

EVACUATION

After remaining in your respective safe-place until the shaking has stopped, persons should then evacuate the building. The evacuation proceeds through pre-determined safe routes and evacuees gather outside in a safe area away from buildings, fences, walls, electricity poles, bridges and trees.

ASSEMBLY

At the assembly point, all evacuees are to report and wait for the roll call to take place by your safety committee member. Report all known injuries to your safety committee member immediately so that medical aid can be provided as soon as possible.

ROLL CALL

During the roll call, your safety committee representative will determine if everyone is present and accounted for. In the event of a real earthquake, do not leave the area to search for those who are missing.

Do not leave the assembly area until your safety representative has been dismissed.

EVALUATION

After the roll call, the Safety Committee will evaluate snags in the drill, problem areas, or potential problem areas.

Remember that only by practicing will occupants of a building be reasonably sure that in the event of a serious earthquake they will be able to respond appropriately.

Office Buildings

When an office building is designed without earthquake protection, the building is designed to withstand its own weight as well as the weight of the contents, and hold up against wind. Earthquake engineering adds other dimensions, because the building must be able to hold together as it is shaken from side to side and up and down. The roof and walls are tied together so that the walls do not pull apart and allow the roof to fall. Some multi-story buildings have been designed to be flexible while holding together. The building is designed to sway as a unit in a side to side motion. Without this planned flexibility, the various elements of a large building would move at different rates, creating additional stresses within the building that could weaken it to the point of collapse.

During large earthquakes, expect windows to break, plaster and suspended ceilings to fall. Multi-level office buildings are designed to sway as they should during earthquakes, unsecured objects will slide around inside, particularly on the upper floors. That is why it is important to secure the furnishings of a multi-level office building. Anchoring pieces of furniture will prevent them from sliding back and forth, even acting as battering rams to break through windows or walls. Carpets may help reduce this action.

The Public Works Yard

Tall racks of stored equipment and supplies pose a great danger in an earthquake. Many warehouses have shelves holding thousands of supplies ten or more feet high. These shelves should be bolted to the floor and further anchored with steel channel bars to the upper walls and ceilings. Goods should be stored carefully, with heavier items on the lower shelves. Removable fences can prevent the item from sliding while providing access to workers and fork lifts.

Great care should be taken when storing chemicals or other potentially hazardous material. Avoid glass containers where possible. Drums piled one on top of another are very dangerous; and should be stored on shelves with fences. Incompatible materials stored close together could mix in a spill. Chemistry and test laboratories should store their chemicals by type instead of alphabetically, making sure that each container is

secured – while in use and when stored.

DURING AN EARTHQUAKE

In an office building, the safest place is usually under a desk, protecting you from filing cabinets, bookshelves and other tall office furniture that could easily fall during an earthquake. In industrial buildings, with the additional hazards of heavy equipment and supplies, try to locate safe places in advance.

In a Multi-Level Office Building

Tall buildings sway back and forth during earthquakes, so you will need to hold on while the ground shakes. Again, find the safest place and hold on tight. Take cover under a desk or table unless it is right by a low window. Turn away from windows. Hold on and move along with the desk as it slides. Or brace yourself in the central hall way or against an interior wall. If you are in a stairwell, sit down and hold on.

In A Public Place

Many of our employees work throughout the City in open spaces. Stay where you are and assess the situation. In most public places, the best thing to do during an earthquake is to stay where you are and drop. Get under a table or stable solid object that provides protection. Do not drive your vehicle until the roadway has been properly assessed for damage, broken water lines, and fallen power poles.

If you are in a store, shopping mall, or a place where people are standing or walking, stay still to see what the other people do. If you must move, do so slowly. Try to find a wall or other protection to lean against. In any emergency in a crowded place, there are dangers of pushing and trampling, and if the lights are off, the situation will be worse. Try to stay out of the way of the crowd. Store and other public buildings are required to clearly identify emergency exits. Train yourself to notice the location of these exits in case you need them. In the supermarket or other stores, goods are bound to be falling around you during an earthquake. The worst place to be are near the soft drinks, liquor or the cleaning supplies because of the danger of broken glass, spilled chemicals and exploding pressurized cans.

If you are pushing a shopping cart, use it for protection. Drop and hold onto the cart.

If you wear a City uniform, citizens may naturally look to you for instruction. Stay calm and tell them to call 911 if they have been injured. **Do not** administer medical aid.

BUILD A KIT

A disaster supply kit is simply a collection of basic items you may need in the event of an emergency. Each department will assemble an emergency supply kit. You may have to evacuate at a moment's notice and take essentials with you. You will probably not have time to search for the supplies you need or shop for them.

You may need to survive on your own after an emergency. This means having your own food, water and other supplies in sufficient quantity in your personal vehicle, to last for at least 72 hours. Local officials and relief workers will be on the scene after a disaster but they cannot reach everyone immediately. You could get help in hours or it might take days.

Additionally, basic services such as electricity, gas, water, sewage treatment and telephones may be cut off for days or even a week, or longer after a major event. Your supplies kit should contain items to help you manage during these outages.

XVIII. APPROVALS, AUTHORITIES, AND REFERENCES

Artesia City Council approval of this plan - City of Artesia Municipal Code Section 4-1.08.

California State Laws and Regulations:

California Constitution, <http://www.leginfo.ca.gov/const.html> (e.g., Article XVI, Section 6.)

California Emergency Services Act, Chapter 7 of Division 1 of Title 2 of the Government Code (Gov't Code § 8550 et seq.).

California Disaster Assistance Act, Chapter 7.5 of Division 1 of Title 2 of the Government Code (Gov't Code § 8680 et seq.).

California Shelter Crisis Act, Chapter 7.8 of Division 1 of Title 2 of the Government Code (Gov't Code § 8698 et seq.).

Standardized Emergency Management System (SEMS) Regulations, Article 1 of Chapter 1 of Division 2 of Title 19 of the California Code of Regulations, (19 CCR § 2400 et seq.); California Government Code Section 8607(a) et seq.

Disaster Service Worker Volunteer Program Regulations, Article 1 of Subchapter 3 of Chapter 2 of Division 2 of Title 19 of the California Code of Regulations (19 CCR § 2570 et seq.).

Federal Laws and Mandates:

Federal Disaster Relief Act of 1974 (PL 93-288)

Federal Civil Defense Act of 1950 (PL 920)

Public Law 84-99

http://www.deltavision.ca.gov/ConsultantReports/Delta_VisionLeveesReport_Final_08-07-08.pdf

Homeland Security Presidential Directives 5 & 8 National Incident Management System (NIMS) at the NIMS Integration Center http://www.fema.gov/pdf/emergency/nims/NIMS_core.pdf

National Response Framework <http://www.fema.gov/national-response-framework>

Plans and Programs

NFPA 1600 <http://www.nfpa.org/codes-and-standards/document-information-pages?mode=code&code=1600>

Emergency Management Accreditation Program <http://www.emaponline.org/>

US Department of Homeland Security National Preparedness Goal, Universal Task Lists, & Target Capabilities Lists <http://www.fema.gov/pdf/government/training/tcl.pdf>

Homeland Security Exercise & Evaluation Plan http://www.fema.gov/media-library-data/20130726-1914-25045-8890/hseep_apr13_.pdf

A Guide To Federal Aid & Disasters <https://www.fema.gov/media-library/assets/documents/6094> and <http://www.murray.senate.gov/public/index.cfm/preparedness>

California Master Mutual Aid Plan <http://www.caloes.ca.gov/FireRescueSite/Documents/CalOES%20-%20Fire%20and%20Rescue%20-%20Mutual%20Aid%20Plan%20-%2020141201.pdf>

California Emergency Plan

<http://www.bepreparedcalifornia.ca.gov/CDPHPrograms/PublicHealthPrograms/EmergencyPreparednessOffice/Pages/EmergencyPreparednessOffice.aspx>

<http://www.caloes.ca.gov/cal-oes-divisions/planning-preparedness/state-of-california-emergency-plan-emergency-functions>

A Guide to Establishing Local Assistance Centers

<http://www.caloes.ca.gov/searchsite/pages/searchresults.aspx?k=Guide%20To%20Establishing%20Local%20Assistance%20Centers>

Annexes:

Annex 1: EOC Procedures and Checklists

Activation Phase:

Notify Communications of the appropriate EOC activation decision based upon the event and begin notifications of staff -- based on the level of EOC activation that is necessary.

Level 1 -- EOC open but may be staffed for monitoring purposes only
Level 2 -- Minimum EOC staffing (only necessary sections/functions)
Level 3 -- Full EOC staffing

- The first person in the EOC contacts the Field Incident Commander and obtains a briefing on the situation. This person shall act as the EOC Director until the City Manager, or designee reports.
- Assess the nature, scope and estimated impact of the event and response, including the identification of any life threatening issues that need immediate attention.
- If public notification of an impending event is necessary; utilize the alerting system in the anterior room of the EOC. The directions are located in the booklet setting on the alerting system workstation.
- If not done already updates the OES website with relevant information as soon as possible.
- Verify the safety and status of the employees/public in the immediate area of the critical incident.
- Ensure the security and stability of the Primary EOC facility - Artesia City Hall
- Retrieve a copy of the Emergency Operations Plan. Open the assigned Annex for the hazard you are facing and review the information and checklists.
- Assign staff tasks and distribute appropriate position checklists from the Emergency Operations Plan.
- Convene the EOC Management Team and General Staff.
- Double check that all other EOC staff has been notified and is the route to the EOC.
- Identify all agencies with either jurisdictional or functional responsibility for the incident. If unsure, think the worst case and include the appropriate staff in notifications.

- Identify additional internal and external notifications that need to be made. Advise the Public Information Officer (PIO), as needed.
- Determine the level of additional response warranted.
- Identify the additional support that the EOC can provide to the EOC Director, and communicate this support to the appropriate EOC staff for response.
- Obtain a copy of the ICS 201 - INCIDENT BRIEFING form in the forms section of EOC workstation. This is the initial EOC Emergency Action Plan (EAP) and should be used to document initial actions, organizational structure, and a list of committed and/or ordered resources.
- Identify on a map the area involved, areas that may be exposed, and critical areas of concern. Include a copy of the map with the EOC Emergency Action Plan.
- Compile an initial assessment of damages to-date, and establish any additional damage assessment priorities.
- List all issues/concerns for each incident or disaster site, and keep all EOC staff abreast of updated information.
- Inquire about any potential social, environmental, political, cultural or economic issues. List them. This list will come from input by the initial IC and field Operations Section Chief. Post these issues and discuss them during the initial EOC transition meeting. Once posted, start delegating issues to EOC team members, making a notation of the name of person and time delegated.
- Identify all assisting and cooperating agencies on the incident and ensure that an Agency Representative has been requested in the EOC for each.
- Forecast the potential duration for each incident (days, weeks, etc.) to ensure personnel and resource ordering is staying 24-48 hours ahead.
- Review current EOC staffing to ensure appropriateness for the potential size and needs of the incident. Identify needed staffing plan and request appropriate resources.
- Review media policies and prepare an initial press release. Ensure all responding agencies are recognized.
- Review resources and personnel in place to ensure adequate coverage to address new incidents.
- Identify any injuries or claims.
- Obtain a local and regional weather forecast for the next 24-48 hours.

Operational Phase: Much of this is to be done by the EOC Director

- After establishing the Emergency Operational Center, the first order of business is to determine:
 - Scope and magnitude of the problem;
 - Number of fatalities and injuries;
 - Status of critical facilities, communications systems, utilities;
 - Where needs are most urgent and establishing priorities;
 - Staffing and supply needs, both as to quantity and probable duration of need;
 - Type, quantity, timing and location of mutual aid resource requirements, and their availability;
 - Assessments of public and private sector property damage.

If it appears that the situation is, or is likely to be, beyond the personnel, equipment or facility resources of the City to handle independently, and there is time for the City Council to meet, request an emergency meeting of the City Council and request that they declare a Local Emergency.

- After establishing the Emergency Operational Center, the first order of business is to determine if time is of the essence, DECLARE A LOCAL EMERGENCY, and:
 - Direct the EOC Coordinator to immediately send a Flash Report to the Los Angeles County Operational Area.
 - Request the City Attorney to draft the necessary declaration for your signature.
 - Direct the Planning Section Chief to develop a written initial status report, and
 - Direct the Liaison Officer to coordinate the status report, the Declaration of Local Emergency, and the request for mutual aid with the Los Angeles County Operational Area.

Based on the type, scope and magnitude of the emergency situation, establish the appropriate EOC organization (Levels I, II, or III.). Note: Command, strategy and tactical control should be at the *lowest organizational level possible*, and only those functional elements currently needed should be activated.

- Direct the Finance Section Chief to establish special accounts for emergency related expenditures.
- Direct the Logistics Section Chief to establish the City Primary Staging Area to receive mutual aid if necessary, and the Fire Department to request assistance from RACES personnel.
- Request a status report on the results of windshield surveys completed by Fire Department.
- Direct the Planning Section Chief to work with the Operations and Logistics Section Chiefs in developing an EOC Action Plan for the next twenty-four hour period.
- Hold Situation Briefings for all of the EOC staff on an hourly basis or bi-hourly basis. Whenever there has been a significant event as determined by you, make an EOC announcement.

- Fill the Safety Officer position if you believe it is necessary, and if so direct the Safety Officer to develop a list of field safety issues and concerns.
- Confirm status of all vital records. If there is a need of assistance, direct the Operations Section Chief to provide the assistance after lifesaving responsibilities have been addressed.

Meet with the City Attorney and the Operations Section Chief to review the following issues:

- The need to promulgate or suspend orders and regulations necessary to provide for the protection of life and property, including issuing orders or regulations imposing a curfew;
- The need to command the aid of citizens to cope with the emergency;
- The need to obtain vital supplies and equipment, and, if required, immediately commandeer these for public use;
- The need to modify ordinances or to impose penalties for violation of lawful orders (This was an issue following the earthquakes in Los Angeles when people violated Building Department no trespassing posters, or took them down);

- The need to require emergency services of city officials and/or employees;
- The need to ask the Governor to proclaim a state of emergency.

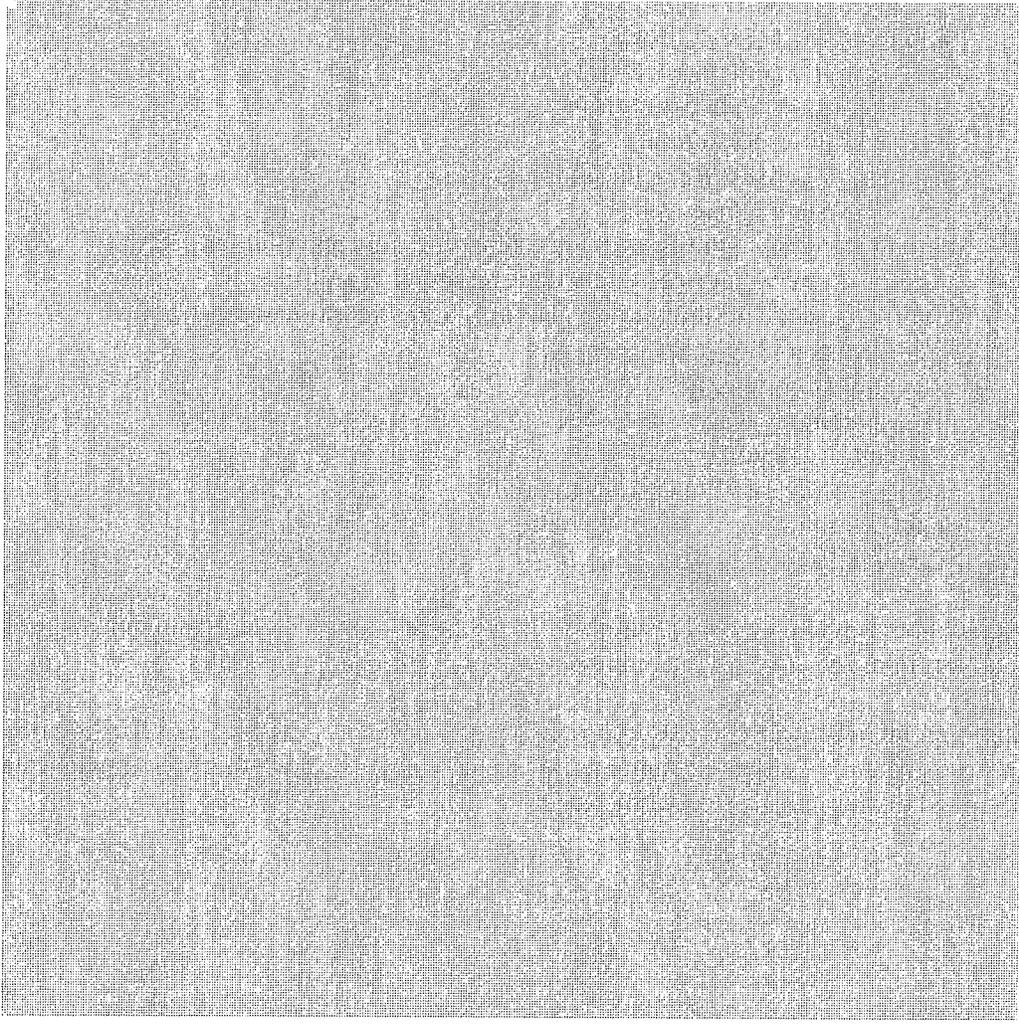
Meet with the Planning Section Chief to review the Twenty-four Hour EOC Action Plan. Ensure that the Plan is covering the following points:

Fire and Rescue Operations
Law Enforcement and Traffic Control
Emergency Medical Services
Public Utilities Restoration
Citizen Movement/Relocation Operations
Care and Shelter Operations
Public Health/Mental Health Services at the Care and Shelter Facilities
Animal Control Services at the Care and Shelter Facilities
Public Works/Building Safety Damage Assessment Operations
Resources and Support Operations
Personnel Coordination
Transportation
Coordination
Food and Potable Water Coordination
Fuel Coordination
Communications Coordination

Monitor the implementation of the EOC Action Plan and make adjustments as required. Ensure that all appropriate information is being posted on the EOC status boards.

Meet periodically with the City Attorney, Planning Section Chief, and the Finance Section Chief to confirm that all required documentation is being established, that it is being cataloged, filed, and submitted to the appropriate jurisdictions.

INCIDENT BRIEFING (ICS 201)

1. Incident Name:	2. Incident Number:	3. Date/Time Initiated: Date: _____ Time: HHMM
4. Map/Sketch (include sketch, showing the total area of operations, the incident site/area, impacted and threatened areas, overflight results, trajectories, impacted shorelines, or other graphics depicting situational status and resource assignment): 		
5. Situation Summary and Health and Safety Briefing (for briefings or transfer of command): Recognize potential incident Health and Safety Hazards and develop necessary measures (remove hazard, provide personal protective equipment, warn people of the hazard) to protect responders from those hazards.		
6. Prepared by: Name: _____	Position/Title: _____	Signature: _____
ICS 201, Page 1	Date/Time: _____	

Annex 2: Earthquake Operational Considerations

Following the earthquake you will be expected to utilize all of your city resources prior to requesting mutual aid of the Los Angeles County Operational Area, the State, or the Federal Government.

If it is self-evident that the extent of damage requires resources beyond your capabilities you should request a declaration of a local emergency and request mutual aid through the Los Angeles County Operational Area at once.

Send a status report to the Los Angeles County Operational Area ASAP. If phone communications are disrupted you can utilize the Law Enforcement radio systems through the Sheriff's Department. ARES/RACES radio operators can also provide communications with the County, other agencies, and other entities.

Your Operations Section Chief should be doing a rapid damage assessment of all structures within the City of Artesia.

Operations Section Chief

Establish contact with field units to determine their status, and then the status of the community. In checking in with the field units, ensure that they are conducting a Windshield Survey, and that pre-designated critical facilities are being checked first.

Develop a Flash Report, a Preliminary Report and a Situation Summary for the Emergency Services Director and the Los Angeles County Operational Area as soon as possible. Information will come from city personnel, PANDA and RACES (Ham Radio Operators) volunteers. These forms are part of the RIMS system, accessible from any workstation in the EOC.

The Flash Report can be used at anytime a significant event has taken place within Artesia. The Preliminary Report is sent two hours after the incident. This Report simply intended to get a rough understanding of the seriousness of your situation and the extent of your search and rescue mutual aid needs. The Situation Summary is to be used three hours after the event and every six hours thereafter.

Coordinate with the Los Angeles County Coroner's Office regarding the need for and placement of Medical Mass Casualty Collection Points (CCP's). CCP's are sites designated by the County Health Care Agency for the congregation, triage, medical treatment and stabilization for evacuation of casualties to hospitals or a Disaster Support Area. CCP's should not be viewed as first aid stations for the minimally injured.

Fire Branch Director

Help set search and rescue priorities and organize volunteer agencies throughout the City until sufficient professional mutual aid does arrive. If the earthquake has impacted the region-at-large, the Los Angeles County Fire Department will not be able to provide large-scale search and rescue for at least the first seventy-two hours.

Law Enforcement Branch:

Coordinate with the Fire Department to identify areas and priorities for law enforcement traffic control, security, patrol, crowd control, and communications.

Identify buildings, and sites in the city to be closed to the general public. Because of limited staffing in the Sheriff's Department, there may be a need for private sector security services.

Coordinate with the Los Angeles County Sheriff-Coroner to ensure local resources are available and

utilized for the collection, identification, and disposition of deceased persons and human tissue.

Public Works Branch:

Building Safety I Damage Assessment of the Los Angeles County Operational Area may be able to provide limited building safety/damage assessment support services. It will take about twenty- four hours before State OES Building Safety/Damage Assessment mutual aid can be made available.

The Safety Assessment Program (SAP) is managed through the State OES headquarters. These SAP evaluators are licensed and certified engineers, architects or building officials and inspectors that have received special training in the rapid assessment and tagging of buildings. The SAP concept is the rapid assessment of structures and tagging them to immediately display whether or not they are safe for entry or occupancy. This is not a program for compliance with building codes. All building damage assessments designed to determine the structural integrity of a building should be done in accordance with policies and procedures established by the Applied Technology Council in their manual -- Procedures for Post-Earthquake Safety Evaluation of Buildings -- ATC-20 (1989). The guidelines for the Office of Emergency Services SAP program are listed in their manual -- Post Disaster Safety Assessment Program, June 2003.

There are three types of "damage assessment":

An Immediate Safety Assessment designed to ascertain the advisability of allowing persons to enter buildings structurally compromised by the earthquake and posting it accordingly. These safety assessment activities are reimbursable.

Damage Assessments by the American Red Cross are designed to help FEMA discern the extent of damage, and therefore, the need for federal resources and funding. These damage assessment activities are a cost to the American Red Cross.

Conduct Damage Assessment of buildings to determine if it's salvageable or if it should be razed to protect the health, safety and welfare of the public. These are standard Building Damage Assessment activities and are therefore local costs.

Provide management support, supplies (have a good supply of posters, flashlights, telephones, first-aid and city maps available), communications, and transportation for State OES SAP program staff.

Establish need for security support to help ensure that structures, which have been condemned, are not entered into by former occupants or vandals. It is recommended that all Building Inspectors report daily to the City Primary Staging Area for assignments, supplies and any support services I coordination they may require.

If heavy traffic areas are blocked by rubble I hazardous material, direct the Public Information Officer to notify the media and request that they give instructions to the public to avoid the area, and to use alternate routes. Rubble removal to protect the ingress and egress for emergency equipment must be a high priority.

Relocation Care and Shelter (Shelter Services Branch):

The Red Cross and Artesia have specifically identified Artesia Community Centers as City shelters in addition to the local schools and churches. These facilities are:

Community Center Artesia Park
Artesia A J Park Facilities
Holy Family Church
The New Life Church
Local Schools

While a number of people may use these facilities, the experience during the Northridge earthquake suggests that a large number of people will want to stay in their yards or in close proximity to their homes. Additionally, a large number of people may set up tents in neighborhood parks.

To the extent dislocated people do not use the Care and Shelter facilities and set up living accommodations in their yards or community parks, consideration should be given to providing sanitation facilities, water, and security services. Additionally, in order to accommodate questions from relatives living outside the area, attempts should be made to document the names and addresses of those persons living in the parks.

Staff will be in charge of tracking all residents within shelter and care facilities. Coordination should be affected with the staff to see if they can assist in the tracking of residents in parks or other camping locations.

If the situation requires the establishment of a "tent city" for residents, the following will be kept in mind:

Fencing for security should enclose the tent city.

If possible, a private sector firm should provide security but proper security may be necessary to maintain order.

If Red Cross personnel are available to assist, utilize them. Assistance may not immediately be available from the County Social Services Agency or the Health Care Agency at first.

The tent city should be organized, e.g., include sleeping facilities, child care services, rest rooms, showers, generators for night lighting, telephones, pet retention facilities, facilities for federal, state and county services such as medical, mental health, welfare, social services, and relocation support.

The City's disaster vendor supply manual is available in the EOC and provides vendor lists for securing the supplies necessary to establish the tent city.

Sheltering older persons in tents may not be a viable alternative. The elderly should have a priority when motel and hotel rooms are being made available.

In order to reduce the number of people using the parks, give consideration to circulating pamphlets (in multiple languages: English, Spanish, etc.) listing the type and location of federal, state, county and city emergency services available, including Red Cross Care and Shelter facilities, first aid, and FEMA Disaster Assistance Centers.

The City's planning anticipates people requesting assistance from neighboring cities and counties...particularly Care and Shelter assistance.

Annex 3: Wildland/Urban Fire

WILDLAND FIRE

A specific wild land fire response plan is under development.

FIRE AND/OR EXPLOSION RESPONSE

BACKGROUND

There is always the risk of fires and explosions; on our streets, in our industrial plants, in our stores, and in our homes. If in the opinion of the Sheriff's Department a major fire and/or explosion results in a significant loss of life, numerous casualties, or extensive property damage requiring multi-jurisdictional/functional response coordination, the Los Angeles County Sheriff's Department or Fire Department, is to request activation of the City's Emergency Operation Center (EOC).

EOC Director

The EOC will need to coordinate and assist the Fire Department response as they:

1. Determine if an emergency exists, notify the appropriate agencies, and summon a higher level of response when on-scene resources are not adequate.

Operations Section Chief Fire

Contact the Incident Command Post Law Enforcement representative and the EOC Operations Section Chief to obtain a situation briefing on the current conditions and actions being taken.

Provide for the following coordination and support.

1. Initiate defensive operations including: control and extinguishing fires, isolating the area, denying entry, attempting identification of the explosive material, containing any further release/explosions.
2. Summon a Hazardous Materials Response Team when it is necessary to conduct offensive operations within the contaminated area (Hot Zone) for the purpose of controlling, minimizing, or eliminating the hazards to people, property, or the environment.
3. Coordinate evacuation activities in threatened areas with the Los Angeles County Sheriff's Department.
4. Conduct evacuation of threatened areas or areas subject to imminent contamination from smoke/vapors gases where respiratory protection may be necessary.

5. Establish safe refuge area for victims evacuated from the hot zone and evaluating the victims for potential contamination.
6. Provide on-scene decontamination of victims prior to treatment, and preventing the spread of contaminants.
7. Provide primary pre-hospital care *for* injured persons.
8. Provide emergency response personnel, on-scene at a hazardous materials emergency with access to the hazardous materials business inventory statements administered by the Hazardous Materials Disclosure Officer (HMDO) as required by Health and Safety Code Chapter 6.95.
9. Assist in notifying the general public.
10. Document incident activity related to hazardous materials emergencies.
11. Assist law enforcement, as needed, in traffic control activities.
12. Assist law enforcement on-site perimeter access control.

For a large fire, the EOC may have to be activated to a Level II. The role of the EOC Director will be limited to monitoring the situation, keeping the Policy Group advised of pertinent information.

If a Local Emergency is required, either requests the City Council to meet in emergency session to make a Declaration of Local Emergency, or if time is of the essence, declare a Local Emergency and notify the City Council.

Meet with the Section Chiefs to assure that they have assigned representatives to the Fire Department Incident Command Post.

Operations Section Chief

Meet with the Fire Branch Director to determine whether or not an Incident Command Post/ Disaster Field Office have been established. If it has been established, determine the level of city support needed at the Incident Command Post I Disaster Field Office. If support is required, meet with your Department Directors, review their respective support responsibilities, and deploy as required.

Law Enforcement Representative Responsibilities:

Contact the Incident Command Post Law Enforcement representative and the EOC Operations Section Chief to obtain a situation briefing on the current conditions and actions being taken.

Provide for the following coordination and support:

1. Participation in the Unified Command during emergency and post-emergency periods;
2. Perimeter security during emergency and post-emergency periods;
3. Crowd control;
4. Traffic control;

5. Evacuation and relocation of evacuees to a secure location;
6. Criminal investigation including: determination if the incident is a crime scene, providing crime scene documentation, and initiating arrest procedures.

Public Works Director Responsibilities:

Contact the Operations Section Chief to obtain a situation briefing on the current conditions and actions being taken. Your objective is to determine their public works support requirements and to establish coordination protocols. You may be asked to provide the following support services:

1. Providing city equipment and personnel for emergency containment of water and waste. If you are not able to provide such support, advise them that they will have to provide for such support through their own resources, or mutual aid.
2. Providing traffic control barricades and their placement.

Building Safety Representative Responsibilities:

Contact the Operations Section Chief to obtain a situation briefing on the current conditions and actions being taken. The Liaison Officer may make arrangements for you to meet with the On- Scene Incident Commander, the Operations Section Chief, the Construction and Engineering Branch Director, the Utilities Unit Leader and the Facilities Unit Leader. Your objective is to determine their building safety support requirements and to establish coordination protocols.

Shelter Services Representative Responsibilities:

Contact the Operations Section Chief to obtain a situation briefing on the current conditions and actions being taken. Your objective is to determine their care and shelter support requirements, support their needs, and to establish coordination protocols.

Annex 4: Flooding/Dam Failure/ El Niño

Flooding can occur from several events in the City of Artesia. The primary flood risk comes from severe winter storms. This annex outlines procedures to follow during severe winter storms. This can be modified to pertain to larger scale flooding events. Additionally, this annex contains the evacuation route map for dam failures.

Winter Storm EOC Activation and Alerting Procedures Creek Watch:

SCADA will notify Communications if the 50% capacity alarm goes off for any monitored creek. Communications will notify the Watch Commander and Battalion Chief and request that they verify that the creek level is over 50%. If the level is verified, Communications will begin to notify the established priority notifications list maintained in the Communications Center. The EOC will be activated at a Level 1, to include the Emergency Manager, a Public Works Representative, and RACES Representative.

When the creek reaches no greater than 70%, the EOC will increase to a level 2 Activation, including RACES response in the field to communicate creek situations to the EOC. The actual level 2 activation will be based on information regarding ground saturation, storm information, and cubic flow per second and additional criteria.

1. Department head to notify the City Manager
2. City Manager to notify Mayor and Council members

Please use the 1024F call type for any storm related incidents that law enforcement personnel respond to. If you get calls of flooded basements, pilot lights out in basements, or multiple storm drain backups, let the BC and Watch Commander know right away and note the time you did so. If the volume of storm related calls picks up notify the BC and Watch Commander and note the time you did so.

PRE-STORM ACTIVITIES

Upon notification of potential storms or daily weather forecasts, the following actions can be taken depending on the size and scope of the incident:

Within their Divisions these Division Supervisors can/shall: Obtain a briefing from the EOC Director if EOC activated Review assignments and safety procedures with subordinates Coordinate activities with adjacent Divisions.

If activated, keep the Public Works Branch Chiefs informed of situation and resources status, hazardous situations and significant events resolve tactical assignments and logistics problems, and Maintain Division Logs.

Each Division can/shall perform pre-storm inspections to include:

Assuring that adequate traffic control devices, cleaning and repair tools, sandbags, functional communications devices and first aid kits are on each truck checking all catch basins for debris and taking appropriate action checking storm drain pumps for proper operation.

Once the pre-storm inspections are under way, the DOC Directors can/shall:

Notify the Public Works Director (the EOC Public Works Branch Coordinator if the EOC has been activated) that pre-storm inspections are underway, and provide updates as to progress and potential problems.

Coordinate with County or State authorities, as necessary, to notify them and the Public Works Director (the EOC Public Works Branch Coordinator if the EOC has been activated) of actual or potential problems with their facilities.

Direct Division Supervisors to notify private property owners that have potential debris problems which need their attention, and

Assign additional Task Forces/personnel to Divisions as needed to correct identified problems.

STORM ACTIVITIES

During the storm, the following action items can/shall be performed:

1. From the EOC, the Public Works Director shall monitor and coordinate departmental response with the Public Works Departmental Operations Center (DOC).
2. Public Works Task Forces will clean debris and inspect drainage facilities for damage or overflow.
3. The Public Works Division Supervisor will notify the Public Works Director (the EOC Public Works Branch Coordinator if the EOC has been activated) when road rights-of-way are closed due to flooding conditions (unsafe travel or potential vehicle wake damage prevention).
4. Task Forces will be re-deployed as necessary by the Public Works Division Supervisor;

If mutual aid is required, the Supervisor will notify the Public Works Director (the EOC Public Works Branch Coordinator if the EOC has been activated), indicating:

1. The nature and scope of the mission to be assigned to the mutual aid
2. The number of personnel needed, and the number and type of equipment needed
3. The staging area to which the mutual aid is to report

The Public Works Division Supervisor will establish a staging area for the reception and assignment of mutual aid if it is requested.

POST -STORM ACTIVITIES

At the conclusion of the storm event, the following action items can/will be performed:

1. Debris on public rights-of-way will be cleaned and all flood control/drainage facilities will be inspected for damage;
2. Traffic control devices will be removed from the roadways as flood waters recede;

3. Emergency repairs will be made. Long term repairs will be scheduled for future correction;
4. Response units will be re-supplied in preparation for the next storm event, and
5. In cooperation with the Finance Officer, all costs will be determined and document.

Annex 5: Extreme Weather

The planning area has a history of extreme weather. These events can have significant impacts on the health and safety of the population and cause major property and infrastructure damage. These types of events include: extreme cold/freezing, extreme heat, heavy winter storms, wind storms, drought, and thunder storms. The duration of these events, with the exception of drought, is most typically short term. Listed below are the primary dangers associated with these events:

- Threat to life and danger to public health
- Damage/loss of personal property or crops/livestock
- Utility failures
- Interruption of the transportation network
- Interruption of communication systems

The following could occur depending upon the size and scope of the event:

- The City Emergency Operations Center could be activated.
- Communities may be impacted.
- Large-scale movement of at-risk populations may be necessary, causing otherwise non-impacted jurisdictions to become “host” to displaced populations.
- Power outages may occur during extreme heat periods due to the increased use of air conditioning and the subsequent overloading of the electrical delivery system.
- Air conditioning systems may be impacted if power outages occur.
- Transportation routes may be disrupted from power outages.
- Communication systems may be damaged or disrupted from power outages.

City facilities will be utilized as cooling centers to provide the public with relief from the heat. The City primarily uses Recreation and Parks (RAP) and Library facilities as cooling centers. City facilities are always open to the public during regular business hours. During periods of high temperatures, the City may extend the hours of facilities beyond regular business times.

PRE-EVENT ACTIONS - Preparedness involves establishing authorities and responsibilities for emergency actions and garnering the resources to support them. City departments must assign staff for emergency management duties and designate or procure facilities, equipment, and other resources for carrying out assigned duties. This investment in emergency management requires upkeep.

RESPONSE ACTIONS - Response covers the period during and immediately following the emergency situation. During this phase, City and various agencies provide emergency assistance to victims of the event and try to reduce the likelihood of further damage.

RECOVERY ACTION - Recovery includes activities necessary to restore the jurisdiction to normal. Recovery activities are classified as short-term and long-term. Short-term recovery is immediate and tends to overlap with response. The City will restore interrupted utility services, re-establish transportation routes, and restore services. There may also be a need to provide food and shelter for those displaced.

Annex 6: Recovery Phase Information

This annex includes general information about recovery and specific records recovery procedures. Additional information regarding disaster assistance programs and specific contact information is maintained in the EOC.

As the emergency life threatening situations are brought under control, the City will turn its attention to recovery activities for itself and the citizenry. The Assistant City Manager or the Planning Section Chief should be directed to start developing a public/private sector recovery work program for review and approval by the Policy Group/City Council. This program should include, but not be limited to:

A section devoted to identifying a communications plan for assisting private citizens (particular attention should be paid to the handicapped, the infirmed and the elderly) in obtaining county, state and federal recovery assistance;

A section devoted to identifying a communications plan for assisting private citizens (particular attention should be paid to the handicapped, the infirmed and the elderly) in obtaining county, state and federal recovery assistance;

A section devoted to assisting Artesia commerce and non-profit organizations (Stafford Act, CFR 44, Section 205, PL 93288. e.g., sending Assessor Parcel Numbers and addresses to OES, changing building permit fees, adding building inspectors), including a discussion of *Community How to Fix It Workshops* where local community stores and contractors put on workshops to show people how to do minor home repairs, and how to be safe when doing it, and classes by the city identifying the building permit process;

A section devoted to providing post-incident stress recovery programs for employees and the community;

A section devoted to City recovery, such as:

- Completing state and federal damage claims
- Funding and repairing public facilities
- Providing rubble removal service
- Developing a swimming pool security program where walls have fallen

This annex provides an overview of the general responsibilities necessary for beginning the recovery process, followed by position specific checklists for recovery activities.

General Recovery Checklist:

- Meet with the Planning Section Chief to discuss development of a Deactivation Plan. Determine the need to keep the EOC at Level Three. The City may be able to operate the EOC with minimal staffing, e.g. at Level Two.
- Meet with Command Staff and Section Chiefs to review Deactivation Plan. If deactivation is appropriate, direct the implementation of the Deactivation Plan.

- Direct the Operations and Planning Section Chiefs to develop an After-Action Report recapping the emergency and assessing the effectiveness of the city emergency system and response.
- Deactivate the EOC (only if the State has ended their State of Emergency for the area).
- Meet with the Finance Coordinator and the City Attorney to confirm that all costs have been documented, and that all appropriate state and federal assistance claims have been completed and submitted. It may also be necessary to review any liability claims filed against the city.
- Make Final After-Action Report available to the City Council and the public.

Records Disaster Recovery Plan

This section covers the proper procedures for recovering records and reestablishing operations.

The objectives of this Disaster Recovery Plan are:

- To assess the potential risks and losses of information,
- To, recovery as much information as possible in the most efficient manner,
- To resume business operations in the shortest amount of time, and
- To maintain the integrity of the information being stored as well as the Records and Information Management Program

Disasters most likely to occur include:

- Earthquake
 - Fire
 - Flood
- or any combination of the three.

City information can be affected in two ways. Firstly, water, smoke, and fire can damage records directly. Secondly, access to records may be impeded. Records may be inaccessible if there is standing water, shelving has collapsed, records are thrown from shelves, and/or entry to the building is prevented because of damage.

Recovery Steps

ASSESS THE DAMAGE

1. Identify the damage and the cause. If the cause is continuing (e.g. pipe leaking), stop the cause.
2. Contact Facilities to assess the structure and area for any unseen structural damage.
3. Identify which records, if any, have been damaged and the extent of the damage.
4. Work to determine the value of the information, retention period, and priority of records to be recovered.
5. Notify the City Clerk's Office to obtain internal and/or external support services to begin stabilization and recovery procedures.

STABILIZE THE AREA

1. Contact facilities to lower the temperature and humidity to recommended levels (40° F). Cooler temperatures will make working conditions more optimal.
2. Work with support services to remove standing water, set up and stabilize shelves, sweep floors, and wipe down shelves and work areas.
3. Begin ventilating and dehumidifying the area.
4. Clear the area of debris.

RECOVER RECORDS

1. *Water damage.* Working with the priority list set by the Recovery Team; begin packing or drying records depending on the level of water damage.
2. *Earthquake damage.* Once cabinets are righted and stabilized, begin refilling with files.
3. Records that is inactive or no longer used for business activities should be packed by record series and transferred to off-site storage.

Disaster Prevention Steps for Active Files

The following steps can be used to assist departments in developing procedures for protecting files maintained in the business office. The level of protection depends on the format, value, and cost of the replacement of the information.

PHYSICAL

1. Close and lock file cabinet doors and drawers when not in use.
2. Store diskettes in a disk caddy with lid closed, in a drawer.
3. Turn off computers when not in use for more than 2 hours.
4. Box microfilm and put away when not in use.

ENVIRONMENTAL

1. . Ensure fire detection and suppression equipment is operational and has been checked regularly.
2. Keep temperature and humidity constant (70 degrees and 30-40% humidity).
3. Purge inactive and obsolete files on a regular basis to reduce fire risk and ensure proper placement of needed files.

SECURITY

1. Maintain current system documentation, and keep a duplicate offsite.
2. Back up computer files and disks on a frequent and regular basis.
3. Install virus detection software on all computers to activate when the computer is turned on.
4. Duplicate vital records and house at an offsite location as long as they are vital.

Emergency Supply List

Batteries
Flashlight(s) more than one and checked regularly Transistor Radio
Disposable camera
Extensioncords Fire
extinguisher First Aid kit
Mops, sponges, buckets and brooms Packing tape and string
Paper clips, staple remover Paper towels
Pencils, pens and paper Plastic trash bags
Rubber gloves
Scissors
Wiping cloths Sticky notepads
Dust masks Trashcans
Old shoes (boots) Extra storage boxes

HAVE ACCESSIBLE:

Fans
Drying Space Tables &
Chairs
Dehumidifiers(forwater
damage)
Water pumps(FireDepartment) RefrigerationTruck
Large Trash Can Fungicides

Appendices

Glossary

A

Auxiliary Communications Service (ACS): Provides alternate communications pathways and expertise.

Action Plan: The plan prepared by the Incident Commander or Director of Emergency Management or his/her staff containing the emergency response objectives reflecting overall priorities and supporting activities for a designated period. The plan is shared with supporting agencies. See also "Incident Action Plan".

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

Agency: A division of government with a specific function, or a non-governmental organization (e.g., private contractor, business, etc.) which 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 also "Assisting Agency and Cooperating".

Agency Representative: An individual assigned to an incident or to the EOC from an assisting or cooperating agency that has been delegated authority to make decisions on matters affecting that agency's participation at the incident or at the EOC. Agency representatives report to the Liaison Officer at the incident or to the Liaison Coordinator at SEMS EOC levels.

Allocated Resources: Resources dispatched to an incident.

American Red Cross: A federally chartered volunteer agency that provides disaster relief to individuals and families. Major responsibilities include providing lodging, food, clothing, and registration and inquiry service.

Area Command (Unified Command): An ICS organization formed to oversee the management of large or multiple incidents that have several ICS teams assigned. Area Command becomes a Unified Command when incidents are multi-jurisdictional. Area Commands may be formed within or adjacent to the EOC or in the field at some site other than an incident command post.

Amateur Radio Emergency Service (ARES): Provides alternate communications pathways and expertise.

Assigned Resources: Resources checked in and assigned work tasks in an incident.

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

Assistant: Subordinates of the Command Staff positions at the Field SEMS level. The title indicates a level of responsibility subordinate to the primary positions. Assistants may also be used to supervise unit activities at camps.

Assisting Agency: An agency directly contributing tactical or service resources (personnel, equipment, or services) to the agency responsible for the incident management.

Available Resources: Incident-based resources which are available for immediate assignment and usually located in a designated staging area.

B

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 of the SEMS EOC levels.

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

C

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

California Emergency Organization: Civil Government organized and augmented or reinforced during an emergency by auxiliaries, volunteers, persons pressed into service, the private sector, and community based organizations.

Care and Shelter: A function that provides food, clothing, and housing needs for people on mass care basis.

Community Emergency Response Team (CERT): A group of trained individuals who are organized to provide emergency services.

Chain of Command: A series of command, control, executive or management positions in hierarchical order of authority.

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

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

Chief: Title applied to individuals responsible for command of functional sections: Operations, Plans and Intelligence, Logistics and Finance/Administration.

Clear Text: The use of plain English in radio communications transmissions. No 10- Codes or agency specific codes are used when utilizing clear text.

Command: The act of directing and/or controlling resources at an incident by virtue of explicit legal, agency, or delegated authority. See also "Incident Commander".

Command Post: See "Incident Command Post".

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

Common Operating Picture: A macro view of the overall situation as reflected in situational reports, aerial photography, and other information or intelligence.

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

Compacts (also known as Mutual Aid Agreements): Formal working agreements among agencies to obtain mutual aid.

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

Complex: Two (2) or more individual incidents located in the same general areas which are assigned to a single Incident Commander or to a Unified Command.

Concept of Operations: A general notion of the methods agencies use to organize their response to disasters (such as mutual aid and the SEMS). Disasters typically progress through identifiable phases and certain responses are appropriate during each of these phases.

Contamination: Deposits of radioactive or other hazardous materials that occur on the surfaces of structures, areas, objects, people's bodies, flora, and fauna.

Contingency Plan: A sub or supporting plan which deals with one (1) specific type of emergency, its probable effect on the jurisdiction, and the actions necessary to offset these effects.

Cooperating Agency: An agency supplying assistance other than direct-tactical or support- functions, or resources to the incident control include American Red Cross, Telephone Company, etc.

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

Coordination Center: Any facility used for the coordination of agency or jurisdictional resources in support of one or more incidents.

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 and jurisdictional representatives at the incident.

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

Decontamination/Contamination Control:

Radioactive Materials: The reduction or removal of radioactive material from a structure, area, person, or object. A surface may be treated, washed down, or swept to remove the contamination. Contamination can also be controlled by isolating the area or object contaminated and letting the material stand. Other Hazardous Materials include: Decontamination, which consists of removing contaminants or changing their chemical nature to innocuous substances. Contamination control is facilitated by containment methods such as diking.

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

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

Department Operations Center: 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. Department Operations Centers may be used at all SEMS levels above the field response level depending upon the needs of the emergency.

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

Director of Emergency Services: 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.

Disaster: An emergency event bringing great damage, loss or destruction.

Disaster Field Office (DFO): A central facility established by the Federal Coordinating Officer within or adjacent to an affected area. DFOs are used to coordinate and control state and federal efforts which support disaster relief and recovery operations.

Disaster Service Worker (DSW): Includes public employees, registered volunteers, and persons pressed into service during an emergency by persons authorized to command such services.

Disaster Support Area: A special facility where disaster relief resources can be received, stockpiled, allocated, and dispatched. A separate portion of the area may be used to receive and provide emergency treatment to casualties and for their transfer to adequate medical care facilities.

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

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

Division: Divides an incident into geographical areas of operation identified by alphabetic characters or horizontal applications and, often, by numbers when used in buildings. Divisions are used at the SEMS field level and are found organizationally between Branches and Units.

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

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

E

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 Management: The provision of overall operational control or coordination of emergency operations at each level of the California Emergency Organization, whether by the actual direction of field forces or by the coordination of joint efforts of governmental and private agencies.

Emergency Manager: An individual duly appointed by state agencies, counties, cities and counties, and special districts of California, in accordance with state authority, adopted ordinances, by resolutions as provided for by ordinances, or Government Code § 26622, responsible for administering state law and local ordinances relating to emergency management.

Emergency Medical Technician (EMT): A health care specialist with particular skills and knowledge in pre-hospital emergency medicine.

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

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

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

Emergency Plans: Documents that describe principles, policies, and methods to be applied in carrying out emergency operations and rendering mutual aid during emergencies, including such elements as continuity of government, emergency functions of governmental agencies, mobilization of resources, and public information.

Emergency Response Agency: Any organization responding to an emergency or providing mutual aid support to such an organization, whether in the field, at the scene of an incident, or in an EOC.

Emergency Response Provider: Federal, state or local emergency public safety, law enforcement, emergency response, emergency medical (including hospital emergency facilities) and related personnel, agencies or authorities. See also "Emergency Responders".

Emergency Services Coordinator (ESC): The individual within each jurisdiction who is delegated the day-to-day responsibility for the development and maintenance of all emergency management coordination efforts.

Emergency Volunteer Center (EVC): The place where spontaneous unaffiliated volunteers come to volunteer to provide emergency services to the City.

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.

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

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

F

Facilities Unit: Functional unit within the Support Branch of the Logistics Section at the SEMS Field Response Level that provides fixed facilities for the incident. These facilities may include the Incident Base, feeding areas, sleeping areas, sanitary facilities, etc. Within the EOC, the facilities unit is responsible for the physical facilities and the needs of the EOC personnel.

Federal Agency: Any department, independent establishment, Government Corporation, or other agency of the Executive Branch of the Federal Government, including the United States Postal Service, but not the American Red Cross (federal definition).

Federal Assistance: Aid to disaster victims or state or local governments by federal agencies under the provisions of the Federal Disaster Relief Act and other statutory authorities of the federal agencies (federal definition).

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

Federal-State Agreement: A legal document entered into between the state and the federal government following a Presidential Declaration of an Emergency or Major Disaster Executed by the Governor, acting for the State, and the FEMA Regional Director, acting for the Federal Government, the agreement shall contain the necessary terms and conditions consistent with the provisions of applicable laws, executive orders, and regulations, as required and set forth by the type and extent of federal assistance to be provided.

Field Operations Guide: A pocket-size manual of instructions on the application of the ICS.

Field Treatment Site: Sites designated by county officials for the congregation, triage, austere medical treatment, holding, and evacuation of casualties following a major disaster.

Finance/Administration Section: One of the five (5) 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.

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

Function: In ICS, function refers to the five major activities in the ICS - Command, Operations, Planning/Intelligence, Logistics and Finance/Administration. The same five (5) functions also are found at all SEMS/EOC levels. At the EOC, the term Management replaces Command. The term function is also used when describing the activity involved, e.g., "the planning function."

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

G

General Staff: A group of management personnel reporting to the Incident Commander or to the EOC Director. They may each have a deputy, as needed. At the Field SEMS level, the General Staff consists of:
Operations Section Chief
Planning/Intelligence Section chief
Logistics Section Chief
Finance/Administration Section Chief
At some SEMS EOC levels, the position titles are Section Coordinators.

Generic ICS: The description of ICS that is generally applicable to any kind of incident or event.

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

Group: 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. Groups are located between Branches (when activated) and Resources in the Operations Section. See also "Division".

H

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

Hazardous Material: A substance or combination of substances which, because of quality, concentration, physical, chemical, radiological, explosive, or infectious characteristics, poses a substantial present or potential danger to humans or the environment. Generally, such materials are classed as explosives and blasting agents, flammable and nonflammable gases, combustible liquids, flammable liquids and solids, oxidizers, poisons, disease-causing agents, radioactive materials, corrosive materials, and other materials including hazardous wastes.

Hazardous Material Incident: Any release of a material (during its manufacture, use, storage, or transportation) which is capable of posing a risk to health, safety, and property. Areas at risk include facilities that produce, process, transport, or store hazardous material, as well as all sites that treat, store, and dispose of hazardous material.

Helibase: The main location for parking, fueling, maintenance and loading of helicopters operating in a support of an incident. It is usually located at or near the incident base.

Helispot: Any designated location where a helicopter can safely take off and land. Some helispots may be used for loading of supplies, equipment, or personnel.

Hierarchy of Command: See "Chain of Command".

I

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

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

Incident Base: Location at the incident where the primary logistics functions are coordinated and administered. Incident name or other designator will be added to the term "Base." The Incident Command Post may be collocated with the Base. There is only one (1) base per incident.

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

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

Incident Command System (ICS): The nationally used standardized on-scene emergency management concept specifically designed to allow its users 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 Communications Center: The location of the Communications Unit and the Message Center.

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

Incident Objectives: Statements of guidance and direction necessary for the selection of appropriate strategy(s) and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished when all allocated resources have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow for strategic and tactical alternatives.

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

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

Initial Response: Resources initially committed to an incident.

J

Joint Information Center: The location of the Public Information Officers for multiple agencies, and the place where the media and the public come for information.

Jurisdiction: The range of 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 also "Multi jurisdiction."

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

L

Landing Zone: See "Helispot."

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

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 or Branch reporting directly to the EOC Director.

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

Local Assistance Center: The place where all agencies, organizations, and institutions provide assistance to the public.

Local Emergency: The duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the territorial limits of a county, city and county, or city, caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, drought, sudden and severe energy shortage, plant or animal infestation or disease, the Governor's warning of an earthquake or volcanic prediction, or an earthquake or other conditions, other than conditions resulting from a labor controversy, which are, or are likely to be beyond the control of the services, personnel, equipment, and facilities of that political subdivision and require the combined forces of other political subdivisions to combat, or with respect to regulated energy utilities, a sudden and severe energy shortage requires extraordinary measures beyond the authority vested in the California Public Utilities Commission. (Gov't Code § 8558(c).)

Local Government: Defined as "local agencies" in SEMS Government Code 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 Emergency 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.

Local Government Emergency Planning Guidance: A document which lays a foundation for emergency response planning for counties, cities, as well as other political subdivisions.

Logistics Section: One of the five (5) primary functions found at all SEMS levels. The Section responsible for providing facilities, services and materials for the incident or at an EOC.

M

Major Disaster: Any hurricane, tornado, storm, flood, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, fire, explosion, or other catastrophe which, in the determination of the President, causes damage of sufficient severity and magnitude to warrant a major disaster assistance under the Federal Disaster Relief Act.

Management by Objectives: In SEMS field and EOC levels, this is a top-down management activity which involves a three-step process to achieve the desired goal. The steps are: 1) establishing the objectives, 2) selection of appropriate strategy(s) to achieve the objectives, and 3) the direction or assignments associated with the selected strategy.

Master Mutual Aid Agreement: An agreement entered into by and between the state, its various departments and agencies, and the various political subdivision, municipal corporations, and other public agencies of the state to assist each other by providing resource during an emergency. Mutual aid occurs when two (2) or more parties agree to furnish resources and facilities to render services to each other to prevent and respond to any type of disaster or emergency.

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

Medical Unit: Functional unit within the Service Branch of the Logistics Section at SEMS Field levels responsible for the development of the Medical Emergency Plan and for providing emergency medical treatment of incident personnel.

Mitigation: Pre-event planning and other actions which lessen the effects of potential disasters.

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

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

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

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

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

Multi-Jurisdiction Incident: An incident requiring action from multiple agencies that have a statutory responsibility for incident mitigation. In ICS, the incidents will be managed under Unified Command.

Mutual Aid: A statewide system, developed under the authority of the California Emergency Services Act, designed to ensure that adequate resources, facilities, and other support are provided to jurisdictions whenever their own resources prove to be inadequate to cope with the given situation.

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

Mutual Aid Region: A subdivision of state OES established to assist in the coordination of mutual aid and other emergency operations within a geographical area of the state, consisting of two (2) or more county (operational) areas.

N

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

O

Office of Emergency Services (OES): Any of a number of agencies' EOCs including the City of Artesia's OES.

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

Operational Area Satellite Information System (OASIS): California's satellite communication system connecting all operational areas within California Emergency Management Agency.

Operational Period: The period of time scheduled for execution of a given set of operation actions as specified in the Incident of EOC Action Plan. Operational Periods can be of various lengths, although usually twelve (12) but not over twenty four (24) hours.

Operations Section: One of the five (5) primary functions found at all SEMS levels. The section responsible for all tactical operations at the incident or for the coordination of operational activities at an EOC. The Operations Section at the SEMS Field Response Level can include branches, divisions and/or groups, task forces, teams, single resources and staging areas. At the EOC levels, the Operations Section would contain branches or units as necessary because of span of control considerations.

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

P

Plan: An emergency management document which describes the broad, overall jurisdictional response to incidents, as used by OES.

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. For larger incidents, the planning meeting is a major element in the development of the Incident Action Plan. Planning meetings are an essential activity at all SEMS EOC levels.

Planning Section: One of the five (5) 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 forecast 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 to the EOC level. See also "Planning/Intelligence."

Political Subdivision: Any city, city and county, county, district, or other local government agency or public agency authorized by law (California Emergency Services Act definition).

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

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

R

Radio Amateur Civil Emergency Service (RACES): Provides alternate communications pathways and expertise.

Recorders: Individuals within ICS or EOC organizational units responsible for recording information. Recorders may be found in Planning, Logistics and Finance/Administration Units.

Regional 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.

Reporting Locations: Specific locations or facilities where incoming resources can check- in at the incident.

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.

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

S

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.

Search: Systematic investigation of an area or premises to locate persons trapped, injured, immobilized, or missing.

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

Section Chief: The ICS title for individuals responsible for command of functional sections: Operations, Planning/Intelligence, Logistics and Administration/Finance.

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

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

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

Span of Control: The supervisory ratio maintained within an ICS or EOC organization. A span of control of from three (3) to seven (7) positions reporting to one (1) supervisor is considered optimum range.

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 Administrative Code Title 19, § 2900(h) for purposes of natural disaster assistance. This may include joint powers authority established Government Code §6500 et seq.

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

Staging Area Managers: Individuals within ICS organizational units that are assigned specific managerial responsibilities at Staging Areas. See also "Camp Manager."

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

Standardized Emergency Management System (SEMS): A system required by the California Government Code for managing response to multi-agency and multi jurisdiction emergencies in California. SEMS consists of five (5) organizational levels which are activated as necessary: Field Response, Local Government, Operational Area, Region, and State.

State Agency: Any department, division, independent establishment, or agency of the Executive Branch of the State Government.

State Coordinating Officer: The person appointed by the Governor to coordinate and work with the Federal Coordinating Officer.

State Emergency Plan: California's Emergency Plan, as approved by the Governor, which serves as the basis for statewide emergency planning and response.

State of Emergency: The Emergency Services Act § 8558(b) defines "state of emergency" as: "the duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, drought, sudden and severe energy shortage, plant or animal infestation or disease, the Governor's warning of an earthquake or volcanic prediction, or an earthquake, or other conditions, other than conditions resulting from the labor controversy or conditions causing a 'state of war emergency,' which, by reason of their magnitude are or are likely to be beyond the control of the services, personnel, equipment, and facilities of any single county, city and county, or city, and require the combined forces of a mutual aid region or regions to combat, or with respect to regulated energy utilities, a sudden and severe energy shortage required extraordinary measures beyond the authority vested in the California Public Utilities Commission."

State of War Emergency: The Emergency Services Act § 8558(a) defines "State of War Emergency" as, the "condition which exists immediately, with or without a proclamation thereof by the Governor, whenever this State or nation is attacked by an enemy of the United States, or upon the receipt by the state of a warning from the federal government indicating that such an enemy attack is probable or imminent."

State Operations Center (SOC): An EOC facility operated by the California Emergency Management Agency at the state level in SEMS.

Strategy: The general idea, plan, or direction selected to accomplish incident objectives.

Strike Team: A combination of like resources assembled with leadership and communications.

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

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

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

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

T

Tactical Direction: Direction given by the Operations Section Chief at the SEMS Field level which includes the actions appropriate for the selected strategy, the selection and assignment of resources, actions implementation, and performance monitoring for each operational period.

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

Team: See "Single Resource."

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

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

U

Unified Area Command: Established when incidents under an area command are multi-jurisdictional. See also "Area Command and Unified Command."

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

Unit: An organizational element having functional responsibility. Units are commonly used in Incident Planning, Logistics, or Finance/Administration 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 designated person.

V

Vector Control: Actions to limit the spread of disease-carrying insects and animals.

Volunteers: Individuals who make themselves available for assignment during an emergency, who are not paid for the work they do. Sometimes designated as Disaster Service Worker -Volunteer.

Acronyms

Acronym	Definition
ABC	Airway, Breathing and Circulation (CPR term)
ACS	Auxiliary Communications Service
Alert	Emergency Notification System in Santa Clara County
ALS	Advanced Life Support
ARC	American Red Cross
ARES	Amateur Radio Emergency Services
ATF	Alcohol, Tobacco and Firearms (U.S. Department of Justice)
BCP	Business Continuity Planning
CADRE	Collaborating Agencies Disaster Relief Efforts
CALWAS	California Warning Alert System
CALTRANS	California Department of Transportation
CAPIO	California Public Affairs Officers
CAP	Civil Air Patrol (USAF Auxiliary)
CCC	California Conservation Corps
CCP	Casualty Collection Point
CDC	Centers for Disease Control (Atlanta, GA)
CALFIRE	CA Department of Forestry and Fire Protection
CERT	Community Emergency Response Teams
CHP	California Highway Patrol
CISM	Critical Incident Stress Management
CMRS	Countywide Medical Response System
CP	Command Post
CPR	Cardio Pulmonary Resuscitation
CST	Civil Support Team
DAC	Disaster Assistance Center/ Application Center
OAT	Disaster Action Team (American Red Cross)
DEOC	Departmental Emergency Operations Center
DES	Director of Emergency Services
DFO	Disaster Field Office
DHHS	Department of Health and Human Services
DHS	Department of Homeland Security (Federal)
DMAT	Disaster Medical Assistance Team
DMORT	Disaster Mortuary Team
DOC	Department of Correction (County)
DOE	Department of Energy (Federal)
DOJ	Department of Justice (Federal)
DOT	Department of Transportation (Federal)
DRC	Disaster Recovery Center
EAS	Emergency Alert System

EMA	Emergency Manager's Association
EMAC	Emergency Management Assistance Compact
EMI	Emergency Management Institute
EMMA	Emergency Management Mutual Aid
EMS	Emergency Medical Services (local)
EMSA	Emergency Medical Services Agency
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
EPA	Environmental Protection Agency
EPC	Emergency Preparedness Council
ERT	Emergency Response Team (Businesses)
ESC	Emergency Services Coordinator
ESF	Emergency Support Function
EVC	Emergency Volunteer Center
FBI	Federal Bureau of Investigation
FEMA	Federal Emergency Management Agency
FOG	Field Operations Guide
GIS	Geographic Information System
GPS	Global Positioning Satellite
HAZMAT	Hazardous Material
HAZUS	Hazards US
HSPD-5	Homeland Security Presidential Directive-Five
IAP	Incident Action Plan
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
IT	Information Technology
IMT	Incident Management Team
JIS	Joint Information System
JIC	Joint Information Center
JOC	Joint Operations Center
LAC	Local Assistance Center
LZ	Landing Zone
MACS	Multi Agency Coordination System
MCIP	Multiple Casualty Incident Plan
MRC	Medical Reserve Corps
NAWAS	National Warning Alert System
NDMS	National Disaster Medical System
NGO	Nongovernmental Organization
NIMS	National Incident Management System
NMRT	National Medical Response Team
NRP	National Response Plan
NTSB	National Transportation Safety Board
NWS	National Weather Service
OA	Operational Area
OASIS	Operational Area Satellite Information System

OES	Office of Emergency Services
POLREP	Pollution Report
PIO	Public Information Officer
POC	Point of Contact
PPE	Personal Protective Equipment
PVO	Private Voluntary Organization
PTSD	Post Traumatic Stress Disorder
PW	Public Works
RACES	Radio Amateur Civil Emergency Service
REOC	Regional Emergency Operations Center
REST AT	Resources Status Response Information Management System (outmoded)
ROSS	Resource Ordering and Status System
SDO	Standard Development organization
SAR	Search and Rescue
SCVCARC	Santa Clara Valley Chapter American Red Cross
SCVWD	Santa Clara Valley Water District
SEMS	Standardized Emergency Management System
SERT	Sheriffs Emergency Response System
SITREP Sit Stat soc	Situation Report Situation Status State Operations Center
SHS	State Homeland Security
SOP	Standard Operating Procedure
START suv	Simple Triage and Rapid Treatment (First Aid) Spontaneous Unaffiliated Volunteer
UASI uc	Urban Area Security Initiative
UC/IC	Unified Command Unified Command/Incident Command
USAR	Urban Search and Rescue
USGS	United States Geological Survey
VMAT	Veterinary Medical Assistance Team
VMC	Valley Medical Center
VOAD	Voluntary Organizations Active in Disaster
VTA	Valley Transportation Authority
WebEOC	Web-based Emergency Operations Center tool
WMD	Weapons of Mass Destruction

Glossary of Terrorism-Related Terminology

Aerosol: Fine liquid or solid particles suspended in a gas, e.g., fog or smoke.

Assembly Area: A predetermined location to which all persons evacuated in an emergency. In industry, facilities are evacuated and an assembly area is usually predetermined. It is at this assembly area that resources can regroup and a revised plan be established.

B-NICE: Former acronym used to define Weapons of Mass Destruction (WMDs) by type: Biological, Nuclear, Incendiary, and Chemical or Explosives. Replaced by new term - CBRNE.

Biological Agents: Living organisms or material derived from them that cause disease in or harm humans, animals or plants or cause deterioration of material. May be droplets, aerosols, or dry powders.

Casualty Collection Point: Predefined location at which patients are collected, triaged, and provided with initial medical care.

CBRNE: Current acronym used to divide WMDs by type; Chemical, Biological, Radiological, Nuclear and Explosive.

Chemical Agents: A chemical substance intended to kill, seriously injure or incapacitate people through physiological effects. Generally separated by effect: lethal, blister, and incapacitating.

Choke Point: Natural or man-made arena which present a congestion hazard.

Cold (Support) Zone: Clean area outside the inner perimeter where command and support functions take place. Special protective clothing is not required in this area.

Egress: Designated exit area.

Gross Decontamination: Initial decontamination to remove large amounts of contaminants.

HOT (Exclusion) Zone: Area immediately around the incident where serious threat of harm exists. It should be extended far enough to prevent adverse effects from CBRNE agents to personnel outside the zone. Entry into the Hot Zone requires appropriately trained personnel and use of proper protective equipment.

Inner Perimeter: Secured inner area of operations.

Lead Federal Agency (LFA): The federal agency designated by the President to lead and coordinate the overall Federal response is referred to as the LFA and is determined by the type of emergency. The LFA is responsible to assemble and work with agencies providing direct support; provide an initial assessment of the situation; develop an action plan; monitor and update operational priorities, and ensure each federal agency exercises its concurrent and distinctive authorities established under federal law.

Mass Decontamination: Decontamination of a large number of contaminated victims.

National Response Plan: Establishes a process and structure for the systematic, coordinated and effective delivery of federal assistance to address the consequences of any major disaster or emergency declared under the Stafford Act. The NRP Terrorism Annex defines the organizational structures used to coordinate crisis management with consequences management.

Non-Persistent Agent: An agent which, upon release, loses its ability to cause casualties within 12 hours. It has a high evaporation rate, is lighter than air, and disperses rapidly.

Outer Perimeter: Outermost area from hazard that is secure.

Patient Staging Area: Area where patients may receive continued medical treatment.

Persistent Agent: An agent which upon release retains its casualty-producing effects for an extended period of time, usually from several hours to several days. A persistent agent usually has a low evaporation rate and its vapor clouds tend to hug the ground. It is considered to be a long-term hazard. Although inhalation hazards are still a concern, take extreme caution to avoid skin contact as well.

Plume: Airborne material spreading from a particular source. The dispersal of particles, gases, vapors, and aerosols into the atmosphere.

Point Source: Letter, package, or point of origin of an agent.

Radiation: High energy particles or gamma rays that are emitted by an atom as the substance undergoes radioactivity decay. Particles can either be charged alpha or beta particles or neutral neutron particles or gamma rays.

Safe Refuge Area: An area within the warm zone for assembling individuals who are witnesses to the incident. This assemblage will provide for the separation of contaminated persons from non-contaminated persons.

Shelter in Place: Method of protecting public by limiting exposure.

Time, Distance, Shielding (TDS): Three (3) types of protective measures commonly associated with hazardous materials training.

Toxicity: A measure of the harmful effects produced by a given amount of a toxin on a living organism.

TRACEM: Six (6) types of harm one may encounter at a terrorist incident; thermal, radioactive, asphyxiation, chemical, etiological, mechanical.

Warm Zone: A buffer area between the HOT and Cold Zones. Personnel in this area are removed from the immediate threat, but are not considered completely safe from harm. In HazMat incidents, this zone is also the contamination reduction zone where initial decontamination activities occur. This zone requires the use of proper personal protective equipment once contaminated people or equipment enter the zone.

Weapons-Grade Material: Nuclear material considered most suitable for a nuclear weapon. Usually uranium enriched above 90% uranium-235 or plutonium with greater than 90% plutonium-239.