



City of Artesia



Emergency Operations Plan

Last Updated: February 10, 2020



ADMINISTRATION

A. PROMULGATION



CITY COUNCIL AGENDA REPORT

MEETING DATE: 2/10/2020

ITEM NO:

TO: Mayor and Members of the City Council

SUBJECT: Consideration and Approval of Resolution No. 20-2788, A Resolution of the City Council of the City of Artesia, California, Adopting the Updated Artesia Emergency Operations Plan

FROM: Melissa Burke, Administrative Manager MB

REVIEWED AND APPROVED BY:

Christi Hogin, Interim City Attorney
William Rawlings, City Manager

RECOMMENDATION:

It is recommended that the City Council adopt Resolution No. 20-2788, A Resolution of the City Council of the City of Artesia, California, Adopting the Updated Artesia Emergency Operations Plan.

BACKGROUND:

The Artesia Municipal Code establishes an Artesia Disaster Council (which per code is made up of the Mayor, City Manager, the Emergency Services Coordinator as appointed by the City Manager, and representatives from Los Angeles County Sheriff and Fire) to be responsible for the development of the City of Artesia Emergency Operations Plan (AMC Section 4-1). The purpose of the Emergency Operations Plan (the "Plan") is to create a guide describing how the City will respond to human-caused and natural disasters. The Artesia Disaster Council is also tasked with reviewing and updating the document periodically. The Plan was last updated in April of 2016, since that time some emergency management standards have changed. The Artesia Disaster Council has developed an updated Plan consistent with the current standards in emergency management and is presenting the updated play to the City Council for approval.

ANALYSIS:



The Plan provides for the effective mobilization of all of the resources of the City, including public, contracts, and volunteer resources, 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.

The Plan continues the City's compliance with the California Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS). It facilitates multi-agency and multi-jurisdictional coordination during emergency operations, public information functions, and resource management. The Plan also tasks the Emergency Service Coordinator (as assigned by the City Manager) with ensuring staff receive initial and refresher training in the use of the Emergency Operations Plan.

On January 29, 2020, the Artesia Disaster Council reviewed the plan and recommended that the City Council adopt the updated Artesia Emergency Operations Plan.

As required by state law, once adopted, the City Clerk will forward two copies of the certified final Plan and the City Council's certified resolution to the State of California Office of Emergency Services.

FISCAL REVIEW:

There is no fiscal impact associated with the adoption the Artesia Emergency Operations Plan.

RECOMMENDED COUCIL ACTION:

It is recommended that the City Council adopt Resolution No. 20-2788, A Resolution of the City Council of the City of Artesia, California, Adopting the Updated Artesia Emergency Operations Plan.

ATTACHMENTS:

- Resolution No. 20-2788 – 2020 Artesia Emergency Operations Plan
- Resolution No. 20-ADC-03 – Artesia Disaster Council Approval of 2020 Plan
- Resolution No. 16-2589 – 2016 Artesia Emergency Operations Plan



RESOLUTION NO. 20-2788

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
ARTESIA, CALIFORNIA, ADOPTING THE UPDATED CITY
OF ARTESIA EMERGENCY OPERATIONS PLAN

WHEREAS, the City of Artesia has long recognized its responsibility to mitigate the effects of natural, man-made or war-caused emergencies which result in conditions of disaster or extreme peril to life, property and the resources of the City, and generally to protect the health and safety and preserve the life and property of the people of the City;

WHEREAS, the California Emergency Services Act, Government Code Sections 8550 et seq., provides authority for local agencies to adopt plans pursuant to Section 8610 of the Government Code for meeting any condition constituting a Local Emergency, State of Emergency, or State of War Emergency, as those emergencies are defined under the California Emergency Services Act;

WHEREAS, Sections 4-1.04 and 4-1.08 of the Artesia Municipal Code provide that the Artesia Disaster Council is responsible for the development of emergency and mutual aid plans and agreements, which plans shall provide for the effective mobilization of all of the resources of the City, both public and private, to meet any condition constituting a Local Emergency, State of Emergency, or State of War Emergency and shall provide for the organization, powers and duties, services, and staff of the emergency organization;

WHEREAS, the City has updated the Emergency Operations Plan consistent with the Artesia Municipal Code and current standards in emergency management, outlining the necessary roles and responsibilities that will be discharged by City staff and volunteers in the event a disaster strikes Artesia;

WHEREAS, this plan continues the City's compliance with the California Standardized Emergency Management System and the National Incident Management System and facilitates multi-agency and multi-jurisdictional coordination during emergency operations, public information functions, and resource management;

WHEREAS, the Artesia Disaster Council has developed and reviewed the Artesia Emergency Operations Plan and recommends its adoption to the City Council; and

WHEREAS, the City's emergency plan takes effect upon adoption by resolution of the City Council.

NOW THEREFORE, BE IT RESOLVED AS FOLLOWS:



SECTION 1. The City of Artesia Emergency Operations Plan dated February 10, 2020 is hereby adopted as the official emergency plan for the City of Artesia. A copy of the plan is on file in the Office of the City Clerk.

SECTION 2. The City Clerk is hereby directed to forward two certified copies of this resolution to the State of California Office of Emergency Services, along with two certified copies of the City of Artesia Emergency Operations Plan, dated February 10, 2020.

PASSED, APPROVED and ADOPTED this 10th of February, 2020.



ALI SAJJAD TAJ, MAYOR

ATTEST:



ERNESTO SANCHEZ, CITY CLERK

I, Ernesto Sanchez, City Clerk of the City of Artesia, do hereby certify that the foregoing Resolution was introduced and adopted at the Regular City Council Meeting held on the 10th day of February 2020, by the following roll call vote:

AYES:	COUNCIL MEMBERS:	TAJ, TREVINO, RAMOSO, CANALES, LIMA
NOES:	COUNCIL MEMBERS:	NONE
ABSENT:	COUNCIL MEMBERS:	NONE
ABSTAIN:	COUNCIL MEMBERS:	NONE



ERNESTO SANCHEZ, CITY CLERK



C. DISTRIBUTION

This plan and any future updates will be distributed to the following:

- City Manager
- Department Heads
- Emergency Services Director
- Los Angeles County Sheriff Department
Lakewood Station
5130 Clark.
Lakewood CA 90712
- Los Angeles County Fire Department
Station 30
19030 Pioneer Blvd.
Cerritos CA 90703
- Los Angeles County Emergency Operations Center
1275 N. Eastern Ave
Los Angeles CA 90063
- State of California Office of Emergency Services
3650 Schriever Avenue
Mather, California 95655-4203
- Disaster Management Area E
13700 La Mirada Blvd.
La Mirada, CA 90638
Office: 562-902-2368



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INTRODUCTION

A. PURPOSE

The purpose of the Artesia Emergency Operations Plan (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 (AMC Section 4-1). 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."

Plan Organization

The plan is organized into three main elements included within the document, as well as companion documents which are referenced throughout the EOP:

- **Basic Plan.** The Basic Plan contains information on the overall organizational and operational concepts relative to response and recovery, as well as an overview of potential hazards.
- **Appendices.** The Appendices provide supplemental reference information.
- **Hazard-Specific Annexes.** Separate hazard-specific annexes provide detailed information and procedures for responding to specific hazards.

B. SCOPE

The City of 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.

The EOP is designed as an "all hazards" plan to enable the City to respond effectively to any emergency or disaster. The Plan also identifies the roles and responsibilities of partner agencies that would be involved in responding to a disaster or emergency. This EOP is a comprehensive revision of the previous City of Artesia Emergency Plan adopted May 2016.



This EOP is developed consistent with California Standardized Emergency Management System (SEMS), the National Incident Management System (NIMS) and the Los Angeles County Operational Area Emergency Response Plan (OA ERP).

The City's emergency management program is organized consistent with the five phases of emergency management:

- **Prevention** focuses on preventing human hazards, primarily from potential natural disasters or terrorist (both physical and biological) attacks. Preventive measures are designed to provide more permanent protection from disasters; however, not all disasters can be prevented. The risk of loss of life and injury can be limited with good evacuation plans, environmental planning and design standards.
- **Preparedness** is a continuous cycle of planning, organizing, training, equipping, exercising, evaluating, and taking corrective action. Training and exercising plans is the cornerstone of preparedness, which focuses on readiness to respond to all-hazards incidents and emergencies.
- **Mitigation** is the effort to reduce loss of life and property by lessening the impact of disasters and emergencies. Mitigation involves structural and non-structural measures taken to limit the impact of disasters and emergencies. Structural mitigation actions change the characteristics of buildings or the environment; examples include flood control projects, raising building elevations, and clearing areas around structures. Non-structural mitigation most often entails adopting or changing building codes.
- **Response** is comprised of the coordination and management of resources (including personnel, equipment, and supplies) utilizing the Incident Command System in an all-hazards approach; and measures taken for life/property/environmental safety. The response phase is a reaction to the occurrence of a catastrophic disaster or emergency.
- **Recovery** consists of those activities that continue beyond the emergency period to restore critical community functions and begin to manage stabilization efforts. The recovery phase begins immediately after the threat to human life has subsided. The goal of the recovery phase is to bring the affected area back to some degree of normalcy.

This EOP addresses the response and recovery phases of emergency management. Prevention is generally performed by other governmental organizations. Preparedness activities are conducted on a continuous basis under the direction of the City of Artesia Disaster Council and the Emergency Management Coordinator. The City's mitigation plans are documented in the City of Artesia Local Hazard Mitigation Plan (LHMP).



C. INTENDED USERS

The primary users of this plan are the City Manager/Emergency Services Director, Department Heads, and other City staff. Secondary users include the Los Angeles County Sheriff Department (LASD), Los Angeles County Fire Department (LACoFD), and the Los Angeles County Operational Area.

D. SITUATION OVERVIEW

Hazard Analysis

The City of Artesia is subject to a variety of threats and hazards. The City's LHMP identifies the following natural hazards:

- Climate Change
- Dam Inundation
- Drought
- Earthquake and Seismic Hazards
- Flood/ Flash Flood
- Extreme Heat
- Urban Fire
- Winter Storm/ High Winds

In addition, the City may experience human-caused or industrial emergencies resulting from:

- Criminal or terrorist acts
- Transportation or industrial accident
- Extended utility (power, natural gas, water) outage

Capability Assessment

The City Manager, under the direction of the City Council, oversees City staff and operations in accordance with City ordinances and policies. As a "contract city" the City of Artesia relies on contracts with external entities to provide certain essential services including fire, rescue, and emergency medical services (LA County Fire Department); law enforcement (LA County Sheriff); and building inspection (Los Angeles County Public Works Department (LACoPW)). During and following an emergency the City will be reliant upon these contactors to respond in accordance with their defined responsibilities and applicable contracts with the City.



Planning Assumptions

The development of this EOP was guided by the following planning assumptions:

- The City of Artesia is primarily responsible for emergency actions and will commit all available resources to save lives, minimize injury to City residents, and minimize damage to property.
- The City will utilize SEMS/NIMS/Incident Command System (ICS) in emergency response operations.
- The City will commit resources to a reasonable degree before requesting mutual aid assistance.
- Mutual aid assistance will be requested when disaster relief requirements exceed to City's ability to meet them.
- First response to fire, emergency medical, and rescue emergencies will be conducted by and under the direction of the LACoFD.
- First response to law and/or civil disturbance emergencies will be conducted by, and under the direction of the LASD.
- Post disaster building inspections will be performed by (LACoPW) or by mutual aid resources requested per SEMS.
- The City emergency management organization will coordinate operations with the responding agencies.
- A catastrophic disaster will affect neighboring jurisdictions as well as the City of Artesia.
- The City will actively pursue hazard mitigation and preparedness actions to lessen the impact of disasters on the City's residents, businesses, and infrastructure.



CONCEPT OF OPERATIONS

A. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

City of Artesia Disaster Council

The Artesia 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 EOP.

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 (Emergency Management Coordinator, appointed by City Manager)
- County Sheriff
- County Fire
- Other representatives of organizations having an official emergency responsibility, as may be appointed by the Director of Emergency Services or at the direction of the City Council

City of Artesia Office of Emergency Services

The Artesia Office of Emergency Services (AOES) 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.

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.

Emergency Management Coordinator

The Administrative Manager is designated as the City's Emergency Management Coordinator (EMC). The EMC is responsible for coordinating emergency training and exercises for City staff.

City Employees

All officers and employees of the City are designated as Emergency Services Workers pursuant to California Government Code Sections 3100 – 3102 and City of Artesia Municipal Code Sections 401.06 and 4-1.07 and may be assigned responsibilities and duties as needed to respond to and recover from a declared emergency.

Los Angeles County Sheriff Department

LASD, under contract with the City, is responsible for law enforcement within the City jurisdictional area in accordance with the contract between the City and the LASD. In addition, in accordance with SEMS, the Sheriff is the lead for disaster planning and response in the Los Angeles County Operational Area and maintains the Los Angeles County Emergency Operations Center (EOC).

Los Angeles County Fire Department

The LACoFD provides fire protection, emergency medical response, and search and rescue services within the City pursuant to the contract between the City and LACoFD.

American Red Cross

Under agreement with the City, the American Red Cross (ARC) will activate, staff, and operate emergency shelters in response to disasters to the extent that resources are available.

Disaster Management Area E

Los Angeles County is geographically divided in the Disaster Management Areas (DMAs) in order to facilitate coordination of disaster preparedness, planning, training,



and exercises among neighboring jurisdictions. Artesia is one of 26 cities included within DMA E.

Community Outreach

Throughout the year, the departments with emergency responsibilities are involved in a wide range of community outreach activities including presentations and special events. This plan encourages departments to utilize these community outreach opportunities to inform residents and business owners of the City's emergency procedures and personal preparedness techniques.

Private Sector

Private sector organizations play a key role before, during, and after an emergency. First, they must provide for the welfare and protection of their employees in the workplace. In addition, the City must work seamlessly with businesses that provide water, power, communication networks, transportation, medical care, security, and numerous other services upon which both response and recovery are particularly dependent.

Individuals and Households

Although not formally a part of the City's emergency operations, individuals and households play an important role in the overall emergency management strategy. Community members can contribute by:

- Reducing hazards in their homes
- Preparing emergency supply kits and household emergency plans
- Monitoring emergency communications carefully
- Volunteering with established organizations
- Enrolling in emergency response training courses

B. PLAN ACTIVATION

Activation Authority

The EOP may be activated upon an actual or anticipated threat or emergency deemed to pose a threat to the wellbeing of the community, including residents, businesses, and infrastructure. Example of events that might trigger EOP activation include:

- Natural disasters (floods, severe weather, extreme heat, earthquake)
- Human-caused emergency (criminal or terrorist activity)
- Industrial accident (chemical spill, explosion, gas leak)
- Transportation accident (major accident, collapse of structure)



- Extended utility outage (power, natural gas, water)

If in session, the City Council will determine if the plan should be activated. If the Council is not in session, the City Manager (or designee if the City Manager is not available) will determine if the plan should be activated.

Activation may include all or only portions of the plan as required by the triggering event. The Plan Activation Checklist is contained in Annex 1.

C. EMERGENCY OPERATIONS CENTER (EOC) ACTIVATION

Authority to Activate

The EOC is activated by an order of the City Council if in session or by the Director of Emergency Services (City Manager) if the Council is not in session (AMC 4-1.06), in response to threats or disasters that may affect the City of Artesia. In the absence of the City Manager, any of the City Department Heads may activate 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.

Activation Levels

- **Level I:** A minor to moderate incident that 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 that 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.

D. DIRECTION, CONTROL AND COORDINATION

Operational Priorities

Operational priorities include 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.

Direction and Control

Direction and control of response activities will be conducted under the direction of the City's ICS organization as described below. It should be noted the structure is based on the functions to be performed.

Each ICS function is led by a designated City staff position as shown in the ICS organization chart. Because of the limited number of City staff available, alternates are not pre-identified on the Organization Chart. In an actual emergency, some functions may be combined under the leadership of a single person. For example, the Incident Commander (City Manager) may also perform the Public Information Officer function; or the Operations Chief may also perform the Planning/Intelligence function. The ICS organization for any specific event will be determined by the nature of the event and the resources available, and assignment of responsibilities will be made by the City Manager or designee.

NOTE: The City of Artesia ICS organizational structure is not defined below the functional level. Units, branches, and strike teams will be organized, resourced, and assigned missions according to the requirements of the response.

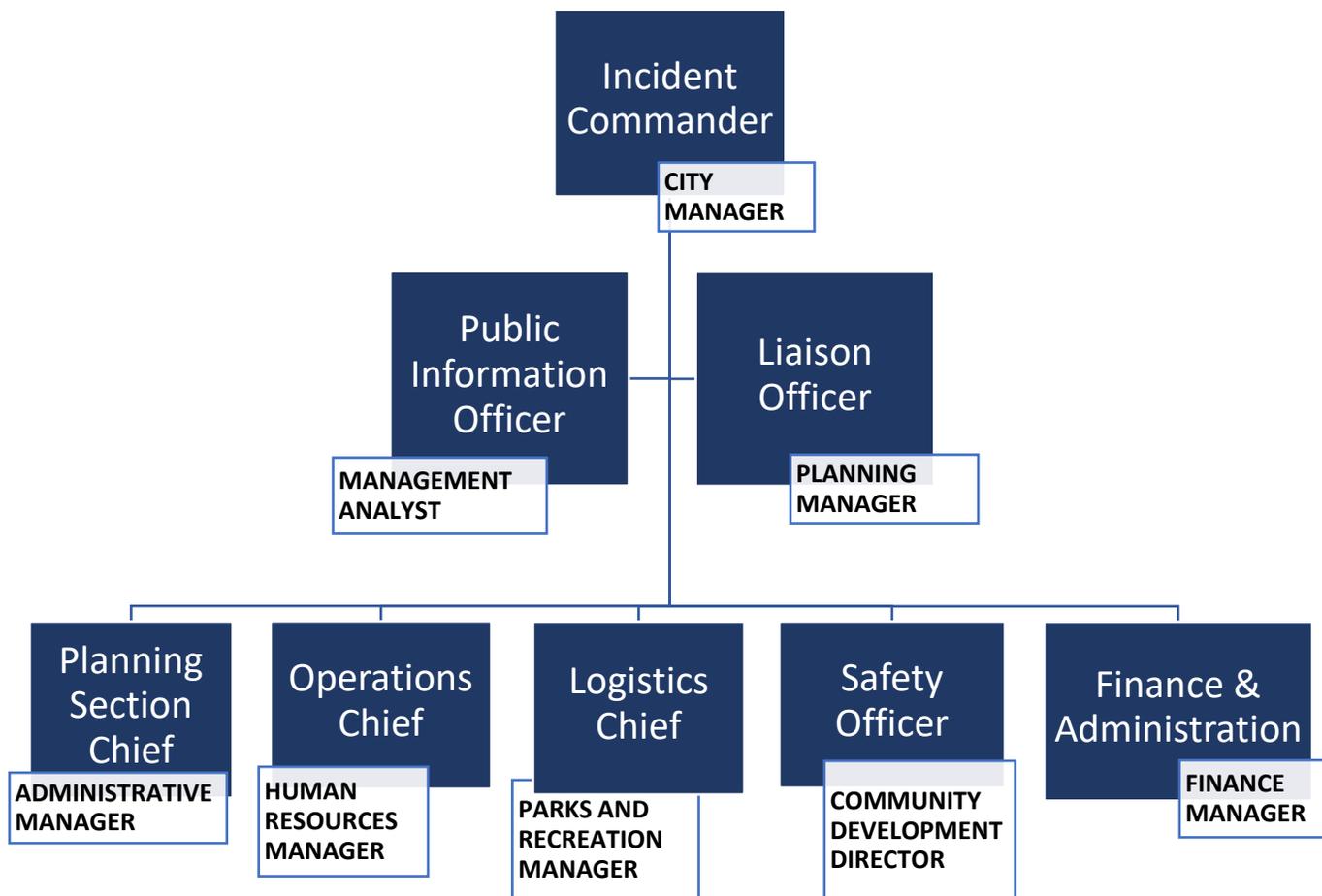
The functions/responsibilities of each position in the ICS organization are described below:

- **Incident Commander (City Manager):** has overall responsibility for direction and control of response activities. This includes the establishment of objectives, defining the mission(s) to be achieved, designating responsibility, and allocating resources.
- **Liaison Officer (Planning Manager):** responsible for coordination with external entities, specifically LASD and LACoFD, among others.
- **Planning Section Chief (Administrative Manager):** develops the Incident Action Plan (IAP). In addition, the Planning Section Chief is responsible for gathering and analyzing information regarding the situation status and forecasting resource needs.
- **Operations Section Chief (Human Resources Manager):** responsible for directing the response activities, including developing tactical organization and resources required to implement the IAP.
- **Logistics Section Chief (Parks and Recreation Manager):** responsible for providing the resources (personnel, equipment, and supplies) required to implement the IAP.



- **Finance and Administration Section Chief (Finance Manager):** responsible for monitoring and documenting costs and for providing overall fiscal direction. Proper and complete documentation of costs is essential if the City files for cost reimbursement from insurance carriers, the State, or the Federal Emergency Management Agency (FEMA).
- **Public Information Officer (Management Analyst)** determines and oversees the information to be released to the public and media, organizes media briefings or press conferences, and monitors public and social media to detect and counter inaccurate information or rumors.
- **Safety Officer (Community Development Director)** responsible for assessing any hazards that City staff may encounter in responding to the incident and specifying procedures or personal protective equipment (PPE) to be used by field personnel.

City of Artesia Incident Management Organization Chart





Coordination

As a contract city, effective coordination with outside entities is essential for incident management and emergency response. Depending upon the nature of the emergency, coordination should be established with the organizations listed below. The Incident Commander (IC) or Liaison Officer will handle coordination with external agencies during EOP activations.

External agencies that may need to be contacted include:

- LASD (Lakewood Station) (562) 623-3500
- LASD Department Operations Center (DOC) (323) 980-2211
- LACoFD (Station 30, Cerritos) (562) 865-3714
- Los Angeles County Operational Area EOC
Main Number (323) 980-2260 or Duty Officer (323) 459-3779
- Southern California Edison (SCE) (310) 783-9386 – local government representative
- Southern California Gas – (877) 238-0092 (Downey Emergency Resource Center)
- ARC Greater Long Beach Chapter (562) 595-6341 or 24/7 dispatch (800) 675-5799
- Water agencies
City of Norwalk – (562) 929-5511 (after hours (562) 863-8711)
Golden State Water (562) 907-9200 ext. 400
Liberty Utilities (855) 216-6306
- Adjacent Cities (Norwalk, Cerritos)
Norwalk City Hall (562) 929-5772
Cerritos EOC (562) 860-8445/ City Manager after hours (562) 860-0044
- DMAC Area E Coordinator (562) 902-2368/ cell: (562) 505-6443
- CalOES Warning System (916) 8450-8911

E. INFORMATION COLLECTION, ANALYSIS, AND DISSEMINATION

Information Collection

Immediately upon activation of the EOP as a result of a disaster or emergency, the Planning Chief will develop a strategy for collection of information on the effects of the event on City residents, businesses, and infrastructure. Data collection may occur via information received from residents, reports from LASD or LACoFD, media reports, or



from field observation. The types of information required may vary depending upon the type and severity of the incident. Incident status should be documented on ICS Form 209, Incident Status Summary.

Data collection should include, but not be limited to:

Immediate Information Needs:

- Description of the incident or disaster
- Geographic area affected
- Estimated duration (if a continuing event)
- Critical facilities damaged, destroyed, or threatened

Information Needed as Available:

- Impact on vulnerable populations, including persons with disabilities or access and functional needs (DAFN)
- Number of casualties and/or fatalities (if known)
- Number, location, and estimated value of structures damaged or destroyed
- Identification of the types of businesses affected
- City facilities damaged or destroyed
- Other infrastructure damaged or destroyed
- Responding agencies (LASD, LACoFD, other)

Information Analysis

Based on the information available, the IC will brief the ICS team on the incident using ICS Form 201, Incident Briefing, and establish initial mission objectives using ICS Form 202, Incident Objectives. The Planning Chief will continue to collect information and update the ICS Form 209 as additional information becomes available.

Information Dissemination

The IC will determine the process of information dissemination (to whom, when, how, etc.) based on an assessment of information needs. Typically, information will be disseminated on an as needed basis to:

- **First Responders:** First responders should be advised via appropriate channels of any information required to accomplish their mission(s) or that might pose a safety or security threat.
- **City Field Staff:** Field staff should be advised directly of any information related to their mission and of potential security or safety threats.



- **Operational Area:** The Operational Area should be kept apprised of situation status.
- **City Leadership:** Situation status information should be disseminated to the Mayor and City Council on a regular basis and immediately following any significant change in situation status.
- **Residents and Businesses:** Residents and business leaders/owners should be provided with situation status as necessary to protect the safety of employees and/or to protect their facilities from damage or other threats.
- **Utility and Infrastructure Entities:** Utility and infrastructure entities should be advised of any information concerning damage, or threats to their facilities.

F. COMMUNICATIONS

Staff Notifications

Upon activation of the EOP the City Manager or Administrative Manager will notify all Department heads of the nature of the emergency and any immediate actions they should take (including reporting locations). Department heads in turn, will notify department employees.

Public Communications

All public communications should be developed by the Public Information Officer (PIO) and approved by the IC prior to dissemination. Public communications can be through the City website and social media; emergency alert and notification systems; and public media. This PIO will determine the appropriate medium for information dissemination.

- **City Media:** Information can be posted on the City website or Facebook page, distributed via Twitter, email, or text.
- **Emergency Advisory and Alert Media:** The City may access area-wide emergency advisory and alert media by requesting through the LASD DOC. Emergency and alert media include:
 - **Alert Los Angeles (LA):** Alert LA is a free public notification system. Persons interested in receiving alerts sign up on line and specify desired alert media (text, email, voice message, etc.) Alert LA can provide instructions for evacuation, shelter in place, or other emergency instructions and includes accessibility features for persons with DAFN.
 - **Nixle:** Residents who have registered may receive emergency notifications and alerts via email and cell phone by the Sheriff's Department.
 - **Emergency Alert System (EAS):** EAS is a national warning system designed to alert the public of national or local emergencies or dangerous



- weather conditions. EAS alerts are disseminated via radio and television broadcast media.
- **Wireless Emergency Alerts (WEA):** WEA is a similar system designed to disseminate emergency messages to the public via cell transmission.
- **Public Media:** During emergencies public radio and television stations will accept and broadcast local emergency information when received from a credible source. Print media can also be used to disseminate information concerning continuing emergencies (such as extended utility outages) and recovery information.

G. ADMINISTRATION AND FINANCE

The Finance and Administration Chief is responsible for maintaining accurate records of emergency response expenditures including time keeping for all employees involved in emergency response. Accurate time and expenditure records are essential for seeking reimbursement from FEMA for certain eligible expenses following a declared disaster. FEMA guidance for requesting reimbursements are detailed in the FEMA *Public Assistance Program and Policy Guide* which may be found at <https://www.fema.gov/media-library/assets/documents/111781> .

Documentation

During EOC activation, the administration function during an event is a support role and requires proper and accurate documentation of all actions taken. This function coordinates with other sections in the EOC and/or departments to collect the necessary documentation pertaining to the incident for cost recovery purposes. This function also acts as a liaison with other disaster assistant agencies and coordinates the recovery of costs as allowed by law. The documentation gathered must be maintained and becomes official record of the event in order to pass an audit. Accurate and timely documentation is essential to financial recovery for the city.

H. DAMAGE ASSESSMENT

Damage assessment is the process of identifying and quantifying damages that occur as a result of an incident. The objective of the damage assessment is to provide situational awareness to the EOC about the state of critical and essential functions to help facilitate the move from response into recovery. It also facilitates the decision to appropriately direct resources and teams. Additionally, the damage assessment results are used as the initial basis to justify or determine state or federal assistance. Damage assessment is conducted in two phases outlined below:

- **Initial Damage Assessment (IDA)** – This assessment begins immediately after the incident occurs and helps to determine life safety issues, identify hardest hit areas, and to estimate the damaged infrastructure within the jurisdiction. The initial damage assessment determines whether more detailed damage



assessments are necessary and identifies certain areas where continued efforts should be concentrated.

- **Preliminary Damage Assessment (PDA)** – This assessment is done to verify the initial damage assessment (especially for state/federal assistance). A FEMA/State team will usually visit local jurisdictions and view their damage first-hand to assess the scope of damage and estimate repair costs. The assessment also identifies any unmet needs that may require immediate attention.

I. LOGISTICS AND MUTUAL AID

The Logistics Chief is responsible for procuring equipment, supplies, and personnel required for emergency response. Once the City has exhausted its own resources, including through normal contracting procedure, it may request assistance from the Operational Area for procuring resources and/or mutual aid. The City is financially responsible for any mutual aid or other resources provided through to Operational Area.

Detailed procedures for requesting resources through the Operational Area are contained in Annex 2.

J. DEMOBILIZATION

The IC will determine when the response effort can be demobilized and operations returned to normal.



TRAINING AND EXERCISES

A. TRAINING

The Emergency Management Coordinator is responsible for developing, implementing and monitoring a training program for City staff to include both initial and refresher training. The training program should include at minimum:

- ICS 100 and 200 (or equivalent) for all management and supervisory personnel
- ICS 300 and 400 (or equivalent) for all personnel that may be assigned to a position in the ICS organization structure

The City will actively participate in training opportunities offered through the Operational Area and Disaster Management Area E.

B. EXERCISES

The Emergency Management Coordinator is responsible for developing and implementing an exercise program to ensure that all staff are familiar with the plan and capable of executing their assigned responsibilities. The exercise program will include but is not limited to:

- An annual tabletop exercise involving all City management staff and Department Heads.
- A quarterly call-down exercise testing the effectiveness of the City's staff notification procedures.

In addition, the City will actively participate in appropriate exercises sponsored or conducted by the Operational Area and Disaster Management Area E.



PLAN DEVELOPMENT AND MAINTENANCE

Effect

Upon adoption by the City Council this EOP supersedes the previous EOP adopted in May 2016.

Update and Maintenance

The Emergency Services Coordinator is responsible for the update and maintenance of this plan including the preparation and distribution of changes and amendments. The plan will be reviewed annually and updated as necessary. In addition to the annual review and update, the plan will be reviewed and updated as necessary following:

- Activation for an actual or threatened event.
- The Plan is exercised.



APPENDICIES

A. AUTHORITIES AND REFERENCES

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

Federal

- Homeland Security Presidential Directive (HSPD) 5, Management of Domestic Incidents
- Presidential Policy Directive (PPD) 8, National Preparedness
- U.S. Department of Homeland Security, National Incident Management System (NIMS)
- U.S. Department of Homeland Security, National Response Framework (NRF)
- Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988 (Public Law 93-288), as amended
- National Fire Protection Association, Safer Act Grant; NFPA 1710, 2010
- Americans With Disabilities Act (ADA), 1990
- ADA Amendment Act (ADAAA), 2008
- Post-Katrina Emergency Reform Act, 2007
- The Pets Evacuation and Transportation Standards Act of 2006
- Public Law 84-99 (U.S. Army Corps of Engineers-Flood Control Act)
- Federal Civil Defense Act of 1950 (Public Law 920), as amended
- National Response Team (NRT)-1, Hazardous Materials Emergency Planning Guide and NRT-1A Plan Review Guide (Environmental Protection Agency's National Response Team)
- National Environmental Policy Act of 1969, 42 U.S.C. 4321

State

- California Constitution
- California Emergency Services Act; Chapter 7 of Division 1 of Title 2 of the Government Code
- Standardized Emergency Management System (SEMS) Regulations; Chapter 1 of Division 2 of Title 19 of the California Code of Regulations and Government Code Section 8607(a)
- California State Emergency Plan
- California Master Mutual Aid Agreement
- California Natural Disaster Assistance Act; Chapter 7.5 of Division 1 of Title 2 of the Government Code



- California State Private Nonprofit Organizations Assistance Program, 2011
- California Hazardous Materials Incident Contingency Plan
- California Oil Spill Contingency Plan (Government Code §§ 8670.1, et seq.)
- California Health and Safety Code, Division 20, Chapter 6.5, Sections 25115 and 25117, Chapter 6.95, Sections 2550 et seq., Chapter 7, Sections 25600 through 25610, dealing with hazardous materials
- Orders and Regulations which may be selectively promulgated by the Governor during a State of Emergency
- Orders and Regulations Promulgated by the Governor to take effect upon the Existence of a State of War Emergency

County

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

City

- Artesia Municipal Code (AMD) Section 4-1



B. GLOSSARY OF TERMS

A

Action Plan

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

American Red Cross

A quasi-governmental volunteer agency that provides disaster relief to individuals and families. Major responsibilities include providing lodging, food, clothing, and registration and inquiry service.

Annex

A sub or supporting plan which deals with a specific function performed during a disaster, the organizational resources available, and the concept of operations used.

B

Branch

The organizational level at the SEMS EOC or 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.).

C

Care and Shelter

A phase of operations that meets the food, clothing, and shelter needs of people on a mass care basis. Parks and Recreation have primary responsibility for this function.

Community Emergency Response Team (CERT)

CERT volunteers who complete eight classes, totaling 32 hours in: Disaster Preparedness, First Aid, CPR, Fire Extinguisher Use, Search & Rescue, Care & Shelter, Communications, Damage Assessment, Security Issues, and Command Post Operations. They are trained to lead all emergent volunteers. They will care for: (1) their families and homes, (2) their neighborhood, school, and/or business, and (3) report to the City to assist others.

Chain of Command

A series of management positions in order of authority.



Check-in

The process whereby resources first report to an incident or into an EOC. EOC check-in typically takes place in the Logistics Section.

Checklist

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

Civil Disorder

Any incident intended to disrupt community affairs that requires police intervention to maintain public safety, including riots and mass demonstrations as well as terrorist attacks.

Complex

Two or more individual incidents located in the same general area which are assigned to a single Incident Commander or to a Unified Command.

Comprehensive Emergency Management

The responsibility and ability of government to manage all types of emergencies and disasters. A comprehensive emergency management system coordinates the actions of numerous agencies, and includes four phases of emergency activity:

- a) Mitigation – pre-event planning and actions which aim to lessen the effects of potential disasters.
- b) Preparedness – those activities which governments, organizations, and individuals develop to save lives and minimize damage.
- c) Response – those actions taken to save life, protect health and property, and minimize damage to the environment.
- d) Recovery – short and long-term activities which improve or return all systems to normal.

Concept of Operations

A general notion of how disasters progress and how agencies may plan their response. In this Plan, it is supposed that disasters progress through identifiable phases and that certain responses are appropriate during each of these phases.

Contingency Plan

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

D

Dam Failure

Partial or complete collapse of a dam causing downstream flooding.



Demobilization Unit

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

Destructive Force

Any natural or human forces capable of creating an emergency situation.

Direction and Control (Emergency Management)

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

Disaster Recovery Center (DRC)

A readily accessible facility or mobile office where applicants may go for information about FEMA or other disaster assistance programs, or for questions related to your case.

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

Any persons registered with a disaster council or state Office of Emergency Services to provide disaster service without pay. Disaster service workers include public employees, registered volunteers, and persons pressed into service during an emergency by persons authorized to command such services.

Documentation Unit

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

Drought

A prolonged period of no rain, particularly during the planting and growing season. In California, drought can affect both agricultural and urban areas that are dependent on reservoirs for water. Decreased water levels due to insufficient rain can lead to restrictions on water use.

E

Earthquake

Sudden motion of the earth caused by an abrupt release of slowly accumulated strain that results in ground shaking, surface faulting, or ground subsidence.



Emergency (State Definition) – see also *Local Emergency and State of Emergency*

A disaster situation or condition of extreme peril to life and/or property, resulting from other than war or labor controversy, which is or is likely to be beyond local capability to control without assistance from other political entities.

Emergency (Federal Definition) – see also *Local Emergency and State of Emergency*

Any hurricane, tornado, storm, flood, high-water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, fire, explosion, or other catastrophe in any part of the United States which requires federal emergency assistance to supplement state and local efforts to save lives and protect public health and safety or to avert or lessen the threat of a major disaster.

Emergency Alert System (EAS)

Enables the President and Federal, State, and Local Governments to communicate with the general public through commercial broadcast stations in the event of a large natural disaster or war-related event.

Emergency Medical Services

Treatment of casualties necessary to maintain their vital signs prior to treatment at a medical center.

Emergency Operations

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

Emergency Operations Center (EOC)

A centralized location where resources and personnel are managed and coordination between departments takes place in a disaster situation. The EOC is staffed by City management personnel and City employees.

Emergency Public Information (EPI)

Information relayed to the public from official sources during an emergency including: (1) instructions advising on survival and health action, (2) status information on the disaster, and (3) notice of emergency assistance available and where to obtain it.

Emergency Resources Management

Following a major disaster or attack on the United States, the effective management of available goods and services deemed most essential to survival and recovery operations.

Essential Facilities

Facilities essential for conducting emergency operations and maintaining the health, safety and overall well-being of the public following a disaster. Essential facilities also may include buildings, which have been designated for use as mass care facilities, such as schools and churches.



Evacuation

Moving people to a safer area.

Evacuee – *see also Relocatee*

An individual who moves or is moved from a hazardous area to a safer area and who is expected to return when the hazard abates.

F

Federal Agency (Federal Definition)

Any department, establishment, government, corporation, or other agency of the Executive Branch of the Federal Government, including the United States Postal Service, but not the American Red Cross.

Federal Assistance (Federal Definition)

Aid to disaster victims or state or local governments by federal agencies under the provisions of the Federal Disaster Relief Act (F.L. 93-288) and other statutory authorities of federal agencies.

Federal Disaster Assistance

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

Federal Disaster Relief Act

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

Federal-State Agreement

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

Flood

Flood is the rise or overflow of a body of water. Flood hazards include flash, riverine, and urban floods. Flash floods are brief, heavy flows in small streams or normally dry washes, while riverine flooding is the periodic overflow of rivers or streams, resulting in partial or complete inundation of the adjacent floodplain. Urban flooding involves the overflow of storm sewer systems and is usually caused by inadequate drainage following heavy rain or rapid snowmelt.



H

Hazard

Any source of danger or element of risk to people or property.

Hazard Area

A geographically defined area in which a specific hazard presents a potential threat to life and property.

Hazardous Material

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

Hurricane/Tropical Storm

Large cyclonic storms with high winds moving in a large spiral around a calm center. Tropical storms become reclassified as hurricanes after wind speed reaches 74 mph or greater. Such storms originate in the tropics but can move into the northern latitudes.

I

Incident Command Post (ICP)

The location at which the primary command functions are executed. The ICP may be collocated with the incident base or other incident facilities.

Incident Command System (ICS)

A system designed for the on-scene management of field operations during an emergency situation. The incident command system can be used during serious "multidisciplinary" (fire, law, medical) emergencies or for operations involving the coordination of different jurisdictions and agencies under a unified command.

Incident Objectives

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

Information Officer

A member of the Command Staff responsible for interfacing with the public and media or with other agencies requiring information directly from the incident. There is only one



Information Officer per incident. The Information Officer may have assistants. This position is also referred to as Public Affairs or Public Information Officer in some disciplines. At SEMS EOC levels, the information function may be established as a Coordinator or as a Section or Branch reporting directly to the EOC Director.

J

Joint Information Center (JIC)

A JIC is the physical location where public information staff involved in incident management activities can co-locate to perform critical emergency information, crisis communications, and public affairs functions. JICs provide the organizational structure for coordinating and disseminating official information.

Joint Information System (JIS)

The PIO establishes and operates within the parameters established for the Joint Information System—or JIS. The JIS provides an organized, integrated, and coordinated mechanism for providing information to the public during an emergency. The JIS includes plans, protocols, and structures used to provide information to the public. It encompasses all public information related to the incident. Key elements of a JIS include interagency coordination and integration, developing and delivering coordinated messages, and support for decision makers. The PIO, using the JIS, ensures that decision makers—and the public—are fully informed throughout an incident response.

Joint Operating Center (JOC)

A facility established on the periphery of a disaster area to coordinate and control multi jurisdictional emergency operations within the disaster area. The JOC will be staffed by representatives of select local, state and federal agencies and private organizations, and will have the capability of providing a communications link between any Mobile Emergency Operating Centers established in the disaster area and the State Operations Center in Sacramento.

L

Landslide

A general term for a falling mass of soil or rocks. The term also includes rock falls, rockslides, block slide, debris slide, earth flow, mudflow, and slump.

Local Emergency (State Definition)

The duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the territorial limits of a county, City and county, or City, caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, or earthquake or other conditions, other than conditions resulting from a labor controversy, which conditions are or are likely to be beyond the control of the services, personnel,



equipment, and facilities of that political subdivision and require the combined forces of political subdivisions to combat.

M

Major Disaster (Federal)

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

Master Mutual Aid Agreement

The California Disaster and Civil Defense Master Mutual Aid Agreement made and entered into by and among the State of California, its various departments and agencies, and the various political subdivisions of the state. The agreement provides for support of one jurisdiction by another.

Media

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

Mitigation

Pre-event planning and actions that aim to lessen the effects of potential disaster.

Mobilization

The process and procedures used by all organizations, Federal, State and Local, for activating, assembling, and transporting all resources that have been requested to respond to or support an incident.

Multi-Agency or Inter-Agency Coordination

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

Mutual Aid Agreement

An agreement in which two or more parties agree to furnish resources and facilities and to render services to each and every other party of the agreement to prevent and respond to any type of disaster or emergency.

Mutual Aid Region

A subdivision of the state emergency services organization established to coordinate mutual aid and other emergency operations.



Mutual Aid Staging Area

A temporary facility established by the state Office of Emergency Services within, or adjacent to, an affected area. It may be supported by mobile communications and personnel provided by field or headquarters staff from state agencies, as well as personnel from local jurisdictions throughout the state.

N

National Incident Management System

NIMS provides a consistent nationwide template to enable all government, private-sector, and nongovernmental organizations to work together during domestic incidents.

National Warning System

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

Nuclear Threat

All acts such as blackmail, extortion, and threat of attack in which the use of any nuclear material or radioactive substance is threatened.

O

Operational Area

An intermediate level of the State emergency services organization, consisting of a county and all political subdivisions within the county area.

Operational Area Coordinator

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

Operational Period

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

Operations Section

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



P

Plan

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

Planning Meeting

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

Pollution Incident

Any significant concentration of pollutant that poses a substantial threat to public health.

Power Failure

Any interruption in the generation or transmission of electrical power caused by accident, sabotage, natural hazards, equipment failure, or fuel shortage.

Public Health or Welfare

All factors affecting the health and welfare of the general public.

Public Information Officer (PIO)

An official responsible for releasing information to the public through the news media.

S

Section 404

That section of Public Law 93-288 that provides authority for temporary housing assistance to disaster victims.

Section 406

That section of Public Law 93-288 that provides authority for hazard mitigation following disasters.

Section 408

That section of Public Law 93-288 that provides authority for individual and family grants following disasters.

Section 414

That section of Public Law 93-288 that provides authority for community disaster loans.



Section Chief

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

Shelter Facility

An individual, who provides for the internal organization, administration, and operation of a mass care facility.

Span of Control

The supervisory ratio maintained within an ICS or EOC organization. A span of control of five positions reporting to one supervisor is considered optimal.

Staging Area

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

Standardized Emergency Management System (SEMS)

A system required by California Government Code for managing response to multi-agency and multi-jurisdiction emergencies in California. SEMS consists of five organizational levels which are activated as necessary: Field, Local Government, Operational Area, Regional, and State.

Standard Operating Procedures (SOP)

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

State of Emergency (State Definition)

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



State of War Emergency (State Definition)

According to Section 8558 (a) of the Emergency Services Act, a “State of War Emergency” means the “condition which exists immediately, with or without a proclamation thereof by the Governor, whenever this state or nation is attacked by an enemy of the United States, or upon the receipt by the state of a warning from the federal government indicating that such an enemy attack is probable or imminent.”

State Operations Center (SOC)

A facility established by the Office of Emergency Services headquarters in Sacramento to coordinate state operations to a disaster area, and control the response efforts of state and federal agencies in support of local government operations.

T

Task Force

A combination of single resources assembled for a particular tactical need, with common communications and a leader.

Technological Incident

An emergency situation caused by a man-made element. These types of incidents include hazardous chemical and nuclear facility incidents.

Tornado

Violently whirling columns of air extending to the ground from a cumulonimbus cloud. The funnel cloud of a tornado may have winds as high as 200 mph and an interior air pressure 10 to 20 percent below that of the surrounding atmosphere. The typical length of a path is 16 miles, but tracks of 200 miles have been reported. Path widths are generally less than 0.25 miles.

Transportation Accident

An incident of air or rail passenger travel that results in death or serious injury. Highway accidents are excluded from consideration under this hazard since such incidents are generally handled by emergency response services without emergency management organization involvement.

Tsunami

Also called a seismic sea wave. It is a large oceanic wave generated by earthquakes, submarine volcanic eruptions, or large submarine landslides in which sudden forces are applied to the water mass. The fastest tsunami waves can move at speeds of hundreds of miles per hour in the open ocean. However, as the waves enter shallower waters in coastal areas, wave velocity decreases and wave height can increase to 100 feet or more on impact at the shoreline.

U



Unified Command

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

Urban Fire

Any instance of uncontrolled burning which results in structural damage to residential, commercial, industrial, institutional, or other properties in developed areas.

Urban Rescue

The complex process in which trained personnel use specialized equipment to locate and extricate victims trapped in collapsed buildings, and the mobilization and management of such personnel and equipment.

V

Volunteers

Individuals who make themselves available for assignment during an emergency who are not paid for the work they do.

W

Winter Storm (Severe)

This includes ice storms, blizzards, and extreme cold. The National Weather service characterizes blizzards as combinations of winds in excess of 35 mph with considerable falling or blowing snow, frequently reducing visibility to 0.25 miles or less.



C. ACRONYMS

AOES	Artesia Office of Emergency Services
ARC	American Red Cross
CESA	California Emergency Services Act
DAFN	Disabilities and Access and Functional Needs
DMA	Disaster Management Area
DOC	Department Operations Center
EAS	Emergency Alert System
EMC	Emergency Management Coordinator
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
FEMA	Federal Emergency Management Agency
IAP	Incident Action Plan
IC	Incident Commander
ICS	Incident Command System
IDA	Initial Damage Assessment
LACoFD	Los Angeles County Fire Department
LASD	Los Angeles Sheriff's Department
LHMP	Local Hazard Mitigation Plan
NIMS	National Incident Management System
OA ERP	Operational Area Emergency Response Plan
PDA	Preliminary Damage Assessment
PIO	Public Information Officer
PPE	Personal Protective Equipment
SCE	Southern California Edison
SEMS	Standardized Emergency Management System
WEA	Wireless Emergency Alerts



ANNEXES

ANNEX 1. ACTIVATION/OPERATIONS FUNCTIONAL CHECKLIST

This checklist is designed to assist the City of Artesia Incident Management Team (IMT) to activate the Emergency Management Plan. The checklist is a consolidated checklist of all ICS functions in recognition of the possibility that given the limited number of City staff, it is likely that during an emergency each member of the IMT may be assigned more than one ICS function.

The checklist covers both Activation and Continued Operations functions and constitutes a “job action” sheet for each function. ICS Form 201 will be the only ICS Form used to document incident response.

Initial Activation and Notifications

Mission: Initiate Plan activation; Assemble Incident Management Team; Notify City Leadership and key response partners. [To be completed by the Emergency Services Director, Emergency Services Coordinator or Department Head initiating Plan activation.]

- Notify IMT members of EOP activation and advise them where to report
- Initiate staff call down and notification procedures
- Determine if EOC is to be activated
- Notify Operational Area EOC or Duty Officer that Artesia is activating EOP to include the following information:
 - Reason for activation
 - Contact information
 - Current situation status (to extent known)
- Notify Mayor/Council
- Notify LASD Lakewood station and/or LACoFD Cerritos station

Incident Command Checklist

Mission: *Provide overall direction to the City's response*

Activation

- Complete activation checklist
- Review Artesia EOP
- Assess situation



- Organize IMT
- Establish initial objectives
- Complete ICS Form 201
- Assign IMT responsibilities per EOP ICS Form 201 Organization Chart
- Provide incident briefing to IMT

Continued Operations

- Establish communications with other affected agencies (SoCal Gas, SCE)
- Monitor Situation
- Coordinate with PIO to determine content and media for public messaging
- Maintain communications with LASD, LACoFD regarding first responder activities
- Keep Operational Area EOC informed of status (may be assigned to Liaison)
- Coordinate with Planning Chief to develop an Incident Action Plan (IAP) for the next operational period if the incident is anticipated to last more than 12 hours

Operations Checklist

Mission: Direct field response operations

Activation

- Obtain incident briefing from Incident Command
- Review EOP
- Determine missions for field staff
- Organize and Dispatch Field Teams
 - Designate Field Team leaders
 - Assign staff to teams
 - Assign team missions
 - Brief team leaders on mission, tactics and communication procedures
 - Provide safety briefing
 - Ensure Field Team personnel have required equipment and supplies, including PPE and safety equipment
 - Dispatch teams

Continued Operations



- Maintain communications with field team leaders
- Monitor status of Field Team operations
- Keep Incident Command informed of status
- Recall Field Teams upon completion of missions and/or threats to their safety or security are detected
- Advise logistics of needs for additional resources

Planning/Intelligence

Mission: *Gather and analyze information required to support City response*

Activation

- Obtain incident briefing from incident command
- Review EOP
- Develop and implement data/information gathering strategy
- Determine if any vulnerable populations require special assistance
- Develop documentation procedures & obtain required forms

Continued Operations

- Maintain and update situation status
- Maintain documentation and forms
- If incident is expected to last more than 12 hours develop IAP for the next operational period

Logistics/Liaison

Mission: *Ensures that resources are available to support City response. : Assures coordination with LASD, LACOFD, LA Operational Area, neighboring cities, and external agencies (e.g., SCE, SoCal Gas, Red Cross)*

Activation

- Obtain incident briefing from Incident Command
- Review EOP
- Coordinate with Operations to ensure field personnel have required equipment and supplies
- Activate OARRS system for communications with Operational Area



- Advise response partners that City EOP is activated
- Assures communication systems are operable

Continued Operations

- Coordinate with Operations to ensure that required resources (supplies, equipment, personnel) are available
- Procure needed resources via normal City procurement procedures to extent possible
- If City resources are or about to be exhausted, and are unavailable through normal supply channels, implement resource request to the Operational Area in accordance with procedures detailed in EOP Annex 2, Resource Request Checklist
- Maintain documentation of resources available and/or requested and their disposition
- Maintains communication systems
- Maintain contact with response partners
- Exchange information on incident status and response actions with response partners

Finance/Administration

Mission: Maintains financial and operational records and documentation

Activation

- Review EOP
- Establish procedures for capturing and documenting costs/expenditures
- Implement procedures to ensure fund availability to cover emergency expenditures
- Review FEMA cost reimbursement guidelines
- Establish procedures for documenting time records of city staff, volunteer, mutual aid workers

Continued Operations

- Monitors costs and ensures appropriate financial records are maintained
- Ensures that personnel time records are maintained
- Identifies funding sources to support City response operations



Public Information

Mission: Provide information to the public and public media (radio, TV, print)

Activation

- Obtain briefing from Incident Command
- Verify access to City webpage and social media
- Develop public media contact information

Continued Operations

- Develop and distribute information to the public re: status of the emergency and recommended actions
- Develop and distribute information for distribution to public media
- Respond to media requests for information
- Schedule and conduct media briefings in coordination with Incident Command
- Monitor social and public media and respond to inaccurate information

Safety

Mission: Identify threats and hazards to City response staff and recommend protective measures

Activation

- Obtain briefing from Incident Command
- Assess situation and identify threats and hazards to field and EOC personnel
- Develop Safety Information for inclusion on ICS Form 201
- Conduct safety staff safety briefing

Continued Operations

- Monitor situation to identify threats and hazards to City staff
- Update Safety Plan as necessary
- Keep Incident Command informed



ICS 201
Incident Briefing

Purpose. The Incident Briefing (ICS 201) provides the Incident Commander (and the Command and General Staff) with basic information regarding the incident situation and the resources allocated to the incident. In addition to a briefing document, the ICS 201 also serves as an initial action worksheet. It serves as a permanent record of the initial response to the incident.

Preparation. The briefing form is prepared by the Incident Commander for presentation to the incoming Incident Commander along with a more detailed oral briefing.

Distribution. Ideally, the ICS 201 is duplicated and distributed before the initial briefing of the Command and General Staffs or other responders as appropriate.

Notes:

- The ICS 201 can serve as part of the initial Incident Action Plan (IAP).
- If additional pages are needed for any form page, use a blank ICS 201 and repaginate as needed.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Incident Number	Enter the number assigned to the incident.
3	Date/Time Initiated <ul style="list-style-type: none"> • Date, Time 	Enter date initiated (month/day/year) and time initiated (using the 24-hour clock).
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)	Show perimeter and other graphics depicting situational status, resource assignments, incident facilities, and other special information on a map/sketch or with attached maps. Utilize commonly accepted ICS map symbology. If specific geospatial reference points are needed about the incident's location or area outside the ICS organization at the incident, that information should be submitted on the Incident Status Summary (ICS 209). North should be at the top of page unless noted otherwise.
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.	Self-explanatory.



Block Number	Block Title	Instructions
6	Prepared by <ul style="list-style-type: none"> • Name • Position/Title • Signature • Date/Time 	Enter the name, ICS position/title, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).
7	Current and Planned Objectives	Enter the objectives used on the incident and note any specific problem areas.
8	Current and Planned Actions, Strategies, and Tactics <ul style="list-style-type: none"> • Time • Actions 	Enter the current and planned actions, strategies, and tactics and time they may or did occur to attain the objectives. If additional pages are needed, use a blank sheet or another ICS 201 (Page 2), and adjust page numbers accordingly.
9	Current Organization (fill in additional organization as appropriate) <ul style="list-style-type: none"> • Incident Commander(s) • Liaison Officer • Safety Officer • Public Information Officer • Planning Section Chief • Operations Section Chief • Finance/Administration Section Chief • Logistics Section Chief 	<ul style="list-style-type: none"> • Enter on the organization chart the names of the individuals assigned to each position. • Modify the chart as necessary, and add any lines/spaces needed for Command Staff Assistants, Agency Representatives, and the organization of each of the General Staff Sections. • If Unified Command is being used, split the Incident Commander box. • Indicate agency for each of the Incident Commanders listed if Unified Command is being used.
10	Resource Summary <ul style="list-style-type: none"> • Resource • Resource Identifier • Date/Time Ordered • ETA • Arrived • Notes (location/assignment/status) 	<p>Enter the following information about the resources allocated to the incident. If additional pages are needed, use a blank sheet or another ICS 201 (Page 4), and adjust page numbers accordingly.</p> <ul style="list-style-type: none"> • Enter the number and appropriate category, kind, or type of resource ordered. • Enter the relevant agency designator and/or resource designator (if any). • Enter the date (month/day/year) and time (24-hour clock) the resource was ordered. • Enter the estimated time of arrival (ETA) to the incident (use 24-hour clock). • Enter an "X" or a checkmark upon arrival to the incident. • Enter notes such as the assigned location of the resource and/or the actual assignment and status.



ANNEX 2. RESOURCE REQUEST CHECKLIST

Background

Once cities have expended, or anticipate expending, their agency resources, cities may submit resource requests to the Operational Area Emergency Operations Center (OAEOC) through the Operational Area Response and Recovery System (OARRS). For resource requests to be fulfilled by the OAEOC, the submitting jurisdiction must first ensure that they have fully committed internal resources and determined that the resources requested are essential to emergency operations. Note, that before submitting a resource request to the OAEOC, the City EOC should be activated. OARRS is always the primary communications system for resource requests and should be the first method pursued for submitting requests. However, if OARRS is not available, the following alternative communications systems may be used to submit resource requests.

- Landline or Mobile Telephone to OAEOC
- Email
- Fax
- CWIRS
- Satellite Phones
- Amateur (Ham) Radio
- Local Sheriff's Station
- Public Safety Radios
- Messengers
- Relay message via DMAC

When submitting a resource request, agencies should answer the questions of **WHO** needs the resource, **WHAT** resources are needed, **WHEN** is the resource needed, **WHERE** is the resource needed, **WHY** is the resource needed, and **HOW MUCH** of the resource is needed. Once the request has been submitted, the city should follow up on the resource request by placing a call directly to the OAEOC Operations Section; routinely follow up with the status of the resource request and ensure documentation requirements are fulfilled throughout the entirety of the resource tracking process. Once the resources are no longer needed, demobilize resources in an appropriate manner, keeping in mind that non-expendable resources will need to be returned in good condition. More guidance on submitting a resource request can be found in the *Checklist for Submitting a Resource Request to the OAEOC*.

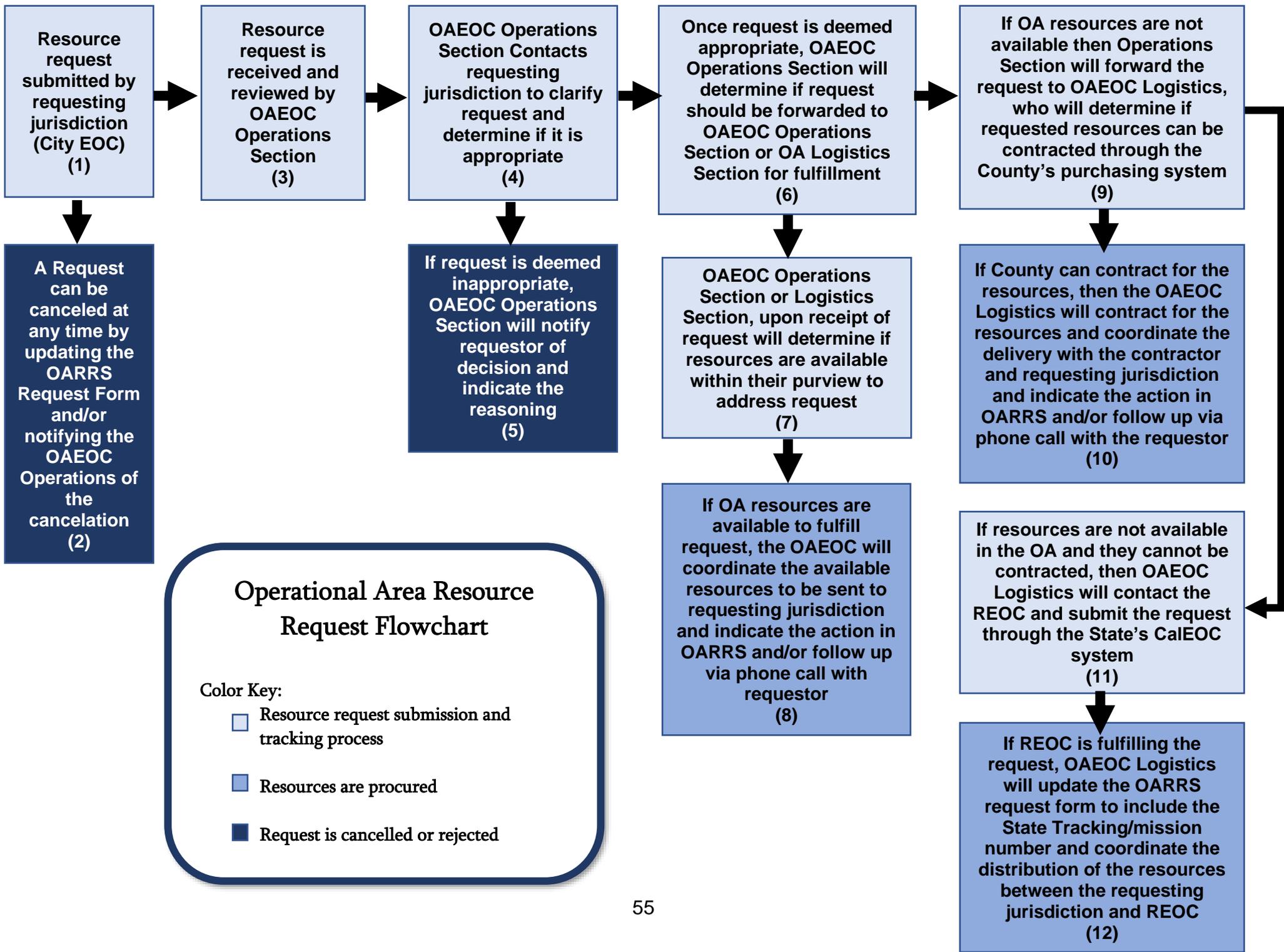
Once the OAEOC receives a resource request through OARRS, or an alternative communications system in the case of an OARRS outage, the OAEOC Operations Section will evaluate the submission to determine that all information required to fulfill the request is present in the submission. The Operations Section will then vet the request to determine if the request is a legitimate mission-specific, emergency response need. The EOC Director, or designee, will then approve the resource request to mitigate any potential conflicts such as competing priorities and determine a course of action. Finally, resource availability will be confirmed, and the request will be fulfilled through pre-existing OA resources, pre-incident contracts, or a purchase order with a new vendor. If the OAEOC is unable to fulfill the request directly, the OAEOC will escalate the request to the Regional Emergency Operations Center (REOC).

A more detailed description of the resource request process is shown in the "Resource Request Flow Chart."



Checklist for Submitting a Resource Request to the OAEOC

- √ Ensure that agency resources are already fully committed to the incident, and existing resources will not be adequate or will not arrive in time before choosing to submit a resource request to the OAEOC.
- √ Ensure that the resource is essential to the mission of the current emergency response.
- √ Identify all the essential elements of information for the resource request, to include:
 - Who needs it (requesting agency, receiving point of contact [include both email and phone number] and their information, etc.)
 - What is needed (specifics to include type, size, mission, etc.)
 - Why is it needed (including mission description, to assist in determining the resource priority and if another resource may possibly be used instead)
 - How much is needed (both immediately and over time, if response is expected to last a significant amount of time)
 - When it is needed and for how long (how soon does it need to arrive, and how long do you anticipate needing it for? Will you need it continuously on a routine schedule?)
 - Where is it needed (where will it be used, where should it be delivered, such as a staging location)
- √ Draft the resource request in OARRS and submit. If OARRS is down, agencies can contact the OAEOC Operations Section directly via landline. Cities may also request through Fax/Radio/Phone to their local Sheriff's Substations, or request through their DMAC, if OARRS is down.
- √ Follow up the submission of the OARRS resource request with a direct phone call to the OAEOC Operations Section to confirm submission and establish a point of contact for follow-up calls.
- √ Routinely follow up on the resource request, and report back to the OAEOC upon receipt, throughout usage (burn rate and if more is needed), and upon consumption (it has been used up).
- √ Report back to the OAEOC upon demobilization and return of the resource. Non-expendable equipment and supplies that are provided on loan must be returned to the owning organization as soon as possible upon demobilization. Non-expendable equipment and supplies must be returned in good condition except for normal wear and tear. The





ANNEX 3. DAM FAILURE: PUBLIC NOTIFICATION AND EVACUATION

Background:

The Whittier Narrows Dam is over 60 years old and recently has shown signs of deterioration. Failure of the dam could result in water inundation of much of the City of Artesia. While a complete failure is unlikely, it could be triggered by a single mega storm, or a series of large storms occurring within a brief timeframe. The result of a complete dam failure would be catastrophic, requiring the evacuation of large areas of the City on short notice.

Long Term Preparedness Actions:

The City can take a number of actions to minimize loss of life, property damage, and damage to critical infrastructure. These actions include:

1. Implement mitigation measures identified in the City Local Hazard Mitigation Plan (LHMP). The LHMP identifies mitigation measures that, if implemented, can potentially reduce damage to City facilities due to flooding.
2. Educate City residents and business owners to the threat of potential dam failure and urge them implement mitigation measures to protect their own properties. These educational actions can include information posted on the City website and Facebook page; handout information at City Hall; presentations faith-base organizations and civic groups; and participation in emergency preparedness events.
3. Educate City residents on the importance of maintaining supplies of food, water, medications, pet food, and other essential supplies.
4. Educate City residents on the importance of having Family Preparedness Plans.
5. Encourage Neighborhood Watch groups and other neighborhood associations to develop neighborhood disaster preparedness plans.
6. Facilitate and encourage residents to take CERT training, both initial and on going.
7. Educate business owners on the importance of having Continuity of Operations Plans (COOPs) to be able to get back in business as quickly as possible following a flood or other disaster.
8. Urge City residents to enroll in "Alert LA" and register for NIXLE to receive warning of actual and impending emergencies, including potential dam failure.
9. Use City code enforcement actions to ensure that new development and renovations to existing structures incorporate flood protection measures.
10. Ensure that storm drains are kept free of debris

Short Term Preparedness Actions:

If unusually heavy rainfall has occurred or is predicted the City could take action to alert and prepare residents and business owners for potential flooding. Short-term actions could include:



1. Coordinating with the County Fire Department, identify facilities such as retirement and nursing homes and other facilities housing persons who may need special assistance in the event that evacuation is required.
2. Working with Southern California Edison and Access Services to identify households that may need special assistance for evacuation.
3. Use the City website, Facebook page, and social media to alert residents to the impending threat.
4. Assist City residents to use sandbags or other measures to protect property from flooding.

Response Actions:

If a threat is imminent the City will be alerted by news media: the Emergency Alert System (EAS) or Wireless Emergency Alert system (WEA); the Sheriff's Department; or the County Fire Department. Upon alert of a potential flood or dam failure, the following actions should be taken:

- Activate the Emergency Operations Plan per the EOP Activation Checklist
- Use all City media to alert residents and business owners of the threat, including persons with limited or no English proficiency
- Coordinate alert and evacuation activities with LA County Sheriff and Fire Department
- Contact and/or dispatch City crews to assist known vulnerable populations including persons with disabilities and others with access or functional needs
- Dispatch City crews to protect City facilities
- Take measures to protect City Hall from flooding
- Monitor news media, EAS and WEA for latest information

Post Flooding Recovery

Once the immediate response phase is concluded the City should take the following actions.

- Conduct and document a post-disaster damage assessment of City buildings and infrastructure, including dollar cost estimates
- Work with the Operational Area to document damage and losses
- Review FEMA and state cost recovery policies and procedures and apply for reimbursement for eligible costs and losses
- Advise residents of location of Local Assistance Centers (LACs) where they can obtain assistance, grants and loans



ANNEX 4. EARTHQUAKES

Background:

Like much of Southern California, the City of Artesia is vulnerable to earthquakes from a number of known faults such as the Whittier, Newport-Inglewood, and San Andreas. While the time, location and magnitude of earthquakes cannot be predicted it is certain that earthquakes, including potentially catastrophic earthquakes affecting the City will occur in the future.

Preparedness Actions:

The City can take a number of actions to minimize loss of life, property damage, and damage to critical infrastructure from earthquakes. These actions include:

1. Implement mitigation measures identified in the City Local Hazard Mitigation Plan (LHMP). The LHMP identifies mitigation measures that, if implemented, can potentially reduce damage to City facilities due to earthquakes.
2. Educate City residents and business owners to the threat catastrophic earthquakes failure and urge them implement mitigation measures to protect their own properties. These educational actions can include information posted on the City website and Facebook page; handout information at City Hall; presentations faith-base organizations and civic groups; and participation in emergency preparedness events.
3. Educate City residents on the importance of maintaining supplies of food, water, medications, pet food, and other essential supplies.
4. Educate City residents on the importance of having Family Preparedness Plans.
5. Encourage Neighborhood Watch groups and other neighborhood associations to develop neighborhood disaster preparedness plans.
6. Facilitate and encourage residents to take CERT training, both initial and on going.
7. Educate business owners on the importance of having Continuity of Operations Plans (COOPs) to be able to get back in business as quickly as possible following an earthquake or other disaster.
8. Urge City residents to enroll in "Alert LA" to receive warning of actual and impending emergencies, including earthquake recovery information.
9. Use City code enforcement actions to ensure that new development and renovations to existing structures incorporate earthquake resistance measures during construction.

Short Term Preparedness Actions:

If unusually heavy rainfall has occurred or is predicted the City could take action to alert and prepare residents and business owners for potential flooding. Short-term actions could include:

1. Use the City website, Facebook page, and social media to alert residents to the impending threat.



2. Assist City residents to use sandbags or other measures to protect property from flooding.

Response Actions:

Immediately after an earthquake the following actions should be taken:

- Activate the Emergency Operations Plan per the EOP Activation Checklist
- Coordinate response activities with LA County Sheriff and Fire Department
- Coordinate with the County Fire Department to identify facilities such as retirement and nursing homes and other facilities housing persons who may need special assistance.
- Work with Southern California Edison and Access Services to identify vulnerable households, including persons with disabilities and others with access and functional needs; and persons with limited English proficiency.
- Dispatch City crews inspect and document damage to City facilities
- Monitor news media, EAS and WEA for latest information

Post Earthquake Recovery

Once the immediate response phase is concluded the City should take the following actions.

- Conduct and document a post-disaster damage assessment of City buildings and infrastructure, including dollar cost estimates
- Work with the Operational Area to document damage and losses
- Review FEMA and state cost recovery policies and procedures and apply for reimbursement for eligible costs and losses
- Advise residents of location of Local Assistance Centers (LACs) where they can obtain assistance, grants and loans



ANNEX 5. CLIMATE CHANGE/SEVERE WEATHER

Background:

It is widely acknowledged that the frequency and severity of man-made disasters is increasing to unprecedented levels. While climate change itself is not a physical hazard, anthropogenic climate change is intensifying many natural hazards, which by extension, increases the risk populations and communities face to natural disasters such as severe weather.

Patterns of more extreme natural events are emerging around the globe. The Southern California Region has not escaped this trend, with occurrences such as intensified hot and windy seasons resulting in wildfires followed by prolonged winter rainy seasons that cause subsequent floods and mudslides. As such, it is necessary that weather events of never-before-seen severities be considered in disaster planning and that risk to natural hazards be calculated in a manner that considers the influence of climate change.

Emergency events that may occur more frequently and at greater severities in the City of Artesia because of climate change include the following:

- Extreme Heat
- Drought
- High Winds
- Extreme Precipitation
- Thunderstorms and Lightning
- Tornadoes
- Flooding
- Vector-Borne Diseases

Beyond the obvious impacts of these hazards on populations, these hazards may have consequences for critical infrastructure. For instance, prolonged periods of above-average high temperatures may result in more frequent and more lengthy power outages due to system failures, or as part of ‘rolling blackouts’ during hot weather. This may have consequences such as the prolonged loss of traffic signals and street lights. Or, more frequent and more severe storms, including heavy rain, tornadoes, high winds, or flooding could result in deflation or loss of cellular communications infrastructure.

As climate changes, temperatures may become warmer and rainy seasons may become longer, and the period in which disease vectors may live, breed, and thrive increases. This increases the threat of a vector-borne disease outbreak. As climate change continues to influence seasonal weather patterns, it is possible that this may be accompanied by a rise in vector-borne illness and public health emergencies.

Preparedness Actions:



The City can take a number of actions to minimize loss of life, property damage, and damage to critical infrastructure. These actions include:

1. Assess community conditions that contribute to climate change, and determine efforts to mitigate those conditions.
2. Develop rapid response damage assessment teams and procedures to procure a timely understanding of damages following an event.
3. Develop and/or strengthen debris management capabilities to include vegetative debris, construction and demolition debris, hazardous waste, etc.
4. Develop a Closed Point of Distribution Plan (C-POD) through the engagement of community partners such as schools, businesses, religious organizations, etc. for distribution of water and other emergency supplies.
5. Develop a Medical Points of Dispensing Plan (M-POD) in coordination with LASD to ensure the timely and effective receipt of prophylaxis in the case of a public health emergency.
6. Work with LA Fire to identify critical facilities such as nursing homes that may require special attention.
7. Identify and prepare to set up cooling centers for heat emergencies.
8. Work with critical infrastructure owners and operators to strengthen critical infrastructure through building redundancy in critical assets and systems.
9. Work with utilities, SCE and SoCalGas, to identify households that include persons that depend on durable medical equipment (DME) who would need assistance during an emergency and determine alternative means to power their DMEs.
10. Work with Access Services to identify households that include persons with disabilities to evaluate their access and functional needs.
11. Implement mitigation measures identified in the LHMP.
12. Consider personal and familial limitations in incidences where evacuation is needed such as access to transportation. Examples include physical limitations, access to transit (personal and mass), and functional needs.
13. Encourage residents to register for Alert LA and NIXLE.

Short Term Preparedness Actions:

In the case that severe weather is imminent, the City can take preparedness actions in the time leading up to the event that may greatly mitigate disaster consequences. For instance:

1. Closely track severe weather through local broadcast, NOAA, and other resources.
2. Disseminate timely and accurate public messages on the incident which includes status updates, preparedness actions, and additional resources.
3. Pre-stage resources so they are readily available.
4. Distribute emergency supplies.



5. Implement and enforce evacuation orders if the severity permits.
6. Fortify any hazardous materials sites that could cause hazardous incidents due to severe weather impacts.

Response Actions:

Once a severe weather incident has occurred, the following actions can be taken:

- Activate the Emergency Operations Plan per the EOP Activation Checklist.
- Use all City media to alert residents and business owners of the threat, including persons with limited or no English proficiency.
- Coordinate alert and evacuation activities with LA County Sheriff and Fire Department.
- Contact and/or dispatch City crews to assist known vulnerable populations including persons with disabilities and others with access or functional needs.
- Dispatch City crews to protect City facilities.
- Monitor news media, EAS, and WEA for latest information.
- Begin considering the recovery process.
- Coordinate with LA County OEM on any resources needs and mutual aid requests.

Severe Weather Incident Recovery:

Recovery is a critical time in the disaster management process, as it is an opportunity to lessen future disaster consequences:

- Conduct and document a post-disaster damage assessment of City buildings and infrastructure, including dollar cost estimates.
- Work with the Operational Area to document damage and losses.
- Review FEMA and state cost recovery policies and procedures and apply for reimbursement for eligible costs and losses.
- Advise residents of location of Local Assistance Centers (LACs) where they can obtain assistance, grants, and loans.
- Consider the economic impacts of the disaster and take actions to stimulate the economy and promote feelings of normalcy.
- Consider the mental health needs of impacted populations and coordinate mental health resources.
- Implement a mitigation-focused mind set, and rebuild infrastructure, homes, schools, private businesses, etc. in a manner that will better withstand future occurrences of severe weather.